
MEETING MINUTES – MAR. 25, 2024

In Attendance: Rick Bullis, Geoffrey Hawkins, Cheryl Jones, Gwendolyn Clancy, Kim Studebaker, Karin Hilgersom, Jeffrey Alexander, Estela Levario Gutierrez, Gretchen Sawyer, Melissa Deadmond, Anne Flesher, YeVonne Allen, Yuli Chavez-Camarena, John Hughes, Melissa Goldstein, Brianne Lee, Kimberly Harrell, Staci Miller, Mark Maynard, Steve Bale, Jeff Metcalf, Leslie Jia, Amy Williams, Mike Peyerl, Ben Davis, Kate Kirkpatrick, Ayodele Akinola, Brayson Gomez

President Updates

Bachelor in Radiological Technician, Associate of Science in Psychology, and Skills Certificate in Data Science have all been approved by the Board of Regents.

We have presented an updated funding formula to the ad hoc HEF Committee in which we address the concern around wrap around services for part-time students as well as mission differentiation between predominantly 2-yr colleges and the universities. Will keep this group updated on anything we hear from this committee.

Governor Lombardo has put out an information request on what we are doing for sustainability due by March 28, 2024. Working with Ayo, Cecilia, and YeVonne to craft a response.

Thank you Yuli Chavez, John Hughes and Anne Flesher for your work on the Student Enrollment Management Committee and for your efforts with your retention committee. We will be piloting an app called Mentor and Match which came as a recommended retention tool that connects students with mentors.

We are moving forward with the UCEDA International partnership for students seeking ESL courses.

FAFSA Update- Dr. Leslie Jia

To date, there continues to be outstanding technical issues for parent FAFSA applicants without social security numbers with no resolutions at this time. In addition, the student aid index (SAI) which replaced the estimated family contribution (EFC) also has outstanding issues related to the calculation which determines students federal aid eligibility and impacts how federal (Pell Grant), state (Silver State Opportunity Grant & Nevada Promise Scholarship), and institutional aid (TMCC Need Grants) will be awarded. TMCC has received some 2024-2025 FAFSA applications, and like the other schools within the Nevada System of Higher Education (NSHE), we are currently reviewing a sample of the applications in the testing environment of PeopleSoft (PS) to work out any bugs and issues before importing the rest of the FAFSA applications in production also known as the live environment of PS.

Beginning with the 2024-2025 FAFSA cycle, when students and parents provide consent to the Department of Education (ED), data is now being requested from the Internal Revenue Service. As a result of how federal data is now requested, FTI now falls under the Internal Revenue Code (IRC) of (6103(1)(13)) and is further restricted under HEA (483 and 494). IRC is the most restrictive statute and FERPA exceptions and written consent under FERPA do not apply to further redisclose records with FTI. As a result of these changes, TMCC is currently reviewing all financial aid security roles assigned to PS users. Locking down the financial aid security roles within PS is critical to ensure FTI data is only accessible to users who can apply, award, and administer student financial aid programs (federal, state, institutional). Furthermore, all future requests for financial aid security roles must include a reason why an individual user is requesting such access.

TMCC continues to work with System Computing Services and other NSHE schools to find temporary solutions as we await further guidance and solutions from ED and oracle. As planned, TMCC will start sending out 2024-2025 award letters in the next few months to disclose to students what anticipated aid they can receive for the upcoming academic year. Aid for the fall semester will be officially disbursed in mid-August. In addition, TMCC's Financial Aid priority deadline is July 1st which

guarantees to students whose financial aid files are complete that their financial aid will be disbursed before or on the first day of the fall semester. Extra efforts will continue to be coordinated with high schools in April and May to further encourage students to complete a FAFSA and apply to TMCC.

