
MEETING MINUTES – NOVEMBER 21, 2022

Roll Call

Gretchen Sawyer, Anne Flesher, Geoffrey Hawkins, Dr. Karin Hilgersom, Melissa Olsen, Thomas Kearns, Elena Bubnova, Cheryl Jones, Natalie Russell, Ron Marston, YeVonne Allen, Dr. Amy Cavanaugh, Barbara Evans, Dr. Ayodele Akinola, Dr. Melissa Deadmond, Dr. Cecilia Vigil, Dr. Jeffrey Alexander, Nicole Scollard, Kim Studebaker, Gwendolyn Clancy, Yuli Chavez Camarena, John Fenton

Salary Awards Policy Reading

Dr. Karin Hilgersom reviewed the one-time salary policy statement that is included in these notes for approval from the group. There are still unanswered questions around the payment for classified staff. However, there are meetings with NSHE attorneys to get final clarification regarding this payment.

Dr. Cecilia Vigil made a motion to dispense on the second reading of the policy. YeVonne Allen seconded, all in attendance were in favor.

Dr. Amy Cavanaugh made a movement to approve the motion, Anne Flesher seconded, all were in favor.

Ron Marston requested that we (in a future meeting) add language to this document to encompass classified staff as well. Gretchen Sawyer will include this in the documentation for future use.

Cybersecurity Policy Reading

Cheryl Jones reviewed the cybersecurity training policy statement that is included in these notes for a first time read. Kim Studebaker provided additional details regarding how the training will work. The RFP went to EVERFI, but was then bought out by Vector Solutions. We are currently working on moving to their system. We hope to have this launched by the first of this year.

Thomas Kearns raised issues about accessibility with the previous EVERFI platform and requested that he be included on testing the platform for this new training to reduce these issues in the future. Kim will ensure he is brought into the training once the new platform is up and running.

Gwendolyn Clancy raised concerns about paying part-time faculty for completing trainings of these type.

Dr. Karin Hilgersom said that this is something that has been discussed in the leadership team but we have not yet landed on an answer regarding what this will look like due to complexity of these trainings and when and how often these happen.

Kim Studebaker did note that no other institutions within NSHE pay for these and they consider it part of the contract for work.

Dr. Jeffery Alexander noted that we do pay for trainings that are germane for the role that you have here on campus. He also mentioned that it would be great if we could get tracking for who completes the training so we don't have to chase people down to ensure they completed it since this will be mandatory.

Gwendolyn Clancy did suggest that we make the training digital to make it easier for part-time faculty.

We will have the leadership team go through this training first to determine how long this will be, and work to set a goal on how we will address payment for this with part-time faculty in conjunction with the work that this will put on Human Resources.

Cheryl Jones will do some additional research, add comments provided in the meeting, and bring back for a second reading at another Planning Council meeting.

Legislative Advocacy

There is an upcoming 2-day legislative advocacy strategic planning session in December. All colleges and the Chancellor will be attending. There are some concerns going into this session regarding our interests. However, we have obtained a lobbyist, Mendy Elliot, to help us with our critical needs.

There is a one-page legislative sheet included in these notes. This information can be used to speak to these issues and have a better understanding of what we will be legislating for in this session. Elena requested that we all review it and provide any feedback or questions we have regarding this document. This ultimately should be an advocacy document that can be handed to people, like IAC members, that can be used to advocate for us in the community. The following suggestions were made:

- Make the “Base Budget (formula driven)” section red so it jumps out at you when reviewing.
- Add something about the value of teamwork and working together.
- Make a point in this document about who we are trying to save, students and programming, not just salaries.
- Find a way to tie the two pages together a bit better so that you can see that we are doing well but we still need help.
- We need to make it very clear that we will not be able to continue to do what we are doing with the resources we have. Noted that the nursing program, among others, are close to collapse if we don't get the rescue we need.
- We should expand the economic impact section to tie that back into the community.
- Requested that we say it is not just hard keeping employees but also hiring them.

