



Truckee Meadows Community College

Faculty Senate Salary, Benefits and Budget Committee

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## MEETING MINUTES FEB. 25, 2022

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**Meeting called to order:** 12:00 p.m.

**In Attendance:** Kristen DeMay, Brian Fletcher, Candace Garlock, Meeghan Gray, Heidi Himler, Heidi Julius, Matt Leathen (Chair), Ron Marston, Mark Maynard, Staci Miller, Jim New, Douglas Plourde, Phil Smilanick, Brad Summerhill

**Absent:** Kevin Dugan

**Guests:** Amber Anaya, Elise Bunkowski, Peter Miller

### Welcome

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Chair Matt Leathen welcomed everyone to today's meeting.

### Board of Regents (BOR) and TMCC Budget Reports

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Elise Bunkowski, Interim Director of Finance, provided an update on the Eastview Project. There are five sources of funding: NSHE Capital priorities with State appropriated funds, donations, TMCC Registration fees-Capital Improvement designation, TMCC contingency funds, and an EDA Grant (Economic Development Authority). TMCC is advocating for East View's placement on the NSHE Capital Priorities list for possible funding approval from the State Legislature during the next legislative session in January 2023.

TMCC plans to partially fund the project (up to \$20M) through part of the registration fee appropriated to Capital Improvement. The funding amount will be reevaluated prior to seeking official bond authorization.

Current bond payments come partially from capital and the \$5 fee. The Health Science Center's bond payment comes partially from capital and the general improvement fee. The bond for the Fitness Center is being paid from capital. Elise noted the fee waiver for dual-enrollment students will have an impact but, it is not yet clear how much. CARES Act dollars have allowed TMCC not to use reserves. The current reserve balance is \$15.7 M. Elise noted the balance fluctuates.

CIP funds generate \$1.7 M annually and are used for facilities projects such as boilers and hallway repair/refurbishing. There are also some of the funds allocated for the East View.

The Budget staff updated the TMCC website with current budgets and the link to the webpage was shared.

<https://www.tmcc.edu/budget/downloads/budgets>

Questions from the committee were a timeline for faculty to provide input on draft budgets. Elise noted the budgets are approved at the December Board of Regents and the items that could change the budgets are: payroll, tenure, merit, and COLA. Following the December BOR meeting, would be the ideal time to begin reviewing draft budgets. The items she recommended were to give scenarios if a shortfall occurs, scenario analysis, and to make recommendations. Elise invited anyone to contact her with questions.

### Approval of the January 28, 2022 Minutes

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*Staci Miller moved and Brad Summerhill seconded to approve the January 28, 2022 meeting minutes. The motion passed.*

## Travel Funds

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*Ron Marston moved and Meeghan Gray seconded to approve the Faculty Senate Travel Funding to the following people: Julie McMahon \$750; Nancy O'Neal \$175; Joylin Namie \$750; Fred Lokken \$750; and Matt Leathen \$750. The motion passed and the approved travelers will go on the March 11, 2022 Faculty Senate Consent Agenda for approval.*

## Merit Policy Revision from Planning Council

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Matt reviewed the changes on the policy and after discussion the strike through of "and" was supported. The committee had no other suggestions or edits.

*Ron Marston moved and Meeghan Gray seconded to approve the Merit Policy revisions from the Planning Council. The motion was approved by the committee.*

## Committee and Budget Updates

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**Admin and Finance Structure Review Committee:** The committee is in the process of scheduling a meeting with President Hilgersom.

**Merit Pay Task Force:** There were changes on the policy. The committee did not have any questions. Next year, more work will be done.

**Sabbatical Subcommittee:** The subcommittee will be discussing the process, comparing TMCC's process to other models, and possibly revamping the process. The committee will need a chair next year as Amy Cavanaugh transitions to her role as Senate Chair. Noted concerns were the low number of applicants, the pre-application form being used in a punitive manner, sabbatical length cut, and applicants who are denied. The pre-application form is intended to notify the Deans for personnel planning and to give them a "heads up."

**Nevada State of the State:** Governor Sisolak gave a State of the State address and the Legislative process will begin soon.

**Planning Council Budget Committee:** They are continuing to fine-tune the RAP process

## Merit Policy Survey

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Matt reviewed the changes to the survey and at the time of today's SBBC Meeting had not met with the Administrative Faculty Chair.

Questions and comments from the committee were whether the timeline should be moved to align with Administrative Faculty?

The committee reviewed the survey and made edits and strike throughs. Matt will meet with Ashlyn Herold, the Administrative Faculty Chair.

On March 1, Matt sent out an email to the committee to let them know the Administrative Faculty Committee will be running a separate survey. Matt called for a motion and a second to approve the updated version.

Notable changes from the SBBC meeting on Friday:

Q2 on timeline has been added

Q5 reworded to hopefully improve clarity. Ashlyn was confused by the original wording, and I suspect others would be similarly confused.

The committee had some email discussion concerning the word "criteria" in responses B,C, and D in question 1 of the survey. They ultimately arrived at using "points required" in responses B,C, D in question 1 of the survey.

Ron Marston moved and Meeghan Gray seconded to approve the edits (see below) and the survey. This motion was approved by the committee.

1. **Rating Criteria - Merit Awards are determined based on the Annual Performance Evaluation's 'Performance Rating Achieved' (Excellent 2, Excellent 1, Commendable 2, Commendable 1, Satisfactory, Unsatisfactory).** In the Academic Faculty point based system, a rating of E2 is achieved with 18 points. For Academic Faculty from 2018 to 2021, each year 80 – 90 percent of evaluations achieved an Excellent 2 rating. The average points achieved was ~25, with a maximum score of over 50.

For Administrative Faculty from 2018 to 2021, each year 35 – 45 percent of all evaluations achieved an Excellent 2 rating.

Some concern exists that the criteria for the top Performance Rating Achieved (Excellent 2) are too low and do not effectively recognize the top performing individuals in the college.

Please rate your agreement with the following statements:

(Strongly agree, Agree, Neutral, Disagree, Strongly Disagree).

- A. The Annual Performance Evaluation accurately reflects the quality and quantity of my contributions to the college.
- B. I believe the ~~criteria~~ points required for the performance ratings should be increased in order to create a greater distinction in Performance Rating for the range of Performance scores achieved.
- C. I believe the ~~criteria~~ points required for the performance ratings should not be adjusted.
- D. I believe the ~~criteria~~ points required for the performance ratings should be decreased.

## Equity Study Recommendation

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The committee questioned whether to use an outside consultant or do an internal study using Workday, and which peer institutions would be used. The committee favors the use of external consultants and it was noted a peer institution should have similar proximity to a university as TMCC does to UNR.

The committee crafted the following resolution: "The Salary, Benefits, and Budget Committee strongly recommends the completion of an Equity Study and the hiring of an external consultant for conducting an Equity Study at TMCC by the end of Academic Year 2022-2023.

SBBC will draft language at the next meeting further supporting this position.

Approved by SBBC vote 02.25.2022"

Ron Marston moved and Mark Maynard seconded to approve the Equity Study Resolution as stated above. The motion was approved by the committee.

## Old Business

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None

## New Business

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None

## Adjournment

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**Meeting Adjourned:** 2 p.m.

Next Meeting: 12-2 p.m., Mar. 25, 2022 via Zoom