

# PLANNING COUNCIL MEETING MINUTES

Tuesday, September 22, 2022

9 a.m.

RDMT 256

**In attendance:** Crista Jorgenson, Cheryl Jones, Elena Bubnova, Geoffrey Hawkins, Gwendolyn Clancy, Natalie Russell, Cynthia Pierrott, Kim Studebaker, Nicole Scollard, Dr. Ayodele Akinola, Dr. Karin Hilgersom, Dr. Jeffrey Alexander, Thomas Kearns, Dr. Amy Cavanaugh, YeVonne Allen, Juana Reynoza-Gomez, Cecilia Vigil, Barb Evans, Tina May, Gretchen Sawyer, Amy Williams, Yuli Chavez Camarena, Estella Gutierrez, Kofi Poku, Melissa Olsen

## Planning Council Goals and Framework - Dr. Karin Hilgersom

Dr. Karin Hilgersom discussed her thoughts regarding the goals and framework for the Planning Council. She stated that this group does two things. The first is the Strategic Master Plan. This group creates and monitors the plan and the progress as we move forward. Secondly, this group reviews any TMCC Policy Manual changes. She encourages anyone who wants to submit a change to first take it to Gretchen Sawyer to review for any language issues or concerns. Once this is done it can be brought to the group. The goal is that there will only be two readings per change. In addition to discussing what this group does, it was also discussed what this group does not do. Dr. Hilgersom noted that this group does not manage day-to-day operations. The smaller committees within this group are geared to manage the day-to-day operations and they will report back to the larger group with the work that they do in their meetings. Dr. Hilgersom encouraged the group to think about the best ways to present items to the Planning Council and how they will be prioritized once brought to the table. Kim Studebaker asked for clarity on the difference between the Planning Council and Cabinet. Dr. Hilgersom said that Cabinet is more of a day-to-day operational group where again Planning Council is more of a large, long-term master planning group. Dr. Jeffrey Alexander discussed that Cabinet may make decisions that affect a policy quickly but that those changes will then be brought to the Planning Council regarding the long-term way these policies affect the college.

## The Year of Sustainability - Dr. Ayodele Akinola

The group watched Dr. Ayodele Akinola's Kick-Off video. Dr. Karin Hilgersom talked about how appreciative she is of all the things that his team and everyone at TMCC is doing regarding sustainability. Gretchen Sawyer said she is looking for grants regarding solar panels to be placed over our parking lots. Dr. Akinola said he is researching covered parking and that it may be possible to include solar panels in these spaces. Gwendolyn Clancy asked about the construction we were doing for the bus system and if there was any thought about adding pathways from the bus stops to the campus for easier access. She curious if there is funding for this. Dr. Akinola asked her to reach out to him outside this meeting and he would love to talk about the possibility of paths more in depth. He will share the map so she can see the areas where we can provide walking paths. He also mentioned that they have met with RTC and that they are planning on putting in a path from 7/11 to the college for additional access. YeVonne Allen mentioned that they were able to complete the Second Nature Climate Action plan, originally planned for 2025, five years early! She was very proud of the impact we are making here at TMCC. Dr. Karin Hilgersom mentioned that each person here represents a stakeholder group and she challenged the group to go back to their groups and see what things can be done in each unit to push our sustainability forward. For example, we don't use plastic bottles in the President's Office. Dr. Jeffrey Alexander asked about getting away from gasoline powered lawn equipment. He wanted to know if that would be possible on our campus. Dr. Akinola said that they are looking into options regarding this and will keep this group posted on the progress. Cecilia Vigil mentioned how happy she is with the progress we are making, low flush toilets, recycle bins, less plastic in the cafe, etc. and that the police department purchased two ebikes. She made the point that what we are doing is inspiring others and she encouraged us

