

# PLANNING COUNCIL MEETING MINUTES

Monday, January 31, 2022

9:00 am

Red Mountain 256 & Zoom Web Conference

**In Attendance:** YeVonne Allen, Jamie Gudino Vargas, Elena Bubnova, Amy Williams, Fred Lokken, Melissa Deadmond, Cecilia Vigil, Dr. Melissa Deadmond, Kreg Mebust, Tina May, Anne Flesher, Amy Cavanaugh, Thomas Kearns, Estela Gutierrez, Laura Vargas, Thomas Dobbert, Geoffrey Hawkins, Cynthia Pierrott, Barb Evans, Elise Bunkowski, Natalie Russell, Gwendolyn Clancy, Karen Cannen, Dr. Ayodele Akinola,

## TMCC Bylaws, Policies and Procedures

President Hilgersom presented revisions to Title IV, Section J of the TMCC Bylaws pertaining to merit pay to the Council for a first reading review. Discussion was held related to language changes to section 1.1 and the changes that had been made to the example in section 2.6. The suggested edits to section 1.1 were approved unanimously following a motion from Dr. Virigina Irintcheva and a second from YeVonne Allen. The section will now read as "Academic and Administrative Faculty shall be eligible to be considered for merit awards during fiscal years when a merit pool appropriation is provided is mandated and/or funds are available." Members of the Council will review the proposed changes document with their respective departments and send any edits or suggestions to Dr. Dana Ryan. A second reading will occur at the February 28 meeting of the Planning Council.

## Status Report: Business and Social Sciences Division

Dean Amy Williams presented on updates and happenings of the Business and Social Sciences division highlighting programs, projects and initiatives within the division.

## Brainstorming Session: Visioning Beyond the Strategic Master Plan

President Hilgersom opened up discussion to the Council focused on how the world and economy are rapidly changing as evidenced by things like the expansion of artificial intelligence and robotics, staffing shortages in key industries, increased health risk and safety measures, the effects of global warming, and advancing technology – just to name a few. The Council shared their thoughts on how these changes will impact 2-year colleges, curriculum and learning outcomes and education delivery. We will continue to hold these discussions with all members of our campus community as we work to formulate and implement plans to stay ahead of these challenges.

## Planning Council Committee Updates

- Academic and Student Services Committee
  - Vice President of Student Services and Diversity, Estela Gutierrez, and Vice President of Academic Affairs, Dr. Jeffrey Alexander, reported that the committee will hold their next meeting in a couple of week. The Faculty Advisor Pilot program is underway with a successful start following delays from the pandemic.
- Accreditation Committee
  - Dr. Deadmond reported that the committee last met on January 18 where they established a new meeting schedule for Spring. The committee is working on compiling drafts for the Year 7 report.
- Budget Committee
  - No report at this time. The committee will meet later in the week.
- Diversity Committee
  - No report at this time. The committee will meet on February 18.
- Enrollment Management Committee
  - Dean Julie Ellsworth reported that the committee last met on January 13. The committee reviewed enrollment numbers, received an update on the application for admissions upgrade as well as an update from Financial Aid. Focus continues on student persistence and engagement. The next meeting of the committee will be this Thursday.
- Facilities Committee
  - Dr. Ayodele Akinola, reported that the committee continues to meet every two weeks and gave updates on ongoing projects including the Health Science Center expansion, Sierra boiler project and Oddie district design.

- Health and Wellness Committee
  - Interim Athletics Director, Geoffrey Hawkins, reported that the committee is busy working on renewing our contract with Washoe County Health District and projects with the Student Government Association.
- Technology Committee
  - Thomas Dobbert, Chief Technology Officer, noted that the committee is has adjusted its schedule to now meet on Friday mornings to encourage faculty participation.

### **Constituency Updates**

- Student Government Association
  - Darian Richards, President, reported that welcome week activities are currently happening and include supply giveaways and free donuts and coffee from My Favorite Muffin.
- Classified Council
  - Tina May, President, reported the Council last met on January 20 and discussed grant in aid, scholarships and reduced dependent tuition. The next meeting will be held on February 17.
- Faculty Senate
  - Dr. Virginia Irintcheva, Chair, reported that the Faculty Senate last met on December 10. During the meeting Karin Saldana gave a presentation on Jumpstart and Cheryl Cardoza provided an NFA update. The next meeting will be held on February 11.