Strategic Master Planning- Dr. Melissa Deadmond

The group looked at prior key performance indicators (KPI) from 2022 and 2023 to see where we met, almost met, or did not meet our targets. Most KPIs were met over time. We previously set short- and long-term goals during the pandemic that we may not need to pursue if they no longer align with our new operational models or the strategic directions we've taken as a college. We need to work on setting targets for the Academy Review in 2027. We need to adjust KPIs and suggest new ones as appropriate. Here are the current Strategic Master Plan KPIs:

1. Serve as an Open-Access Institution
2. Cultivate a welcoming, safe, and inclusive learning environment
3. Improve successful completion of students' educational goals
4. NSHE persistence - enrollment at any NSHE institution
5. Foster student learning and preparation with high-quality instruction
6. Provide student support services that correlate with student success
7. Close performance gaps across underserved student populations
8. Develop innovative programs that respond to the dynamic needs of industry and the community
9. Promote student learning through undergraduate research and experiential learning
10. Encourage research-based practices in teaching
11. Optimize state-funded revenue
12. Maximize and grow non-state-funded revenue streams
13. Promote environmental sustainability

The room broke into teams to discuss planning and brainstorming potential new targets for the Fall 2025 Mid-Cycle Evaluation. The groups used guiding questions such as: What would be aspirational and attainable? Are there peer comparatives or area standards we can compare to? How might we consider equity? What are some actions or implementations that you might take? Melissa Deadmond asked all teams to keep track of their ideas and reporting discussed in today's breakout groups.

Planning Council Committee Updates

Academic and Student Services Committee – Dr. Jeffrey Alexander

- Faculty Advising Program update -the program started as a pilot in Spring 2022 and was modified in 2023-2024. We are ready to begin using the new process. The advising team has offered to help clarify duties, expectations, and reporting needs. They will be reviewing that together with participants in the program. Dr. Alexander will issue a call for participants later this Spring.
- We have submitted our 10 skill certifications for financial aid eligibility. Dr. Hilgersom has signed off that the Department of Education was in receipt of the submission.

Accreditation Committee – Dr. Melissa Deadmond

- Accreditation Committee will meet the last week of April. Will report back once they meet.

Budget Committee – Mike Peyerl

- The Budget Committee has met 3 times this year. They focused on how to prioritize and categorize un-funded requirements. They are developing funding strategies for the FY26 & FY27 biennium and that information is due to the state at the end of July.
- The Nevada Executive Budget System reconciliation is due at the end of May 2024.

- The Budget Committee is in the middle of working on the Capital Improvement Project.
- We are closing out the FY2024 this upcoming week.
- NSHE AdHoc Safety Committee has categorized safety items into physical security, policy, and training. The IFC has approved a \$2.7 million investment into Southern Command to maintain their contract security.

Diversity Committee – Yvonne Allen on behalf of Juana Reynoza-Gomez

We are celebrating API Heritage Month at the end of April and early May. A panel on API Wellness & Balancing Family Pressures will be offered at the Northern Nevada Diversity Summit on April 30th at 11:30 in SIER 108. May 1st Bollywood dance performance at noon location TBD. May 1, Unity Graduation in the Student Center from 4-6 pm.

- Diversity Advocate:

Micaela is assisting with TMCC Earth Day land acknowledgment event "Honoring the lands of the Great Basin Tribes Ceremony," advocating for anti-bias social justice language in GELOs, participating in the HSI taskforce, supporting Unity Graduation funding, and being the liaison between ArtFest and Earth Day to advocate for culturally responsive activities. She is now co-facilitating a Professional Development Socratic Circle workshop for F24 with visual arts faculty about reimagining general education learning outcomes with antibias social justice materials and activities to transform curriculum engagement with diversity, equity, and inclusion criteria.

- Faculty of Color Coalition

Met to finalize their vision, mission, and goals. They will elect new co-chairs at their next meeting and have an end-of-the-year BBQ off campus. They will also be participating in Earth Day with a career closet with gently used clothes for students and staff. Donations can be taken to RDMT 114, EISO.

- Foster College Success Committee

Summit is scheduled for Friday, April 19 for new students and the end-of-year luncheon for current students is scheduled for April 23. At this time approx. 10 foster students are graduating from WCSJ in June. We are working with 3-4 of them who may be interested in attending TMCC.