Year of Sustainability Presentation

Dr. Cecilia Vigil presented to the group as we are ½ way through the year of sustainability and we want to make sure that we are keeping the initiatives alive. Below are some general highlights from the presentation but the full presentation is included in the notes below.

- EPA has been renewed (Environmental Protection Agency)
- Biden's Inflation Act was approved
- The plastic that we are using is not being recycled, just dumped
- Assemblywoman Michelle Gorelow is working to have neonic pesticides removed from the chemicals in Nevada.
- We are the first bee campus in Nevada, and Reno just became the first bee city in the USA, this means we bring college communities together and sustain pollinators by increasing the abundance of native plants
-

- Big thank you to Tommie Guy for making sustainability such a large part of the kick-off, Dr. Ayodele Akinola for all his efforts towards sustainability and Gretchen Sawyer for creating sustainability grants
- Received 75 participants in the survey about the things that are being done across campus for sustainability
- We have two new speakers coming up in the DSS that will address sustainable fashion and a national geographic photographer
- The 5th Ecoblitz is upcoming

Gwendolyn Clancy brought up a safe bike lane to the campus as well as some issues with plastic recycling. Only 6% of actual plastic in NV is being recycled.

Dr. Cecilia Vigil confirmed that this is happening because China is not buying our plastic anymore to recycle so much of it is sitting. She said the best way to address this is to start with ourselves. This was seconded by Dr. Karin Hilgersom and she challenged the group to find ways to make changes here on campus and within our own lives every day.

Planning Council Committee Updates

Academic and Student Services Committee

YeVonne addressed previous issue brought up regarding the large amount of J2 students in classes. Natalie Russell will be inviting Karen S. to the division meetings next semester. She will do a quick PowerPoint and go over some general FAQs regarding J2 students. They are also hiring a new student concierge person specifically for these students.

Accreditation Committee

Group did meet to debrief some of the concerns that were raised during accreditation. However, they will be taking a break and will be meeting again in February.

Budget Committee

RAP form is live and you can submit through December 5. These are one-time requests only that will be reviewed by the committee and then sent to L Team for final approval. There is no formal budget max but generally we are looking for \$300,000 or below.

Diversity Committee

Trying to get the Diversity Certificate going again for those who can attend a certain number of DEI workshops.

Men of Color Program expanded to Wooster High, 46 new students in the program this year, bringing the total up to 86. There was a welcome event on Saturday November 19th for students and their families. Men of Color students had the opportunity to see Black Panther II as a group on November 16th.

Diversity Advocate banner went up in the Student Center defining sustainability and the question was posed: How do we meet this generation's needs without compromising future generations? TMCC ELL students will be participating in Culture Circles activity. Education students will have a tablet at the TMCC Earth Day celebration. They will be creating a biodiverse turtle meme. Candace Garlock and Micaela Rubalcava will be leading a January professional development workshop to make bilingual Earth Day tiles.

Diversity Committee - Sub Committee Updates

ADA Committee received an email on Accessibility in 7 minutes or less, FOR INCLUSIVITY'S SAKE! The Committee adopted five goals this 22-23 School Year

1. Help Improve the timeliness of textbook adoption through the Bookstore
2. Improvement of the TMCC Accessible Purchasing Process at TMCC
3. Advertise ADA Accessibility Training and Forms

Using the mass email of videos every two weeks through the "Accessibility in 7 minutes or less, FOR INCLUSIVITY'S SAKE" to advertise accessibility to TMCC Campus.

4. Help Webcollege to adopt an Accessibility Checking Software
5. Keep working with the IT Department to finish the Emergency Evacuation program

Fostering College Success Community Committee has had 21 meetings with students since the last meeting in October. They have assisted many students with FAFSA (filling out in person), taxes, purchase of computers and accessories, Wizard's Warehouse, and Adopt a Student for Christmas. They have met extensively with Financial Aid to ensure students are receiving Foster Youth Fee Waiver and other Financial Aid. They have worked with the counseling department regarding several students and are working closely with Washoe County Human Services to assist students. They are currently in process of putting together Care Packs (backpacks) with a variety of school supplies and other TMCC items to give to students at the Spring Fostering College Success Summit

Friends and Allies of LGBTQ Committee, Goals for committee this year;

- Safe Zone training
- Working on bringing a guest speaker (queer identifying) next semester. (Looking for ideas on speakers and topics)
- Students in the club (for which Shea is the advisor) will be helping with the Pride festival (TMCC will have a table)

Enrollment Management Committee

They have not met since last our last planning council meeting.

