
MEETING MINUTES, FEBRUARY 27, 2023

RDMT 256 and via Zoom

In Attendance: Dr. Karin Hilgersom, Melissa Olsen, Devin Reese, Dr. Jeffrey Alexander, Estella Levario Gutierrez, Thomas Kearns, Melissa Deadmond, Elena Bubnova, Yuli Chavez Camarena, Crista Jorgensen, Juana Reynoza-Gomez, Dr. Ayo Akinola, Geoff Hawkins, Cheryl Jones, Tina May, Dr. Amy Cavanaugh, YeVonne Allen, Cynthia Pierrott, Kim Studebaker, Kofi Poku, Gretchen Sawyer, Natalie Russell

College & Career Readiness Camp – Thomas Kearns

The DRC reported that Non-Visual Desktop Access (NVDA) training has begun with school districts in northern Nevada. Blind and visually impaired students will be prepared to use NVDA. The College hopes that NVDA will aid in the retention of blind and visually impaired students. Gretchen Sawyer, Executive Director of Foundation and Grants shared that an unnamed donor would like to provide transportation and meals for students.

During July 31st – August 2nd, DRC will invite visually impaired and blind high school students to learn about the college experience and TMCC.

Strategic Master Plan, Review – Dr. Melissa Deadmond

The Strategic Master Plan will be worked on in March and April. A quick overview of the status of the Key Performance Indicators (KPIs), were presented in this meeting. Certain metrics to address the KPIs will be needed from faculty and received in a timely manner. There are three color indicators for the KPIs. Green: met or exceeded goal; Yellow: trending in the right/wrong direction; Red: off target.

The number of workforce development conferred has risen and is now in the green category. The College scorecard increased and is the highest 2-year community college in Nevada. Declines were noticed in advising and the retention rate for first generation families. The course pass rate for students who visit the Tutoring and Learning Center (TLC) has also decreased. The question was posed: Have tutoring rates dropped due to the pandemic? The GPA for Free campaign was discussed. The TLC's budget provides for tutors; however, it does not always provide the staff necessary for instructors to have full class mandatory sessions. It was also added that perhaps by partnering with some divisions, that LOA funds may become available when new tutors are trained. More on this in future meetings.

Summer Energy Savings Program (SESP) – Dr. Karin Hilgersom

A pilot is being considered for this summer and would run May 15 – July 24. Campus would power down noon Friday to Monday morning. Employees could work four nine-hour shifts and a half day on Friday or four ten-hour shifts with no work on Friday. The SESP could promote schedule flexibility, draw down on vacation time, and afford the College significant energy savings. YeVonne Allen mentioned that other campuses outside of Dandini may wish to participate. Elena Bubnova posed the following two questions: can employees bypass using annual leave if they did not have enough accrued, should we consider sustainability if we are driving to campus for half a day. Messaged that employees should work with their supervisor to determine the best option for them, the department, and sustainability.

Dr. Jeff Alexander asked if a plan for supervisors should be crafted if the flexed schedules are happening weekly. Yuli Chavez Camarena shared that the Testing Center is considering an 8am-8pm, Monday through Thursday model for the summer and closing Friday and Saturday. It was recommended that language regarding the SESP be added to student course selection. Also added was the option for the Testing Center to relocate to another campus on Saturday; one easier to access than Dandini. All present were in agreement that this is a good idea and something that will be discussed more in future meetings.

Committee Updates

Academic and Student Services Committee

Dr. Jeffrey Alexander and Estella Levario Gutierrez reported that the College has met with Washoe County School District regarding CTE, concurrent enrollment and better engagement with high school partners. The other topic which was discussed is EPY. The team is looking forward to studying and scaling up model for the spring retention project. MSI funds will be used to pay faculty for additional credits worth of time if they participate in coaching students outside of class.

Accreditation Committee

Melissa Deadmond shared that TMCC's accreditation with Northwest Commission on Colleges and Universities (NWCCU) has been reaffirmed.

Budget Committee

Crista Jorgensen reported that Resource Allocation Process (RAP) requests have been completed and the recipients have been notified.

Diversity Committee

Juana Reynoza-Gomez shared several upcoming events and happenings for the Diversity Committee. A sculpture of Rosa Parks will be placed in the Art Gallery. April 5th is the Fostering College Success Summit. An Earth Day Celebration and ribbon cutting for the Bee Pollinator Garden is planned for April 20th. May 2nd is the Unity Celebration, which is a multicultural commencement ceremony. There will be future opportunities to connect with Matt Levin and the Jewish Student Life club in Reno. There are plans to include preferred names and gender pronouns in Canvas. The committee is also exploring the idea of a book club and celebrating bi-monthly events.