- HSI Taskforce

Met and is working to finalize goals, initiatives, and strategies. The group will be reading Transforming Hispanic Serving Institutions for Equity and Justice.

- Sustainability Updates

The equity, inclusion, and sustainability website is updated reflecting current sustainability efforts. The committee now has a website as well, they are working on adding more recycling information. Currently, only 36 TMCC constituents have taken the sustainability pledge. Group is busy planning for Earth Day on April 18 from 9 am to noon, with over 20 tables reserved. They have partnered with Washoe County to assist with the native pollinator garden at their emergency center and our neighbors above (SPCA); they are also assisting with a grant that will assist the socially and economically needy sector of Washoe County with the planting of trees in their areas. Dr. Ayo will be part of a panel to speak about the EPA award we received this year. Professors Putnam / Lahti / Vigil are working on educational signs to be added to Par Course.

Dr. Lahti will soon be working on Natural History Museum displays for the library, which are arriving this week. She/NHM will participate on Earth Day with several tables - thank you Dr. Alexander for your support of these Library display cases! A proclamation related to our single-use plastic initiative is being developed by biology students and will be read on Earth Day by an esteemed dignitary (pending approvals via SGA and the City of Reno).

Enrollment Management Committee – Yuli Chavez Camarena & Ann Flesher

Enrollment update: Spring 24' holding a steady 7%-8% increase in headcount. For Fall 2024 (compared to Fall 2023): new students apps are up 11%! Applications for degree seeking students up 15%. WCSD apps from Seniors are up 17%. Priority registration for Fall 24' is on April 8th. Regular registration starts April 15. About 20,000 text messages will be sent to all students to let them know they can register for Fall 2024.

Retention Committee updates: Exploring how to catch students before they drop a class or drop from the semester to provide resources and support. The committee surveyed instructors and got their best practices on engaging and retaining students. This info will be used to create a Retention Tips and Tricks workshop for professional development. The main conversation with the Retention Committee is centered around 'Big ticket' retention items that can increase retention by 5% or more. Ideas include: Mentor and Match mentoring software, Degreeworks software, tuition discounts and incentives, retention specialists, and dorms.

Academic Advising has new strategies to mitigate long appointment times. From March 18-April 26, Advising will have three advisors doing walk-in same day appointments. This effort is expected to generate 20 more apps a day. Also, on April 1 and 2 all advisors will hold a pre-registration event to help students add classes to their shopping cart

Purge Process overview- Students who don't pay fees are purged from classes. There's usually 3 purges a semester. The first purge of the semester is done after the bill is due. Second one is done after the 100% refund period. Third one right before census date (March 15 or October 15). No students that receive financial aid are purged. Students are "dropped" from all classes so they get 100% refund on all three purges. Once the payment deadline has passed, students have 48 hours to pay if they enroll late, or they might be purged for non-payment. Students should sign up for the payment plan and make the appropriate payments so they do not lose their classes.

Events: Library after dark will continue this Spring. Great opportunity for students to seek additional services and support from faculty and staff. April 29, April 30 and May 1. 6-9pm. Career Hub had a very successful transportation job fair. Kyle Cassinelli's CTE Open House welcomed over 100 prospective students. Dual Credit Office is busy planning classes for Fall and RAC's Spring Open House is on April 2.

Facilities Committee – Dr. Ayodele Akinola

Currently working on 41 projects. Will have more project updates at the next Planning Council Meeting.

Health & Wellness Committee – Geoffrey Hawkins

- Thursday, March 28th TMCC Health (Horse) Tournament. Teams will consist of 3 players in a winner take all Sweet Sixteen Horse Tournament.
- The new free drop-in fitness classes held each Wednesday are going well.
- Looking into re-finishing and maintaining the par course, thinking of changing its color from blue to black and green.
- Sign-up online for the upcoming walking club.