Facilities Committee

Expansions are moving along as planned. Sierra building lighting project is moving forward. They are working with Dean Mebust on some Edison projects. They are working with Panasonic on their space and expansion. Still working on the game room, receiving quotes at this time.

Health & Wellness Committee

Just completed the 1st generation celebration event and it went very well. They have an upcoming meeting on December 2 and all are welcome to attend. Suggested that we create a map that shows people where the walking trails are as well as water bottle stations. There is work on obtaining healthier food as well.

Technology Committee

The sub-committee, Academic Technology Innovations Committee, met recently. There is representation from all divisions, which will continue to increase later. There will be a survey going out soon to help understand all our needs. Important that everyone fills this out. IT tech support has a statement that will be coming out soon as well.

Constituency Updates

Student Government Association

KTMB clean up event went very well. They received an award from KTMB regarding Adopt-A-Spot. Right now, there is a blood drive going on, encourage everyone to go participate. They are also hoping to bring on two more senators to the team.

Classified Council

There is a turkey/ham raffle and silent auction and they are still taking donations. You can buy tickets from Classified staff.

Faculty Senate

The new evaluation forms were approved at the cabinet meeting. The faculty senate has reviewed a few suggested changes and it has been approved. There is still a hold on the online review process and there was a second reading and approval for the bylaw change regarding senator terms. There was a motion brought and approved regarding COLAs.

New Business/Future Agenda Items

Human Resources has restructured and they reviewed the changes that are being made within their department. They will bring copy of the changes to a future meeting.

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By President Karin Hilgersom		Date 11/17/2022
Legal Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials KB
Purpose of this Review <input checked="" type="checkbox"/> Add a Policy <input type="checkbox"/> Revise a Policy <input type="checkbox"/> Delete a Policy <input type="checkbox"/> Other:		
Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet. Pursuant to Board of Regents Handbook Title 4, Ch. 6, Section 3, TMCC's President, at his or her discretion, may authorize the payment of one-time monetary awards to TMCC's classified staff in recognition of exceptional service. Such awards are in addition to, and separate from, any other type of monetary award authorized for classified staff under the Board of Regents Handbook. Such awards shall not be paid with any State-appropriated funds.		
Provide the reason and justification for request. The proposed policy would enshrine authority already granted to the TMCC President under the Board of Regent's Handbook, Title 4., Ch. 6. Sec 3. That provision requires the proposed policy be implemented before the authority granted can be exercised.		
Describe the impact of this request (cost, legal ramifications, etc.) Fiscal impact is to be determined, based on future exercise of the authority granted. No other impact anticipated.		
Planning Council Review		
First Reading	Second Reading	Third Reading
Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote	Date
Policy Manual & Webpage Update		
Policy Number	Date Posted	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By		Date
Legal Review <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials
Purpose of this Review <input type="checkbox"/> Add a Policy <input type="checkbox"/> Revise a Policy <input type="checkbox"/> Delete a Policy <input type="checkbox"/> Other:		
Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet.		
Provide the reason and justification for request.		
Describe the impact of this request (cost, legal ramifications, etc.)		
Planning Council Review		
First Reading	Second Reading	Third Reading
Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote	Date
Policy Manual & Webpage Update		
Policy Number	Date Posted	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

Truckee Meadows Community College, part of the Nevada System of Higher Education, serves an average of **14,000 students** (credit and non-credit) per term, at **four college sites** and more than **20 community locations** in Reno.



The Mighty Lizards Women's Soccer team made the **regional playoffs** in Fall 2022!