Enrollment Management Committee

Yuli Chavez Camarena reports that TMCC applications from Washoe School District have increased. Dual enrollment is doing well and experiencing a significant increase in applicants. In 2022 1,044 applications were submitted and 1,477 have already been submitted for 2023. Parental involvement in school is at an all-time high. Students prefer fast responses like texting. Noted that academic writing has not been their strength. Students are not paying attention to deadlines, so we may need to be flexible. Also, group work for these students have been limited and they may need guidance on how to interact with each other.

1,239 students enrolled in a math gateway course, 246 of those did not complete the class. A couple of questions were posed: are math gateway holds having a positive impact, and for the students who did not complete or struggled with the math course, how did they fair in other classes? Further discussions are being had about these items.

Facilities Committee

Ayo Akinola shared that the expansion project at the Health Science Center (HSC) is going forward as planned. The northside is drying and the southside is receiving texture and paint. The Oddie District lease is currently going through full extension and the completion date is projected for Fall 2023. The Sierra building will receive updated lighting beginning in March. The stairs on the north side of Red Mountain are in design. Bids are currently being reviewed for a new fire alarm system at Meadowood, which should be completed this spring. The Edison Tesla robotic lab has been contracted. The same developer who completed the Reno Public Market will be working on our theater.

Health and Wellness Committee

Geoff Hawkins shared that SGA is planning a Health and Wellness Day, complete with a Fun Run. Vaccine clinics will be returning to campus.

Technology Committee

Cheryl Jones reported that the Faculty Tech Survey was administered in the fall and yielded positive results. Several responses were received related to specific classroom issues, such as lighting or projector issues. The Desktop and IT team have been working to rectify those issues. A sticker has been developed and will be put in every classroom giving professors someone to call when there are issues. IT Customer Service hours are 8am to 5pm. Depending on the issue, assistance may be able to be provided remotely. Otherwise, resolution may have to be postponed until normal business hours.

Constituency Updates

Student Government Association

No report available.

Classified Council

Tina May, Classified Council President, shared that nominations for February's Classified employee of the month are open. Calls for the 2022-2023 Classified Employee of the Year will begin in March. The employee of the year requires a nomination and two supporting letters. The award and distinction comes with a \$1,000 monetary prize. Classified Council will also hold their annual Easter Egg Hunt on Saturday, April 8th.

Faculty Senate

Faculty Senate Chair, Dr. Amy Cavanaugh, reported that new critical thinking General Education Learning Outcomes (GELOs) were passed. Also passed was a resolution in support of Collective Bargaining currently proposed at the Legislature. Their resolution will be presented to the Chancellor and the Board of Regents and also be made available to the NFA lobbyist. Recommended changes to the Faculty/Staff Complaint form were approved. Complaints against part-time faculty will be investigated by the department Chair and complaints against full-time faculty will be investigated by the Dean. Previously, Chairs were involved in investigating complaints against full-time faculty members; however, they were not the supervisor of the faculty member. The mediation selection procedure was also passed. There were significant edits to clarify language, yet no changes were made to the procedure. Concern was raised in a prior meeting regarding open meetings and if they should be closed. The Faculty Senate discussed options in the most recent meeting and determined they should remain open, but have an option to go into closed sessions at the next meeting. Options for procedures to go into closed session were discussed and the Bylaws Committee will consider necessary language. The Professional Standards Committee continues their work with the Vice President of Academic Affairs on new forms for the updated faculty evaluation process introduced with the latest NFA contract.

New Business/Future Agenda Items

President Hilgersom was invited to the White House's Think Tank Experience which focuses on workforce development and building resiliency in an energy infrastructure. She will be representing TMCC and 2-year community colleges and Nevada.

There have been some temporary realignments across campus. With the exit of Dr. Natalie Brown, Staci Miller will become the interim Director of Advising and report to Estella Levario Gutierrez. Leslie Jia will continue in her role and report to Estella Levario Gutierrez. Amanda Stibick will report into Estella Levario Gutierrez.

COLLEGE AND CAREER READINESS CAMP FOR STUDENTS WHO ARE BLIND OR VISUALLY IMPAIRED

A collaboration with Truckee Meadows Community College, Washoe County School District, and the State of Nevada Vocational Rehabilitation Center

WHEN

Summer 2023

July 31, August 1, and August 2
From 10:00 a.m. – 3:00 p.m.