**Next Meeting: February 28, 2022**

**Article IV: Personnel Policies**                      **Section J. Merit Awards**  
**Proposed Changes – Planning Council Review January 31, 2022**

**Eligibility for merit awards**

**1.1.** Academic and Administrative Faculty shall be eligible to be considered for merit awards during fiscal years when a merit pool ~~appropriation is provided~~ is mandated and/or funds are available. (NSHE Handbook, Title 4, Ch 3, Section 25; NSHE Policies and Guidelines Manual, Chapter 3, Section 5)

**1.2.** Academic and Administrative Faculty with full time regular contracts, both tenured and tenure track, shall be eligible to be considered for merit awards. Faculty holding a Rank 0 contract shall be eligible to be considered for merit awards. Faculty who are grant funded, and whose grants include funding for merit pay for that faculty member, shall be eligible to be considered for merit pay. All other temporary one-year and half-year contracted faculty shall not be eligible for merit awards.

**1.3.** Academic and Administrative faculty who begin employment after ~~December 31 of the applicable year~~ September 30 of the evaluation year shall not be eligible to be considered for merit awards for that year. ~~The applicable year is defined as the year that starts on July 1<sup>st</sup> and ends on June 30 of the year immediately prior to the fiscal year in which the merit award is disbursed.~~

- Evaluation year is defined as:
  - For academic faculty: the year that starts on July 1st and ends on June 30 of the year immediately prior to the fiscal year in which the merit award is disbursed.
  - For administrative faculty: the year that starts on January 1st and ends December 31st of the year immediately prior to the fiscal year in which the merit is disbursed.

**1.4.** Awards of merit for administrative faculty shall be based on the overall rating received by the faculty member on the Administrative Faculty Performance ~~Review—Form "A"~~ Evaluation for the applicable evaluation year.

**1.5.** Awards of merit for academic faculty shall be based on the overall rating received by the faculty member in the annual evaluation process as defined by Article 12 of the TMCC-NFA contract for the applicable evaluation year.

**1.6.** Academic and administrative faculty must receive a "commendable" or "excellent" overall rating on their annual evaluation for the applicable evaluation year to be eligible for consideration for merit awards.

**1.7.** Faculty who do not participate in the evaluation process for the applicable year shall not be eligible to be considered for merit award for that year.

**1.8.** Faculty on leave without pay for more than one half of their contract period of the applicable year shall not be eligible to be considered for merit award for that year.

**1.9.** Academic Faculty on sabbatical for the applicable year shall be eligible to be considered for merit awards for that year.

**1.10.** Merit awards shall be added to the base salary for all faculty.

**Distribution of merit awards**

**2.1.** The amount of merit pay award for each faculty member shall be determined by that faculty member's overall annual evaluation rating for the applicable evaluation year.

**2.2.** Academic evaluations shall be completed by May 1st of the year in which the associated merit award is being distributed. Administrative evaluations shall be completed by March 1st of the year in which the associated merit award is being distributed.

**2.3.** Merit awards shall be distributed only to eligible faculty members who receive a "commendable" or "excellent" overall rating on their annual evaluation.

**2.4.** Merit pay awards shall be distributed to eligible faculty by a "3-4-5-6" distribution plan. Under this plan there will be four levels of merit pay awarded with each tied to an evaluation rating score. The lowest level award will be equivalent to three-sixths (3/6) of the highest level award. The second level award will be equivalent to four-sixths (4/6) of the highest level award, and the third level will be equivalent to five-sixths (5/6) of the highest level award.

**2.5.** Faculty who receive an overall "commendable" evaluation rating shall receive either a three-sixths (3/6) award for a "commendable 1" rating, or a four-sixths (4/6) award for a "commendable 2" rating. Faculty who receive an overall "excellent" evaluation rating shall receive either a five-sixths (5/6) award for "excellent 1" or six-sixths (6/6 - highest level) award for "excellent 2".

**2.6.** The highest level merit pay award amount will be determined by dividing the ~~pool of merit money appropriate to TMCC~~ ~~respective pools of merit money~~ for eligible academic and administrative faculty by the sum of all of the awards given in each rating level multiplied by the corresponding fraction for that award rating.

**Example:** There are ~~300 total~~ 150 eligible faculty and a merit ~~appropriation~~ pool of ~~\$400,000~~ \$100,000.

**Faculty evaluation ratings earned:**

excellent 2 (6/6): ~~69~~ 80 faculty  
excellent 1 (5/6): ~~90~~ 30 faculty  
commendable 2 (4/6): ~~72~~ 15 faculty  
commendable 1 (3/6): ~~54~~ 10 faculty  
satisfactory: ~~12~~ 13 faculty  
unsatisfactory: ~~3~~ 2 faculty  
~~300~~ 150 total faculty

**The highest award m would be calculated:**

~~\$400,000~~ \$100,000 = (~~69~~ 80 x 6/6m) + (~~90~~ 30 x 5/6m) + (~~72~~ 15 x 4/6m) + (~~54~~ 10 x 3/6m)  
~~\$400,000~~ \$100,000 = (~~69~~ 80 + ~~75~~ 25 + ~~48~~ 10 + ~~27~~ 5)m  
m = ~~\$1,826.48~~ \$833.33