223 Nevada Promise students were served in Fall 2022

Mission Statement

Create a future you will love with accessible, innovative educational opportunities at TMCC. **Together we can make it happen.**

- » **13,138** students enrolled in credit classes
- » **7,805** non-credit students served
- » **29%** full-time, **71%** part-time
- » **50%** First generation
- » **490** Veterans
- » **50%** Minorities (including **34%** Hispanic)
- » Average student age: **24**
- » **45%** of FTE generated by online courses
- » **146** FT faculty, **281** PT faculty (credit), **150** PT faculty (non-credit) **264** staff
- » **20%** of recent Washoe County high school grads attend TMCC immediately following high school graduation
- » TMCC's Student Right-To-Know Graduation Rate is **26%**

Degrees and Certificates Awarded

(Summer/Fall 2021, Spring 2022)

The number of degrees awarded has increased **131%** in the last ten years.

Associate of Arts	631
Associate of Applied Science	250
Associate of General Studies.....	32
Associate of Science	492
Certificates.....	249
Skills Certificates.....	1,033
Applied Bachelor's/BS	30



On average, **62%** of TMCC's transfer degree-earners will go on to transfer after graduation



TMCC students enroll in **57%** transfer-eligible courses and **43%** workforce development courses

Economic Impact in Washoe County

\$484.9 million total income added in Washoe County or **2%** of county's GDP

7,531 jobs supported or **1 out of every 38** jobs in the county

Students can reap **\$431.4 million** in higher future earnings

TMCC offers **174** degree, certificate, and skills certificate programs, including certificates, associate and Bachelor degrees.

Rescue Needed

NSHE Budget Restoration is needed due to the pandemic enrollment count year at TMCC.

Base Budget (formula-driven)

We are facing up to 17% reduction (\$10,805,176) if NSHE budget is not restored.

FY23: \$32.3 million, FY24: \$32.3 million

Our total FY23-24 general appropriation based on funding formula and student fees, adjusted for a 17% reduction (\$10,805,176).

NSHE Request

	2024	2025
Budget Restoration	\$810,472	\$810,472
Workforce Investment	\$2,197,000	\$2,197,000
Enrollment Recovery	\$2,413,588	\$2,413,588
Total	\$10,842,120	

Salaries

- » Stagnant Wages
- » Difficulty Retaining Employees
- » Compensation Not Competitive with the Market

Interim Finance Committee

ARP Request – Capital

- » EastView \$40,000,000
(Consider \$150,000,000 2-year college split)



**The College for
the New Nevada**



TMCC is an EEO/AA institution. For more information, visit eoo.tmcc.edu. Approved for Posting
7000 Dandini Boulevard, Reno, Nevada 89512
775-673-7111 | tmcc.edu



