TMCC
Truckee Meadows Community College
Planning Council

MEETING MINUTES – JAN. 22, 2024

In Attendance: Rick Bullis, Hallie Madole, Juana Reynoza-Gomez, Geoffrey Hawkins, Cheryl Jones, Gwendolyn Clancy, Nicole Scollard, Kim Studebaker, Karin Hilgersom, Jeffrey Alexander, Estela Levario Gutierrez, Gretchen Sawyer, Melissa Deadmond, Julie Ellsworth, Anne Flesher, YeVonne Allen, Yuli Chavez-Camarena, John Hughes, Melissa Olsen, Melissa Goldstein, Brianne Lee, Ron Marston, Kimberly Harrell, Cynthia Pierrott, Staci Miller, Natalie Russell, Amy Williams, Crista Jorgensen, Mark Maynard, Steve Bale, Jim New

Free Speech Policies & Public Safety Planning/NSHE Committee – Dr. Karin Hilgersom

Dr. Hilgersom raised her concern for the anti-DEI movement currently taking place around the country. She brought attention to NY Times article *'America Is Under Attack': Inside the Anti-D.E.I. Crusade.* She reestablished that DEI is very important to TMCC and Diversity is a value in our strategic plan. She challenged the group to come up with things that we can do at the college to strengthen our stance on DEI and to bring them as agenda topics to Planning Council. The USC Rossier School of Education training was brought up and will be investigated further by Professional Development.

Public Safety Planning- Each institution will be responsible for their own safety planning; however, Mike Peyerl is serving on the NSHE task force for the Public Safety and Planning Committee, with the hope to have local effort and NSHE effort align. Ideas are encouraged around this topic and thank you to everyone who attended the Town Hall on this topic.

Thank you again to Rachel Hatch from Institute for the Future. There will be 20-minute trainings at the next three Planning Council meetings on how we can implement the IFTF models and connect these ideas to our strategic plan, with a focus on retention.

Classified Remote Work Policy – Nicole Scollard

The new state remote work policy for classified staff has been released. The biggest change is that no employee can work a 100% remote schedule. A schedule is defined as a working week. Human Resources will be reaching out to any employees who this affects. Please see full policy at the end of the notes.

Planning Council Committee Updates

Academic and Student Services Committee – Dr. Jeffrey Alexander & Estella Gutierrez
Jeffrey Alexander met with Staci Miller in advising to discuss faculty advising program changes that would be helpful for defining the role and addressing how advising needs evolve.

Jeffery Alexander put out a request last week to join the Credit for Prior learning task force. The goal of the committee is to establish definitions and procedures. If you are interested in serving, please let him know.

Budget Committee – Crista Jorgenson in place of Mike Peyerl
The committee met on January 10th. If anyone would like to join the Budget Committee, please let Crista know. They laid out goals and objectives of the committee and are working on financial requests that will take place throughout the semester, more updates to come at future Planning Council meetings.

Diversity Committee – YeVonne Allen in place of Juana Reynoze-Gomez
*Diversity Committee-*Juana will be sending out emails to schedule Spring semester meetings as well as trying to get the HSI Taskforce rolling and provide support to the LGBTQ Friends and Allies Committee as leadership transitions.

Diversity Advocates-Micalea recently collaborated on two Professional Development workshops in January using a diversity approach to her part of the workshops.

Sustainability Updates-The sustainability champions met on January 10. They have been busy working on a new website (will have a new URL), as well as promoting the new initiative: Reducing Single-Use Plastics (and reminding TMCC constituents of past initiatives like digitize-it, turn-it-off, etc.) by inviting all to take the Sustainability Pledge. This can be found on the website (URL to follow).

A friendly reminder that Earth Day is scheduled for April 18 from 9 AM to Noon and the 7th Ecoblitz is scheduled for May 3. They will be visiting the Stead Water Waste Plant on March 13 from 11 AM to 12:30 PM - if anyone would like to join, please let them know. There is a new Student Club "Imagining Sustainability", who will have representation on this committee. They are working with Washoe County on a grant which will facilitate the planting of trees in our area, in cooperation with the Department of Forestry.

Foster College Success Committee-The Fostering College Success Committee is meeting on February 13 to discuss/plan the FCS Spring Summit which will be held on Friday, April 19.

Faculty of Color Coalition-The next meeting is set for February 20 at 11AM in RDMT 255. They plan to take a vote, either by email or in person at the next meeting and finalize the mission, vision, and goals.