to just keep championing these efforts. She also said her student mentioned the other day that we should call this the 100 Years of Sustainability. Dr. Akinola is looking at ways to reduce the water at the soccer field since the wind blows and pushes it to areas that don't need it. Estella Gutierrez suggested that we get some catchy cool signs around campus that talk about all the things we are doing surrounding sustainability. Cecilia Vigil suggested that we put together some digital signs and banners that can go on our website so that people visiting the website can see all our efforts as well. The group agreed that MOC should work with the sustainability groups to come up with some branding that we can put on our website, welcome emails, signs, etc. Gretchen Sawyer was so inspired by the sustainability presentations at the Kick-Off that she reached out to the foundation asking for \$10,000 for the sustainability groups to be able to ask for grants to support their efforts. This is active now and any group can request a grant. Thomas Kearns discussed that we are missing the opportunity to also mention that not only our environment but our classes are cutting edge. He said we need to talk about this more and tell students that if you want to be on the cutting edge come to TMCC! Kofi Poku talked about retention and the issue with the sled desks in the classrooms. He addressed that these seats are not comfortable for students and it is not conducive with group work which is highly encouraged here. Dr. Akinola said that his team is already looking into this and they have some money set aside to get some new furniture that will be much more accessible for students. They are hoping to make these changes this year. Dr. Natalie Russell asked if we could get more hydration stations around campus. Dr. Akinola said to just let him know where we want them and he will work on getting them placed. The group concluded the conversation by discussing ways stakeholders can get together and spread the message in meaningful and impactful way. For example, TVs that show how much our solar field is generating and how much energy we are saving. Or bricks that could be donated and then placed on the buildings that show what green things happen in those buildings. The group will continue to brainstorm ideas and present back at the next meeting.

### **Planning Council Representation/Voting – Dr. Karin Hilgersom**

Dr. Karin Hilgersom presented on the current Planning Council membership. A handout was provided with the current representation and the discussion was opened about how and if this should change. Elena Bubnova mentioned that Cheryl Jones was actually representing IT not IR in these meetings. This brought up general discussion from the group about all the hats that people in these meetings wear. It was discussed that we should have more clarity regarding the group each member is representing when in this meeting. Melissa Olsen will update this list with more clarity regarding representation and add the requested positions and it will be represented in the next meeting for final approval. Dr. Hilgersom challenged the group to think about how voting should work within this group, with the goal that the group should be able to reach a consensus.

### **Planning Council Committee Updates**

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#### **Academic & Student Services Committee – Dr. Jeff Alexander & Estella Gutierrez**

Dr. Jeffery Alexander presented on dual credit. He let the group know that we are moving forward in a way that will allow each college to provide dual credit service in our spaces that is unique and that will be very fluid and different throughout the different colleges. We will continue to provide the same level of service we have in the past. We would like to move away from the tech prep model where we go into the high schools to provide classes. It is a lot of work for us and only results in 13% of those students actually attending TMCC. We want to encourage the high school teachers to support their students in attending the CTE programs we have here on the TMCC campus. Dr. Karin Hilgersom, we will not be reducing our standards regarding dual credit here at TMCC. The department chair in each area will have oversight of the teachers we hire from the high schools. Dr. Hilgersom believes in the faculty recommendation we received in the past and we will stay true to that.

Dr. Jefferey Alexander talked about two searches we are currently doing, the Associate Director of Workforce Development and the Assistant Director CTE Programs, both will be helping to promote our CTE programs in the high schools.

Dr. Alexander addressed some new programs we are looking into. For example, a certificate in Emergency Dispatch and certificate in Cyber Security. We are realigning some programs as well. They are still in discussions regarding these realignments.

Estella Gutierrez addressed that they are holding more social events in appreciation for the departments and divisions. She opened the floor for a discussion regarding Hispanic Heritage month. Juana Reynoza-Gomez presented on the topic. She went over the history of Hispanic Heritage month. It runs from September 15 to October 15, there are many independence days during this time and that is why this time frame was picked by the Federal government in the past. On October 4 there will be a Tu Bienvenida event. More details to follow.

### **Accreditation Committee – Dr. Melissa Deadmond**

Dr. Melissa Deadmond was not able to attend the meeting, Dr. Jeffrey Alexander presented on the topic. Accreditation is October 12-14. There will be town hall events. We should keep our eye out for these days and times. Dr. Melissa Deadmond will send invites to all the specific forums and the accreditors are asking for in-person attendance to these meetings. We may need some additional volunteers to drive the accreditors back and forth from their hotel and the campuses. The administrative faculty forum will be in the staff forum. They will be visiting all the sites. The next meeting is October 5th and we will get additional details after that meeting. All this information will get dispensed via the Accreditation team.

### **Budget Committee – Crista Jorgenson & Dr. Karin Hilgersom**

Dr. Karin Hilgersom, committee did convene recently and discussed the role of this committee with the Planning Council. Their role is to listen to the things we are voting on and how we will find the money for these Strategic Master Plan goals and objectives. In the past we have used a RAP "Resource Allocation Process" to request funds. With the pandemic unfortunately, we saw a reduction in our budget and moved away from this process. However, the team has created a new process so that we can implement this process moving forward, once or twice a year. Crista Jorgensen presented the form and walked us through how to fill it out. The form will be in OnBase. Dr. Karin Hilgersom suggested that the Planning Council members are the ones who prioritize the RAPs. They are then presented to the Cabinet and L Team for approval. When this process happens there will be additional budget team members in the room. This can be fluid in the way that if we suddenly have additional money we can approve more items, depending on the order they were ranked, without having to wait another year. The goal of this project is for it to be very collaborative and transparent. Cheryl Jones talked about the importance of having measurable outcomes with these projects. There is new language that the accreditors have given us that requires that we are transparent on the results of all projects. Dr. Karin Hilgersom suggested they expand the number of members on this committee. The committee will reach out and look for new members.

