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# MEETING MINUTES – FEBRUARY 18, 2021

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**Date:** February 18, 2021

**Time:** 1:00 pm

**Location:** BlueJeans

**Attendees:** Sarah Gill, Lana Reeves, Chynna Slocum, Rachel Blackburn, Cynthia Olivo, Katt Warner, Arkaitz Aldecoaotalora-Muniosguren, Sarah Jacobsen, Hannah Thomas, Barb Evans, Barb Painter, Renee Caudill, Hallie Madole, Natalia Delaney, Ana Lidia Ferreira, Jackie Draper, Jean Lampson, Dawn Ingraham, Julia Bledsoe, Virginia Irintcheva, Roxanne Strauser, Jennie Allan, Lauren Sanew, Samie Perez, Jenny Taufu, John Johnson, Christian Losche, Laura Meacham, Nancy, Gina True, Cindy Martin, Carol Gribbin, 2 Guests

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## “We May Encounter Many Defeats But We Must Not Be Defeated.” – Maya Angelou

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### 1. Roll Call

- Julia Bledsoe, Chynna Slocum, Rachel Blackburn, and Katt Warner present. Tina May (Julia Bledsoe Proxy)

### 2. Approve Minutes

- Rachel Blackburn makes a motion to approve, Sarah Jacobsen seconds the motion. No discussion on the minutes. January 2021 minutes approved.

### 3. Board Members Report

- **President’s Report – Julia Bledsoe**

- NSHE Fiscal Sustainability Committee meets today 2/18/2021. Julia shares some of the topics on the agenda.
  - Seems to really be focusing on streamlining and combining different services, and ways to save money. Julia gave several examples of how services might be consolidated. These changes would be NSHE wide. Julia will have a report to give us a better understanding of what “NSHE wide” entails.
  - The focus seems to be with IT moving towards digital and media programming for Institutional wide services.

- **Vice President’s Report – Chynna Slocum**

- Shares Notes from Faculty Senate Meeting, a few of these were:
  - Pennington Foundation gifted TMCC 1.1 million dollars for 2 new science labs
  - In the Faculty Senate notes there is a really great breakdown of the governor's proposed budget for the next two years 2021-2023.
    1. We are just under 12% as of right now
    2. Board of Regents shifted access funds, they were forthcoming on how funds should be spent
    3. Their focus is still on the students and there are funds and scholarships to support them
  - Update on next VPAA hiring – the forums will start soon so please watch your emails for information on how to provide feedback on the forums.

- **Secretary’s Report – Katt Warner**

- o Katt shares that there is a new online google sign in form to assist with accuracy for attendees names.
- **Treasurer's Report – Sarah Gill**
  - o \$1615.89 Employee Recognition
  - o \$1618.50 Emergency Loans
  - o \$5924.87 Operating
- **Hospitality Report – Rachel Blackburn**
  - o Classified Council Hospitality Recognition Form
  - o Rachel is working on creating a new online form with fillable fields and suggestions. This will hopefully be going live in the next few weeks
- **NSHE Representative Report – Tina May (Julia Bledsoe proxy)**
  - o The NSHE Board has really dedicated themselves to working towards more equal and standardized benefits across the NSHE Institutions for all Classified Employees.
    - For instance, stipends have been requested for Classified Council Board Members. It started out that Great Basin College offered stipends to their Board Members and now TMCC and WNC offer stipends to their Classified Council Board Members as well.
    - Another is Distinguished Retired Grant-in-Aid. TMCC is the front runner for this but there are hopes for all to award this at an institutional level. In the future this may include waiving cost per unit fees to take classes at any institution for the same cost as at the institution that the Distinguished Retired employee is from. This would pertain to each individual College and their cost per unit fees.
- **NSHE Employee of the Year Funding**
  - o Potential ideas for the future
    - One pool that each college would put money into, to create a more competitive challenge
    - Do away with the monetary portion all together and only do awards
    - Floor was opened for any other ideas. None at this time.