Enrollment Management Committee – Yuli Chavez Camarena & Anne Flesher
The Enrollment Management Committee met on January 4th. Enrollment update (as of 1/19/24): Up 10.4% in headcount and 12.5% in FTE.

Follow up to guided pathways: We are working on revamping the academic interest page for guided pathways where we group our degrees into clusters (including an exploratory cluster for undecided students). A meeting has been set for January 29th at 11:30am to discuss catalog clusters.

TMCC's Webmaster and New Student services are working to adopt a chatbot that uses AI to provide student support 24/7. Cal and his team are diligently working to teach the Chat bot the main enrollment related information. It will continue to get smarter as we feed it more info. Hoping to go live in Spring.

January Registration Texting efforts- Multiple texting efforts were made to connect with both new Spring 2024 students and students enrolled in Fall but not spring. In the past month we sent about 15,300 text messages to 6,304 students with a 20% reply rate.

Advising – month of January, through Jan 26th, Advising is on a drop-in basis. Students can come in, or call, and add themselves to the drop-in list.

The Retention works groups are getting back together in the next couple of weeks to reconvene and finish their work.

Exploring DOE Child Care access grant –provides day care funds for students.

Foundation scholarship application is open from January 1 until March 1 -encourage all students to apply. Financial Aid 2024-2025 FASFA is now available. New FAFSA with many changes. TMCC Financial Aid Office will be hosting workshops in February to help students apply.

Health & Wellness Committee - Geoffrey Hawkins
Health and Wellness Committee continues to work on wellness tips, which will be coming out the first Tuesday of every month. Please expect little health and wellness tips for employees and students. Our primary focus at the last meeting was the upcoming spring event and planning a healthy competition type tournament centered around health and wellness. The primary updates revolve around the fitness center this year. We have a brand new PEX class that some of you may be interested in: Cardio Kickboxing Fridays at 11:00 am.

There is new software at the fitness center. Bear with it for a couple of weeks while working through the kinks. Everybody will have to fill out new forms, unfortunately. The new software has a lot more reports and analytics, to serve all of the

members. It's going to be exciting and has potential for mobile apps, checking hours, or closures as well as the ability to send push-outs, for example to announce closures due to weather.

The regular semester hours are available again: 8 am to 8 pm Monday through Friday and Saturdays 10 am to 2 pm.

Technology Committee – Cheryl Jones
Technology committee met on 1/5. Discussed the upcoming AI sessions with Reed Dickson and the technology surveys and plan to proceed with analysis of survey results.

Instructional Technology Sub-Committee-Next meeting is 2/6 at 4:00.

AI Task Force-Met last Friday. Discussed wrap-up of Reed Dickson Day at TMCC:
   o   73 attended the keynote
   o   47 attended the faculty hands-on
   o   And the 3rd session for president's cabinet was well attended with 25 attendees
Feedback to the Professional Development office was good. Attendees greatly appreciated the material and enjoyed the presenter's knowledge and style. They wished the sessions could have been longer.

The task force is working with Web Services to create an AI website to capture the work of the task force as well as to provide links to trainings, readings, professional development opportunities, and new developments as we become aware of them.

Technology Surveys-Designed last fall with input from Tech Committee, Instructional Tech Sub-Committee, and the AI Task Force. Survey Types:
- Staff: 12/4/23 – 12/20/23
    - o   150 responses
- Faculty: 1/8/24 – 1/22/24
    - o   94 responses as of this morning
- Students: 1/29/24 – 2/12/24

They cover satisfaction with technology, support for technology, and 10 questions on Artificial Intelligence. Students also had a section about online classes and remote learning. All 3 committees will be involved in analyzing the survey data this spring and we plan to present the results, and any action items stemming from the results, at the March Planning Council meeting. The AI Task Force will hold a forum to present the results of the AI questions.

Part-Time Faculty Steering Committee – Gwendolyn Clancy
The committee is working on the webpage for information on part-time faculty with Cal Anderson and Elena Bubnova. This website benefits students because if they have part-time instructors, they can find out who the part-time faculty are. The webpage creates a sense of inclusion for part-time faculty as well.

The committee is working on a better name for tier-one and tier-two faculty groups. The sense is that part-time faculty are an untapped resource and more of them want to be involved. More would be required of the people who want to go to tier-two such as additional professional training. The benefit would be to the college because tier-two part-time faculty would have a small increase in pay per credit hour. This is still being finalized. Please talk to Gwen if you are interested in getting more information.

Constituency Updates

Student Government Association- YeVonne Allen on behalf of Brayson Gomez
SGA just had a renovation to Red Mountain 121, please go check it out, it looks great. They're going to be able to hold their SGA general council meetings in their office, which is very exciting.