**Thus the merit awards for each rating would be:**

excellent 2 (6/6 of ~~\$1,826.48~~ \$833.33): ~~\$1,826.48~~ \$833.33  
excellent 1 (5/6 of ~~\$1,826.48~~ \$833.33): ~~\$1,522.07~~ \$694.44  
commendable 2 (4/6 of ~~\$1,826.48~~ \$833.33): ~~\$1,217.66~~ \$555.55  
commendable 1 (3/6 of ~~\$1,826.48~~ \$833.33): ~~\$913.24~~ \$416.67  
satisfactory: \$0  
unsatisfactory: \$0

**Appeal of evaluation for merit award**

**3.1.** Evaluation ratings that affect merit awards may be appealed by the faculty member under this section or under the NFA contract, Article 13, whichever is applicable. Evaluation appeals for an overall "unsatisfactory" rating may follow the procedures in Section K. Unsatisfactory Evaluation Review.

- 3.2.** If a faculty member wishes to appeal an evaluation rating that affects their merit award, he/she shall seek a meeting with the evaluator and shall contact the evaluator within ten (10) working days of the receipt of the evaluation report to request such a meeting.
- 3.3.** The evaluator shall meet with the faculty member and issue a written determination and deliver it to the faculty member within ten (10) working days of the meeting request, stating if the evaluation rating shall be maintained or modified.
- 3.4.** If the faculty member is not satisfied with the results of the meeting with the evaluator, the faculty member may request a review of the evaluation by a Merit Award Appeals Committee (MAAC). There shall be an academic MAAC and an administrative MAAC, to review evaluations of the respective faculty. The Merit Award Appeals Committees shall be comprised of three faculty members appointed by the Faculty Senate, and cannot include the affected faculty member. The academic MAAC shall have at least two academic faculty members, and the administrative MAAC shall have at least two administrative faculty members. The MAAC shall review cases and issue a written statement within ten working days of the faculty member's request.
- 3.5.** The written statements produced by the evaluator and the MAAC will be reviewed by the appropriate Vice President or senior staff member in a timely manner. For academic faculty the Vice President of Academic Affairs shall be the reviewer. For administrative faculty the appropriate senior staff member as determined by the president shall be the reviewer. The decision from the reviewer shall be final and cannot be further appealed and shall become a part of the evaluation documentation.
- 3.6.** The appeals process shall be finalized by June 26 of the year in which the associated merit award is being distributed.