### **Diversity Committee - Juana Reynoza-Gomez**

They will have their first meeting on September 30th at 1 PM and will present at the next meeting.

### **Enrollment Management Committee – Elena Bubnova, Dr. Julie Ellsworth & Anne Flesher**

Elena Bubnova, this committee had a meeting on September 15th. They reviewed enrollment numbers. The general consensus is that we are doing better than we thought we would be doing at this time. Very supportive of all the efforts we put into increasing enrollment. Addressed that next year is a count year and that we need to keep this in mind and have strategies ready to increase enrollment. They will be providing some data to the group regarding enrollment. Elena discussed the student loan debt relief and that there will be a group of students who will have their debt cleared and they may want to come back to school. This is a good group to reach out to about taking classes again. Gave a plug to Pam Otto Cox and her talk.

## **Facilities Committee – Dr. Ayodele Akinola**

Dr. Ayodele Akinola, this committee meets every two weeks. Successful adoption of the Guardian of Eden here on the TMCC campus. HSC still has some ongoing projects. Unfortunately, we had a contractor pull out but we were able to find someone new and it is moving forward. The Sierra building refresh is complete. They are replacing old outdated lighting with new more efficient lighting. Unfortunately, the Bird of Paradise tree in the atrium will need to be cut down because it is impeding the fire system and is setting off alarms.

## **Health & Wellness Committee – Geoffrey Hawkins**

Geoffrey Hawkins presented that his committee promotes physical and mental health and wellbeing and they do that through sports and fitness on our campus. He has had many people who want to join the committee so they are going to hold another meeting in a week and he will present back on what develops. He talked about the wellness emails that they sent out as well as the things they do like chat about smoke and how to stay healthy during difficult times. He is excited for the next meeting and all the participation and excitement he is receiving.

## **Technology Committee – Cheryl Jones**

Cheryl Jones presented on how they are incorporating sustainability into technology and this year it is all about cyber security and keeping us protected. Unfortunately, they had a small turn out for the committee so they are looking to increase participation. NSHE has hired a consultant to advise on security practices and they will be making recommendations to us. He has met with us four times already and we will get his final report next month. Cheryl will present his findings to the group. One thing she is sure will happen is that we will need to implement MFA. We have been trying to put it off but it is time to move forward. On September 1 they received approval that all new employees will go through a Cyber Security training while they are onboarding. There will also be training for current employees. More details about this to follow. Elena Bubnova gave us a warning that there is a lot of vulnerability and there will be many more hoops to jump through moving forward regarding security. Details will follow in future meetings.

## **Constituency Updates**

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### **Student Government Association – John Fenton, President**

John Fenton was not present, Juana Reynoza-Gomez presented in his absence. Welcome week was a major success. Unfortunately, it was so successful that the swag they purchased to last a year they gave away in two weeks. Working on ensuring that student life is a top priority for this group. They are having trouble assigning senators to committees so he has asked the Vice President to create a SS of the committees so they have a better idea of when things are happening so it will be easier to get people signed up. He wants to review the SGA budget and change the hourly salaries to stipends. He is looking into a financially fit program for students and he is hoping to get financial support for the community. They are seeing the highest ever interest in clubs.

### **Classified Council – Tina May, President**

Tina May presented on Halloween, there will be the annual office decorating contest. Prizes will be awarded. There will be a turkey and ham raffle as well as a silent auction. Looking to the TMCC community to donate baskets for the auction.

### **Faculty Senate – Amy Cavanaugh, President**

Amy Cavanaugh, they had their first meeting last Friday. The Emeritus revisions were approved, sending it off to HR. The clinical evaluation form was revised so it doesn't just pertain to part-time faculty. They are forming an ad hoc committee to review bylaws regarding senator terms. They are hoping for consistency between part-time and full-time senator terms.

## **New Business/Future Agenda Items**

Gwendolyn Clancy brought up a part-time committee for part-time faculty stipends. Dr. Karin Hilgersom mentioned that we had discussed this in a previous meeting and that they need to choose the members and it is okay to move forward with this committee.