Classified Council – Hallie Madole

Hallie compiled a survey titled Evaluating Employee Perspectives on the 2023 Summer Energy Low Staffing Model and the overall perception was positive with many staff also reporting neutral/no impact on them. All supervisors are encouraged to work with staff on their summer schedule to provide as much flexibility as possible. We can provide Hallie's results upon request.

Faculty Senate – Rick Bullis
They received approval through faculty senate to add administrative faculty to the executive board and to the joint executive board.

New Business/Future Agenda Items

Gwendolyn Clancy - There is a possibility that we could have somebody come from the Fulbright office in DC in order to do a presentation about Fulbright opportunities. She will update this group in the event you would like to attend the presentation.

Cheryl Jones – They will be removing admin rights for 30 or so faculty and staff laptops, it is a best practice for cyber-security. We will receive an email this week describing the reasons for it, and letting the group know how to apply for an exception if needed.

Classified State Employee Remote Work Policy

THIS POLICY REPLACES ALL AGENCY REMOTE WORK/WORK FROM HOME/TELEWORK POLICIES IN PLACE EFFECTIVE IMMEDIATELY.

- It is the policy of the State of Nevada to provide in-person services for the majority of its operations serving both internal and external customers. It is the intent of the Governor that remote work is the exception, not the rule. Remote work agreements shall be approved on an individual basis and not appropriate to be ubiquitous across entire departments, divisions, budget accounts, job titles, or other broad categorizations.
- Remote work agreements are a limited discretionary privilege, provided for the benefit of the State of Nevada, subject to conditional approval on a case-by-case basis, and may be revoked or amended at any time.

PURPOSE

- To establish procedures and provide guidance to Executive Branch employees regarding the remote work program.

SCOPE

- This policy applies to all employees working under the authority of the Executive Branch of the Nevada State Government - all agencies, boards, commissions, offices, authorities or other governmental budget units in the State Human Resources System.

POLICY

- A remote work agreement may be approved under certain circumstances or when special conditions prevent an employee from working in their office location.
- Special arrangements related to ·health or medical accommodations are handled by separate procedures.
- It is the responsibility of the employee and supervisor to review the agreement prior to its expiration and receive approval in order to extend it.
- This is the policy of the Governor and denial of an employee's request is not subject to any grievance procedure, reconsideration or appeal.
- Employees approved for secondary employment are not eligible for remote work agreements.

- Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion. Working remotely is not a universal employee benefit, as not all jobs are appropriate for remote work.
- This policy applies to:
    - Employees who work remotely any number of hours on a permanent basis; and
    - Employees who routinely work in the field (such as police, auditors or social service employees providing home visits) for the time they are not working in the field if they are not working in an assigned office space

This policy does not apply to:

- Employees who routinely work in the field (such as auditors or social service employees providing home visits) for the time they are working in the field;
    - Employees who are working remotely due to extenuating circumstances for a single period of less than three days; and
    - Employees on a Performance Improvement Plan (PI) or those whose most recent evaluation does not meet standards as those employees are not eligible for remote work.

Responsibility

- <u>Management responsibilities</u>:
1. The Department Director is required to pre-approve remote work by signing the Work from Home Agreement form. Work from home agreements are subject to review and audit by the Division of Human Resources Management.
2. Managers/Leads/Supervisors are responsible for:
    a. Ensuring teams work collaboratively, regardless of the work location while fostering a culture of inclusiveness.
    b. Ensuring remote work employee(s) comply with this policy.
    c. Ensuring remote work employees have accountability mechanisms in place and are accomplishing their tasks efficiently.
    d. Conducting regular communication with remote work employees and notifying them of pertinent meetings.
    e. Ensuring Work Performance Standards (HR-14) are current, and Employee Reports on Performance (HR-15) are conducted timely for employees requesting a remote work agreement. Only employees who meet or exceed work performance standards are eligible for remote work.
    f. Identifying any restricted access, confidential material or personally identifying information necessary for the employee to complete their assigned work and arranging for and ensuring such data is only used as needed for assigned work and that any data accessed remotely is protected from unauthorized access by individuals not authorized to see such data.
3. An employee's schedule when working remotely must be established with their supervisor.
4. No State positions shall work remotely for 100% of their work schedule. The only exception to this rule is for workers who are permanently stationed outside of the State.