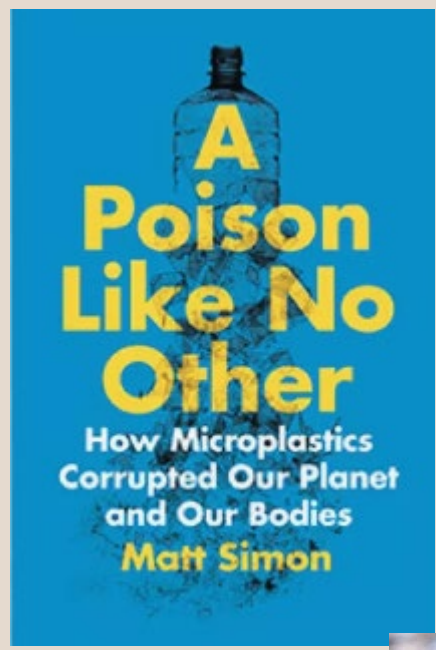
The Year of Sustainability

Planning Committee Presentation

Dr. Cecilia Vigil

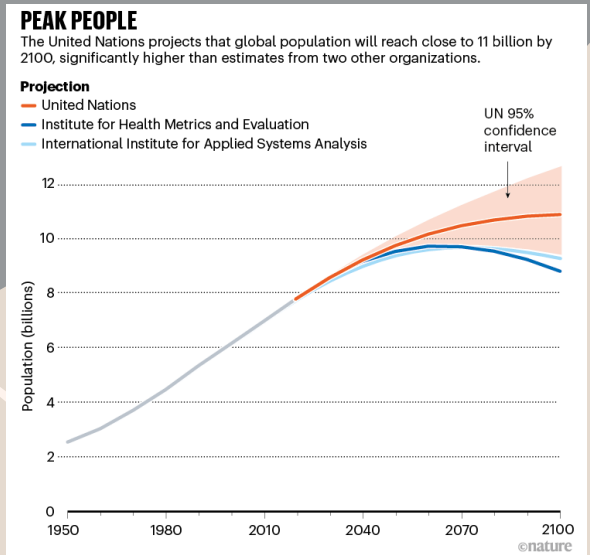
November 21, 2022

Global & US News



Greenpeace Report Confirms That Recycling Rate Is Getting Worse

We have spent our lives separating our recycling and paying taxes to take it all away, and it is all for naught, as only 5% of plastics are actually recycled.



Local News



U.S. SENATE: CATHERINE CORTEZ MASTO (D)

U.S. HOUSE OF REPRESENTATIVES: ALL INCUMBENTS REMAIN IN OFFICE. DINA TITUS (D), MARK AMODEI (R), SUSIE LEE (D), STEVEN HORSFORD (D)

GOVERNOR-ELECT IS JOE LOMBARDO
RENO MAYOR: HILLARY SCHIEVE GOT RE-ELECTED FOR HER THIRD AND FINAL 4-YEAR TERM.

REGENTS: WE WILL HAVE FIVE NEW REGENTS WHO WILL BE SWORN IN COME JANUARY 2023.

ASSEMBLY WOMAN: MICHELLE GORELOW

TMCC - The Year of Sustainability

SPRING 2022 – PROPOSAL OF INITIATIVE FOR THE YEAR OF

Policy 5003: Sustainability Policy

TMCC is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices, including, but not limited to, current best practices in building design and maintenance, transportation, and use of renewable and non-renewable resources to provide a healthy environment for students, faculty, staff, and visitors.

Procedures and practices that provide environmental benefits, reduce dependency on non-renewable energy sources, and offer other resource conservation benefits resulting in cost savings and maintenance of a healthy workplace for students, faculty, staff, and visitors, will be implemented upon approval by the President and be communicated to the College community.

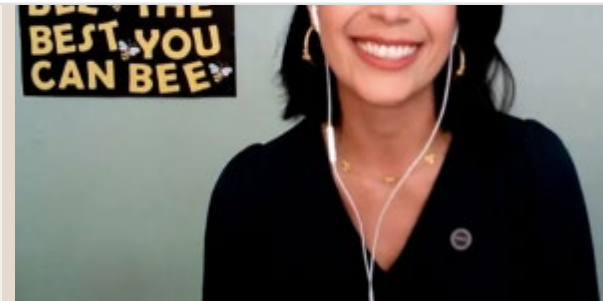
Responsible Office(s): [President's Office](#)

Procedure: The procedures are available by contacting individual departments.

Updated: May 29, 2014



Sustainability Grant Awards



The background features a light grey base with large, overlapping organic shapes in muted green and brown. Stylized foliage patterns are visible in the top left and bottom left corners. A white line curves across the bottom right.