Technology Committee – Cheryl Jones

- Grand Opening of the new IT Customer Service Hub
 - NEXUS Network for Education, eXchange, and User Support
 - April 2 at 10 a.m. (one week from tomorrow)
 - Ribbon cutting, cake, swag

AI and Emerging Technologies Committee

- The AI Task Force (precursor to this new committee) will meet for one final time this Thursday at 4:00 along with folks interested in the new committee.

We will discuss the meeting schedule for the committee, including Membership, Leadership and Tasks to Transition AI Website, AI Policies/Framework, AI event for Fall, PD opportunities for fall and Committee charge/charter are all in the works.

Technology Committee

- Technology Committee did not meet but the Instructional Tech Sub-Committee met on March 5th
- Last year the Instructional Tech Sub-Committee was formed in order to create a space where faculty voices would be the majority with the hope that we could foster a better alignment of our technological initiatives with the educational mission of the institution. What they found was that this deepened the divide with regards to tech decisions since we were no longer sitting at the same table. It was decided during the March 5th meeting to merge the 2 bodies back into a single entity.
- They will do a new membership drive in order to create a group that is a 50/50 split of instructional faculty and staff.
- They will remain the Technology Committee, but their colloquial name will be the TED committee which stands for Teaching Environment Design and Technology Planning Group (TED TPG) Credit John Reid for that name. The focus of the committee will be on classroom needs and design. The goal is to develop a technology master plan for our classrooms where all technology decisions will be made with an eye to this master plan.
- They want to institute the practice of getting faculty signoff for classroom technology-based purchases. This will ensure that people know what we are doing and have opportunity to train properly.
- This initiative stands to benefit the college by promoting greater collaboration, transparency, and alignment of technological initiatives with the educational mission of our institution.

Part-Time Faculty Steering Committee – Gwendolyn Clancy

- The part-time faculty web page has been finalized which is nice because now we have one location to find part-time faculty.
- The committee has been meeting on a monthly basis. They are working on the final version of the Tier-one and Tier-two faculty programs. The Faculty Senate, L-Team, and Planning Council should look at the proposal before it is voted upon in April or May.

Environmental Health Committee – Ben Davis

- Safety Committee has been meeting regularly this semester.
- The main TMCC Safety Committee has been discussing pedestrian safety on campus. There has been an increase in complaints and reports on pedestrian safety, most of the reports are focused on the same areas: the main entrance and the 4 crosswalks in front of the main entrance at the Dandini Campus and the park course loop in front of Facility Services.
- The committee conducted an audit on the areas in question and agreed to potentially expand the audit to all crosswalks on the main campus and beyond. The initial findings were commensurate with the reports that have been received:
 - People drive too fast
 - The 4 crosswalks at the main entrance have room for improvement and require attention. Facility Services has preventative maintenance on the crosswalks and has some plans for upkeep.
- The Safety Committee will be proposing some solutions to the community starting with the main entrance. The committee has been working with campus police who are frustrated and thinking about giving out tickets.

Constituency Updates

Student Government Association – Yvonne Allen on behalf of Brayson Gomez

The SGA was able to get the results for our spring survey. We got a total of 195 responses. Brayson will be sending out the survey results so the Planning Council can take a look at the data we found. In addition, Brayson attended the March Board of Regents meeting. One major highlight was the shared partnership between NSU, DRI, and TMCC to have a new building and degree programs here on the Dandi campus, which President Hilgersom should have more information on. Finally, as some of you may know, some disheartening comments were made about transgender students by Regent Boylan. The SGA will be reviewing a resolution on March 26th in regards to this, so please take a look at our agenda if you would like.

Classified Council – Jeff Metcalf on behalf of Hallie Madole

No updates

Faculty Senate – Dr. Rick Bullis

Faculty Senate met right before Spring break, if you would like to see the report from that meeting email Rick Bullis for the whole update. Rick has collected over 110 signatures from faculty and staff on the *Ensuring Inclusive Higher Education in NV* petition that he has emailed to the entire College.

New Business/Future Agenda Items

Fulbright visitor coming to TMCC from Washington DC on April 3rd at 2:00 pm.