- <u>Employees are required to</u>:
1. Sign the Remote work Agreement form and comply with this policy. Employees must understand that the privilege to work remotely can be rescinded at any time at the discretion of the supervisor.
2. Establish and maintain a dedicated workspace that is quiet and clean with adequate lighting and ventilation. This workspace must be a safe, secure, professional working environment in adherence with all applicable agency policies regarding safety, workplace attire, and other professional expectations.

3. Not conduct in-person business visits or meetings with professional colleagues, customers, or the public at any approved alternative work location. However, this policy does not prohibit employees from conducting business at other appropriate locations that would normally occur even without a remote work agreement.

4. Maintain a substance-free workplace during working hours.

5. Follow established best practices and employing agency policies for maintaining communications.

6. Ensure any physical or electronic documents or records used or accessed at a remote location are not permanently stored at the remote work location and are timely returned to the designated office location. Electronic documents and records that are used while working remotely are to be stored in the employing agency's record system when not in active use.

7. Ensure that unauthorized individuals do not have access to work-related data. Security and confidentiality shall be maintained by the employee at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary duty location or accessed through a computer unless approved in advance by the supervisor and the Office of the Chief Information Officer. VPN access is required to access such data.

8. Affirm completion of all assigned cybersecurity and agency-specific security training in the remote work agreement (e.g., HIPAA, FERPA or other agency specific security requirements).

9. Be accessible by management during remote work hours.

10. Advise their supervisor or their designee of their break and lunch periods.

11. Notify their supervisor of any deviation from their approved schedule.

12. Advise their assigned supervisor of their work progress as agreed to in the remote work agreement.

13. Devote their full time, attention, and efforts to their assigned work during agreed upon work hours.

14. Accurately record appropriate leave and overtime when working remotely as they would if the remote work agreement were not in place. Approval for leave and overtime must be obtained in accordance with agency policy.

15. Turn their camera on during video meetings.

Conditions:

1. Remote work assignments do not change the conditions of employment or required compliance with policies.

2. The remote work locations must be approved by agency management.

3. The agency and the employee must agree to remote work arrangements.

4. An employee's compensation and benefits will not change as a result of remote work arrangements.

5. The total number of hours employees are expected to work will not change, regardless of work location.

6. Procedures must be in place to document the work hours of those who work remotely and ensure compliance with the Fair Labor Standards Act.

7. Working remotely is not intended to serve as a substitute for child or adult care.

8. Remote work is not intended to offset the use of sick leave, Family and Medical leave, Workers Compensation leave or any other type of leave.

9. Remote work is not an option to hire an employee who does not live in their assigned geographic work area. The only exception is for employees who are permanently stationed out-of-state. Positions reassigned to an alternate geographic location in the state should be based in a designated state office location.

10. Managers/Leads/Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events.

Workers Compensation Liability:

- Any on-the-job injury claims incurred while in remote work status may require an investigation depending on the circumstances. Employee reporting requirements, timeframes, documentation, and drug testing are still applicable for any worker compensation claims.
- Per the Occupational Safety and Health Administration (OSHA), the State is not responsible for the safety conditions within a remote work location. However, a safety/ergonomic evaluation can be arranged by the employing agency if necessary and requested.

Equipment and Materials:

Employees may not use any computer equipment not covered under an acceptable use policy.

1. Issued equipment may be used only for authorized State purposes by authorized employees.
2. Employees are responsible for protecting State-owned or issued equipment from theft, damage and unauthorized use.
3. Issued equipment used in the normal course of employment will be maintained, serviced and repaired by the State.
4. The State will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service.

Costs Associated with Working from Home:

- The State will not assume responsibility for operating costs, secure internet connectivity, home maintenance or other costs incurred by employees working remotely. The internet connection must have sufficient speed and capacity to accommodate work related tasks.
- Mileage reimbursement will NOT be provided for travel between the remote work location and the assigned work office for remote workers. Mileage reimbursement may be granted for travel between the remote work location and the location of a meeting, etc., that is not being held at the primary duty location, in accordance with State and Federal regulations. This is inclusive of requirements in the State Administrative Manual, particularly that reimbursed mileage must be reduced by the roundtrip mileage between the remote workplace and the assigned work office.

Security of State Information:

- Employees must safeguard the State's information used or accessed while working remotely. Employees must agree to follow all applicable security procedures in order to ensure confidentiality and security of data while working remotely. Work performed while working remotely is considered official State business; therefore, the State may establish specific working conditions that apply to employees working remotely.

Policy Exceptions:

- On occasion there are special circumstances that may permit an exception to this policy. Exceptions, while not common, require the approval of the agency Director.