# Business and Social Sciences Division

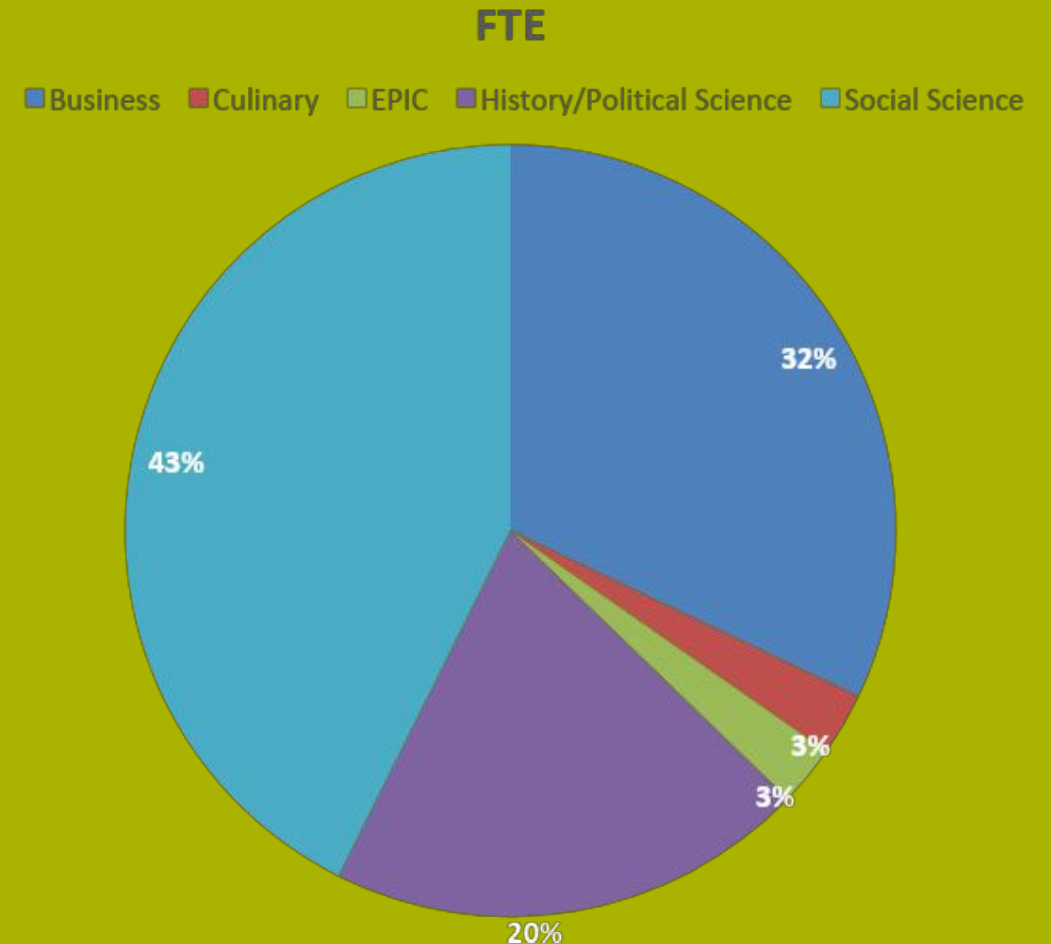
Spring 2022 Update

**The College for  
the New Nevada**



# Division Departments

- Credit Programs
  - Business
  - Culinary Arts
  - EPIC
  - History and Political Science
  - Social Sciences
- Non-Credit Programs
  - Adult Basic Education
  - Child Care Center
  - EPIC



# Business Updates

- Recruitment happening for new full time tenure track professor to replace Robert
- Temporary full time Business hire – David Stuart (actual position is frozen)
- Exploring the idea of a “fast track” degree in Business
- Exploring the idea of a new Accounting Certificate
- Logistics involved with two different grant opportunities with the state



# Culinary Arts Updates

- Covid work arounds for dinners
- Accreditation visit in fall was excellent
- Supporting the 50<sup>th</sup> anniversary mystery dinner

# EPIC Credit Programs Updates

- Fall first semester without College Transition Math and English Skills Center resulting in reduced FTE for department
- Totally in person programs like Massage, Personal Trainer and Physical Education have struggled through Covid
- Completed PUR for Physical Education and included ideas for future growth endeavors

# History and Political Science Updates

- One frozen position in Political Science due to Precious Hall taking buyout
- Political Science completed PUR
- No major changes planned for these primarily general education areas

# Social Sciences Updates

- Education and Psychology both received foundation grants
- Education Initiatives
  - Practicum experiences reworked
  - New CEU courses planned with state
  - State-wide committee to deal with teacher shortage crisis
- Early Childhood Education
  - New practicum plans
  - Streamlining degree options
- Chair transition this year - Bob to Haley

# ABE Updates

- Covid hurt ABE and enrollment is down. These students do not do well and don't want online.
- Hy-Flex model offered for HSE. Online students did worse than in person students in same class.
- 78% of our students who post test make a level gain – highest in state
- Grant will have flat level funding for next year, not participation based. Following year is an open RFP year.
- Launching Pre-Apprenticeship programming in Spring 2022
  - Programs: Healthcare, Hospitality, Information Technology, and Manufacturing and Logistics
  - Students may transition to:
    - registered apprenticeship program with advanced standing
    - Skills, Career, or Certificate of Achievement
    - Associates degree
    - Workforce
- SANDI Grant:
  - ABE plus CNA and HVAC
  - Programs we would like to develop for IET - these are all SANDI approved programs that align with ABE student's interests/feedback
    - Advanced Manufacture Workforce
    - Clinical Medical Assistant
    - Emergency Medical Technician
    - Industry Electricity 1
    - IT Basics
    - Machining Level 1
- GSR and NOW Foods ELL Classes

# Child Care Center Updates

- Fully staffed for first time in years!
- This summer received a subaward from the Children's Cabinet in the amount of \$104,174 which was spent on center upgrades and employee expenses
- Just notified we were approved for the American Rescue Plan - Child Care Provider Stabilization grant from the Children's Cabinet. The stipend will provide up to six months of operating expenses based on our average monthly expenditures and may be used for personnel costs, facilities maintenance, PPE & other health/safety items, equipment & supplies, goods & services and tuition. Funds expended by 9/30/22.
- Starting our self study for reaccreditation in Fall 2022
- BCN and all NSHE institutions working on new classification of Early Childhood Educator I, II, III for NSHE CCCs

# EPIC Updates

- Enrollment up over last year on the Community Education side
- Apprenticeships with NSHE for Clinical Medical Assistant (CMA), Renown and Community Health Alliance are partner employers, 30 students per quarter
- Welfare is interested in running a CMA program and funding the students
- CMA and Pharmacy Technician are our two most popular certs
- Possible grant with Community Health Worker program – large need in rural Nevada
- Synergizing credit and non-credit
  - Credit for prior learning
  - Researching best practices
  - New marketing hire
- Custom training – seeing employers asking for more soft skills training for leadership, supervision, etc.