Primary goals

Infrastructure & Campus Community

Infrastructure

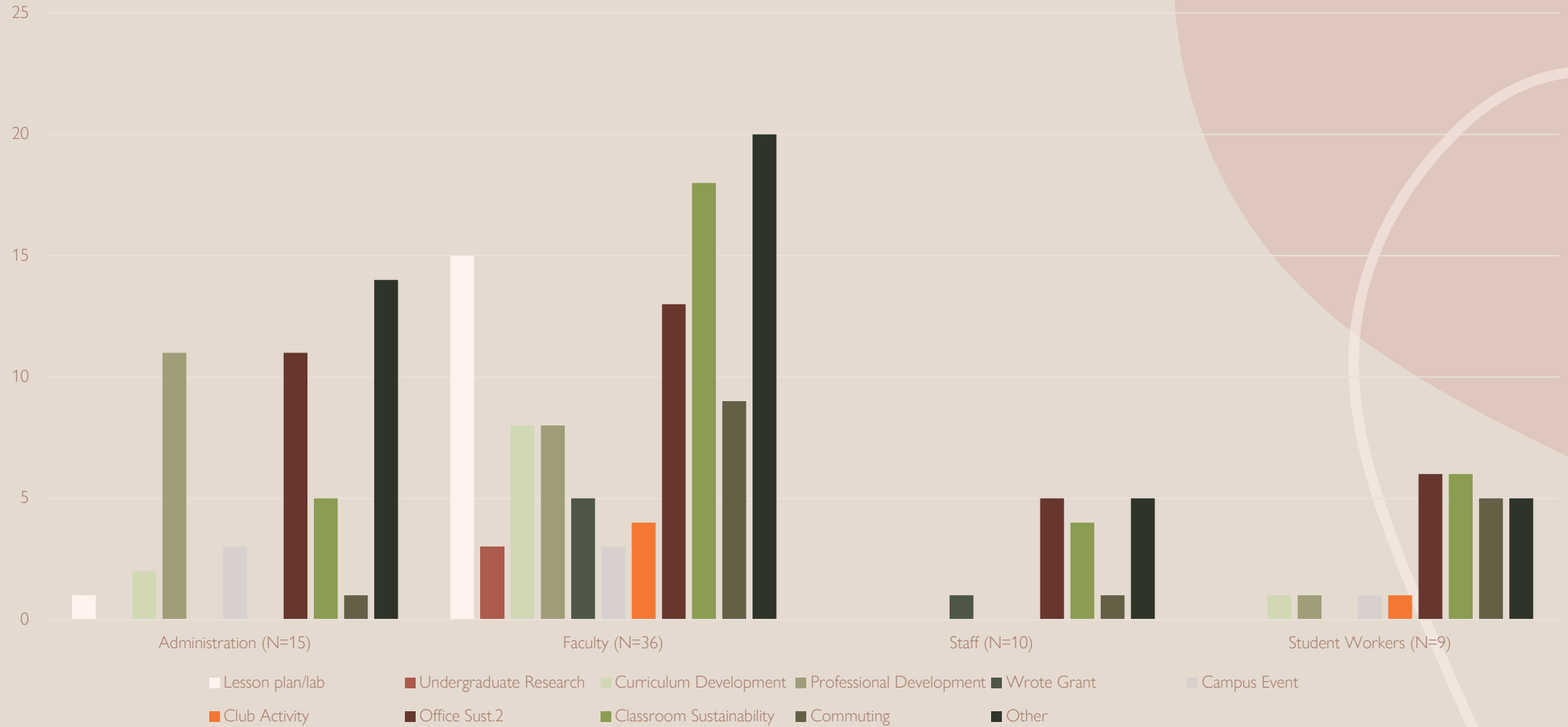
- Facilities:
 - Ayo: Land use, Buildings, Landscaping, Purchasing, Materials management, Waste management, Dining services, Transportation, Energy consumption, Water usage
 - Chris (café verde)
 - Ben (wellness)
 - Dave (grounds)



Campus Community

- Programs / Certificates
- Courses / Curriculum
- Lesson Plans
- Undergraduate Research
- Marketing & Communication Grants (Institutional and Research)
- Faculty and Staff Professional Development
- Campus Culture (Initiatives: turn it off campaign, sustainable swag, digitize it, year of sustainability; food waste composting, bike to work/school, carpooling)
- Student Clubs and Organizations (SGA, Garden Club, Math League)

Survey “The Year of Sustainability”