#### 4. **Returning to Campus**

- There are now two vaccination tracks; depending on where you fall in those tracks we are hoping that by summer all vaccinations will be dispersed
- Whether you choose to get the vaccine or not, when the college calls us back to work we will need to come back.
- Most feel that it will be very encouraging to come back and work for the students.
- Discussion followed regarding different timelines, stages, and legislature concerning return.
- Room Scheduling added that it really depends on the governor. The VPAA was planning on moving into a 75% capacity but if it stays at 6 feet social distancing we will still not be able to get too many more students into the classrooms
- Virginia Irintcheva also shares that it really depends on what the governor says about the social distancing and what the return to campus will look like. She said that HR is working on a new form that can be filed for anyone who has COVID related concerns with medical issues and cannot return to work on campus; they can apply for their return to campus be waived with supported documentation. Essentially it is going to be much more strict and there are many variables. This will be looked at on a case by case basis.

#### 5. **Facilities & Auxiliary Services Departments receive iPads for increased communications**

- Custodial, Grounds, Maintenance, HVAC, and 1 member of Auxiliary Services to receive tablets
  - o Katt shared the timeframe for IT to set up the tablet for each individual, appointments to be set for pickup, and training for each employee. IT estimates it will take on average about 15 minutes for each appointment providing the employees know their TMCC login and password

#### 6. **Distinguished Retired Grant-in-Aid**

- Persons who received buy-outs may qualify as long as they meet the other criteria you are still able to apply.

## 7. Announcements

- Statement: Serving on the Classified Council – Julia made an announcement.
- If anyone has questions, comments, or concerns for any reason; or if you like to serve please reach out, [classifiedcouncil@tmcc.edu](mailto:classifiedcouncil@tmcc.edu)

## 8. Implementing scoring criteria on Employee of the Month nominations

- Chynna shares on what is listed below
- Nominations have really increased, there are sometimes 10-20 per month. This is great!!
- A question was raised regarding the minimum qualifications for choosing who is awarded; asking if we could maybe narrow those down to help people get a better understanding.
- Julia added that sometimes hard to decide whether an employee is doing their job really well or going above and beyond.
- Chynna's plan is to add all this information to the EOM web page. See below for criteria.
  - The requirements of the nomination form:
    - Example of Service: Provide 1, preferably 2, detailed and specific examples of how the employee goes above and beyond their standard job duties.
    - Reasoning: Explain how this person demonstrates overall excellence of service to the TMCC community (**add students, staff, and faculty to match the question asked of the committee to score**).
  - Questions asked of the committee to score (1-5):
    - Example of Service: Does the nomination show that the nominee has performed "above and beyond" their standard job duties?
    - Reasoning: Does the nomination submitted reflect excellence of overall service to TMCC students, staff, and faculty?
  - **NEW!** Scoring criteria (1-5):
    - Example of Service:
      1. no specific examples provided
      2. 1 example provided, does not clearly indicate how individual goes above and beyond standard job duties
      3. 2 examples provided, at least 1 does not clearly indicate how individual goes above and beyond standard job duties
      4. 1 example provided, clearly indicates how individual goes above and beyond standard job duties
      5. 2 examples provided, both clearly indicate how individual goes above and beyond standard job duties
    - Reasoning:
      1. submission does not reflect excellence of overall service to TMCC students, staff, and faculty
      2. submission somewhat reflects excellence of overall service to TMCC students, staff, and faculty
      3. submission reflects excellence of overall service to TMCC 1 of the following groups: students, staff or faculty
      4. submission reflects excellence of overall service to TMCC 2 of the following groups: students, staff or faculty
      5. submission reflects excellence of overall service to TMCC students, staff and faculty

## 9. New Business

- Katt reminds everyone that TMCC staff and students with ID's can ride the RTC bus anytime anywhere for free.

10. **Next Meeting March 18, 2021, 1:00pm**

**Adjourn 1:47pm**