WHERE

Truckee Meadows Community College
7000 Dandini Blvd., Reno, NV 89512

Areas of Focus

college tour · review of post-secondary/college expectations ·
meet with college recruitment office · career exploration ·
create a college-level project using NVDA screen reading
software

Sponsored by:



TMCC is an EEO/AA institution. Approved for posting.

ALL HIGH- SCHOOL AGE STUDENTS

COST

Free

TRANSPORTATION

Available for most areas in Northern Nevada, including school districts outside of Washoe County School District

TRAVEL AND LODGING




Hotel accommodations may also be available for those traveling outside of Washoe County School District

ARE YOU INTERESTED IN FINDING OUT MORE?

**CALL OR EMAIL TO INQUIRE OR
RESERVE YOUR SPOT**

Call Vision Impairment
Services of WCSD at
775-325-8469
or email

[visionimpairmentservices@
washoeschools.net](mailto:visionimpairmentservices@washoeschools.net)

 **Location:** TMCC
 **Date:** July 31, 2023 DAY 1
 **Time:** 10:00 a.m. – 3:00 p.m.

College and Career Readiness Camp

For Students Who are Blind or Visually Impaired

A Collaboration with TMCC, WCSD, and Voc. Rehab.

10:00 Arrival on TMCC Campus

10:10 – 10:15 Transition to TMCC Classroom

10:15 – 10:30

WCSD

Welcome and Introduction of all attendees, staff, etc.

Housekeeping: nearest restroom, lunch plans, etc.

Ice Breaker

Review Today's Agenda and Outcomes

10:30 – 12:00

TMCC

Walk to Welcome Center

Meet TMCC Ambassadors

Campus Tour by TMCC Ambassadors with O&M support, tour ends at TMCC Cafeteria

12:00 – 1:00

Lunch and Break

1:00 – 2:00

TMCC

Presentation by the College Recruitment Office

College Expectations

Different Degrees, Degree Programs, etc.

2:00 – 2:45

TMCC

Presentation by the Disability Resource Center




ADA vs. IEP accommodations, etc.

2:45 – 3:00 Transition to Pick Up Location

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 **Location:** TMCC
 **Date:** August 1, 2023 DAY 2
 **Time:** 10:00 a.m. – 3:00 p.m.

College and Career Readiness Camp For Students Who are Blind or Visually Impaired

A Collaboration with TMCC, WCSD, and Voc. Rehab.

10:00 Arrival on TMCC Campus

10:10 – 10:15 Transition to TMCC Classroom

10:15 – 10:30

WCSD

Welcome Back

Housekeeping

Ice Breaker

Review Today's Agenda and Outcomes

10:30 – 11:00

TMCC and WCSD

Play "baseball" using differences between HS and College

11:00 – 12:00

BlindConnect

Various Topics Related to Career Exploration and Career Readiness

12:00 – 1:00

Lunch and Break

1:00 – 2:00

BlindConnect

Various Topics Related to Career Exploration and Career Readiness

2:00 – 2:45

WCSD and BlindConnect




Reflective Activity – College/career goals and goal setting lesson

2:45 – 3:00 Transition to Pick Up Location

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 **Location:** TMCC
 **Date:** August 2, 2023 DAY 3
 **Time:** 10:00 a.m. – 3:00 p.m.

College and Career Readiness Camp For Students Who are Blind or Visually Impaired

A Collaboration with TMCC, WCSD, and Voc. Rehab.

10:00 Arrival on TMCC Campus

10:10 – 10:15 Transition to TMCC Classroom

10:15 – 10:30

WCSD

Welcome Back

Housekeeping

Ice Breaker

Review Today's Agenda and Outcomes

10:30 – 12:00

TMCC and WCSD

NVDA to create Vision Board

12:00 – 1:00

Lunch and Break

1:00 – 1:30 ---- Parents/families join for the rest of the afternoon!

TMCC

Financial Aid Information

1:30 – 2:00

Community Members and Mentors – question and answer session

Dora Martinez and Jeanine Mooers

2:00 – 2:15

TMCC and WCSD

Students share NVDA Vision Board with parents/families

2:15 – 3:00

TMCC and WCSD

Students/Parents – Quick Tour of TMCC Campus with Ambassadors/O&Ms

3:00 Parents/Families take students home

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