- Veteran's Resource Center - Converted all paper-based processes and archives to digital using e-forms with an on-base saving of over \$400 a year in printing alone.
 - Web Services - Has been leading the effort for years optimizing fillable forms eliminating paper and printing in the office and college-wide
 - Professional Development - One example is this holiday party is using empty party bags to use during the event and to reuse during the holiday season for gift giving
 - Learning Commons - Minimization is integral to the LC. OER has reduced the need to purchase paper-based books and resources and has reduced paper and printing drastically
 - Faculty Senate - Zoom meetings have transformed Committee meetings material into digital agendas and minute taking eliminating a paper process, a practice that can be adopted even when we begin to return to in-person meetings
 - Budget and Planning - Although the office is virtually paper-free, Ashlyn brought up a personal sustainability initiative of using reusable produce bags to eliminate unrecyclable single-use plastic waste
 - Auxiliary Services - The Cafe is working on a collaboration with KTMB for *Green Dining* to reduce common food service waste...no easy task. More to come on this one
 - Computer Science / Academic Faculty - Has watched the paperless transition and is amazed at how much the College has minimized usage over the past 15 years
 - Financial Aid, Scholarships, and Student Employment - A little bit of everything - new blood in the area have brought a new passion for minimalizing - purging old docs, shredding, recycling...looking for innovative ways to integrate sustainability during outreach events where paper flyers are traditionally used
 - EH&S - Part of the job is to constantly search for new, more effective, more efficient ways to reduce, reuse, and recycle hazardous and regulated waste. It is a constant and never ending endeavor that relies on advancements in technology...sometimes slow but effective
 - Micaela also spoke to the group about all of the systemic changes evolving to address cultural and economic factors in sustainability, and how the Socratic Method is used in the classroom and in the field to consistently engage and challenge our students to think and innovate
-

Spring 2023

START UP
Already some applications for presentations about sustainability



4/20 EARTH DAY
9:30 AM to 1:30 PM
Ribbon Cutting Ceremony

FREE & UGR
Poster Presentations and....

ART & CULTURE CRAWL
April 12th to the 21st



DSS
Kristi Odom and Ruby Veridiano
4/13.....TBA



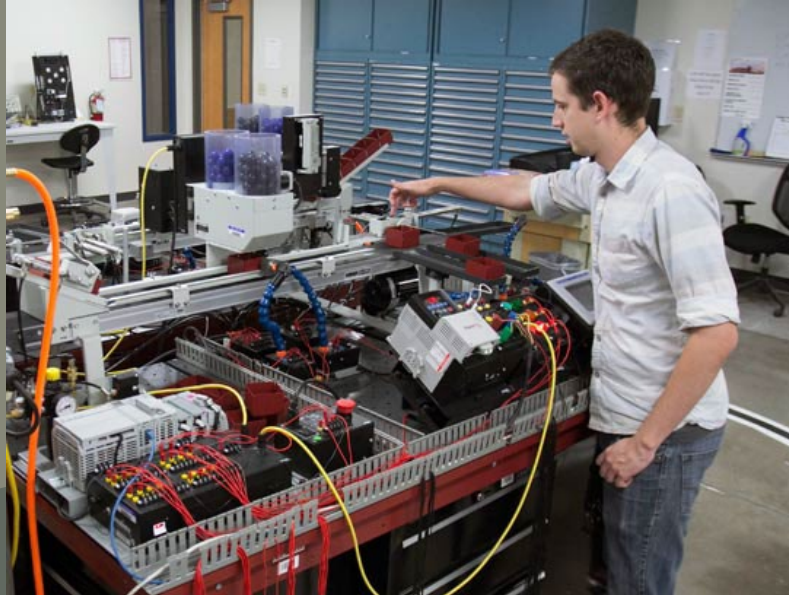
5TH ECOBLITZ
Two research steaming from this event and Natural History Museum

We are making a difference! How to get there?

EDUCATE



WORK W/COMMUNITY



LEADERS OF THE FUTURE





thank you & questions

Cecilia Vigil
cvigil@tmcc.edu