

# MEETING MINUTES – AUGUST 16, 2023

**Date:** August 16, 2023

**Time:** 1 p.m.

**Join Zoom Meeting:** <https://tmcc-edu.zoom.us/j/95167139732?pwd=MWtoNW8wenczVC9adkkyQUgwa0JDdz09>

**Meeting ID:** 951 6713 9732 **Passcode:** 976293

In attendance: Shari Mathiesen, Ben Davis, Arkaitz Aldecoaotalora, Jenny Taufa, Vicki Camillo, Corazon Turcios, Jean Lampson, Sarah Gill, Mike Peyerl, Laura Meacham, Manuela Dobbert, Janet Bicker

## 1. Roll Call

- Hallie Madole, Viola Pellissier, Jennie Allan, Ana Lidia Ferreira, Jen Friend, Jeffrey Metcalf

## 2. Approval of June 2023 minutes

- Motion to approve: Ana Lidia Ferreira motioned, Jennie Allan Seconded

## 3. Board Members Report

### • President's Report – Hallie Madole

- o Leadership retreat August 8: There was a guest speaker from Institute for the Future. Helped bring attention how hard it is for us to imagine our own future in 10 years, let alone how we will support student's futures in 10 years. Topics covered included: Identifying current facts of change, unrealistic facts about change, Identified Drivers of Change, Signals of Change, Building an Action Roadmap and the importance of rallying a network.

## 4. (This workshop has been very impactful and a number of faculty and directors are looking into how it can be implemented into our areas to help support student success.)

- o Cabinet Meeting- Enrollment Update - Up by 9% in FTE and 12% in WSCH - 8900 students as of (8/11/23)
- o Diversity Committee the NSHE Summit was discussed, they are looking for additional presenters. Diversity Fair will be held on March 1, 2022, 9 a.m. – 5 p.m., if you have student employees please allow for them to attend and have them participate at the tables. Agenda for this event has been sent out to all emails.
- o OER Class Materials web page: Promoting in three phases - first phase is a website (<https://www.tmcc.edu/schedule/class-materials-cost>). The goal is to communicate to student what OER is (no-cost, low-cost under \$40). Phase two is an interactive list. This will be released in the Spring (October). Phase three is integrated with PeopleSoft so it will be shown in MyTMCC when you are registering for the class. However, this requires some work and there is no identified release date yet. President Hilgersom: Phase four would be marketing the degrees we have & Phase five would be sharing statewide (before the other colleges jump on board).
- o Appropriate Use of AI (AI syllabus statement) There is a new syllabus statement for AI. It can be found on the website (<https://www.tmcc.edu/vpaa/policies-and-procedures/syllabus-elements-statements>). Suggestions: could the order of the paragraph be rearranged? Will be talked about at another point.
- o Kickstart Tailgate event to promote men and women's soccer. Event will take place on September 23 (<https://www.tmcc.edu/calendar/2023/09/23/kickstart-tailgate-event>)
- o Employee Campaign Fundraiser/ Employee Donor Celebration. Please consider participating in monthly payroll deductions to help out the college. Even a \$1 deduction each pay period helps and you can select where you want your funds to go. Increasing the number of employees who donate

increases the chance to get more grants and scholarships. If you are interested in donating please fill out the Employee Payroll Deductions form. Everyone who is registered by 8/31 will be invited to attend the Donor event held on August 31 – yes there will be margaritas and a thank you gift.

- o Remote Work for Classified Employees. While the remote work policy is expired for Classified Staff, we want to encourage the occasional remote work possibility (ie: my dog is sick, and I need to take them to vet and would like to work from home).

Summer Energy Savings / Low Staffing Plan: Good results, and hoping we do it again next year. Did work with people who had high annual leave balances. The only negative feedback was parents with young kids, but as long as the supervisors were flexible it worked. Next year they will be providing better signage, website info about hours, and within email what that person's hours are for the summer. Ayo - We saved the following: May \$1047.00, June \$4633, July \$15,608 Total: \$21,289 (123,577 kilowatts saved).

- o FY24 budget: Mike will provide updates during our meeting. If you would like a link to the FY24 TMCC Budget Book, please let me know and I will share it with you directly!
- o Updating Bylaws & Constitution-we need support to get this revised by September

- **Vice President's Report – Viola Pellissier**

- o EOM update-August 24<sup>th</sup> July's recipient, August 28<sup>th</sup> Augusts recipient
  - July and August recipients are Eric Lopez & Yerka Hlavacek

- **Secretary's Report – Jennie Allan**

- o Meetings will be held every 3<sup>rd</sup> Wednesday in Lib 106 or Virtually on Zoom. Reminded everyone that they are welcome to join us, but if not zoom is perfectly fine.

- **Treasurer's Report – Ana Lidia Ferreira**

- o \$1698 in Emergency Loans
- o \$948.99 Employee Recognition
- o \$5580.90 Operating Budget

- **Hospitality Report – Jen Friend**

- o 1 birthday card
- o 2 work anniversary cards
- o Gift cards-donated for scavenger hunt, but since no one participated, we are holding onto for another event/contest

- **NSHE Representative Report – Jeffrey Metcalf**

- o NSHE Classified Council met with Chair of the BOR to discuss expectations for Interim Chancellor position.
  - Interim is appointed, interim may be appointed as Chancellor after one year
  - September 27<sup>th</sup> all councils meeting with time TBD.

## 5. **Old Business**

- We still need help with revision to Constitution & Bylaws

## 6. **New Business**

- Michael Peyerl, VP of Finance: introduction and COLAS, Budget book. Total state supported budget is 52 million dollars. This is one million more than FY23. Big change was for the COLA (12% for Classified and Professional). FY25-COLAS Classified (11%) Professional (not to exceed 11%) will be voted on in

December. Appropriation for retention incentive payments for those who make under \$120,000. FY25 looking to keep it the same. Running calculations across universities. Budgeted at 11.2 million dollars this year (was built 2 years ago). We have some flexibility since we budgeted so well. Numbers are around 1.5-1.8 million over what we budgeted 2 years ago.

- o 6 items to meet budget requirements
  - Hire people for 25 frozen positions
  - Zero out two LOA budgets in the Spring
  - Equity study
  - Registration revenue will bump budget
  - Institutional Support fund
  - Apprenticeship program restoration
    - a. Travel restored
    - b. Self Supporting budgets & reserve review (8.5 million)
    - c. Tracking budgets in each department with the Budget book
    - d. Ideas across TMCC for metrics and tracking
    - e. Open for questions
      - i. Hallie had a question about longevity asking who is going to fund? (GFO at the state level and NSHE figuring out how to distribute). Workday-does not make it easy to see if you worked for another state dept to recognize how long your service has been for the State.
      - ii. Jen asked about helping the athletic department from any of the extra funds? Mike responded that it can be brought up for discussion, but based off his current assessment the only way we could increase athletics would be through additional fees. Inflation hurts with the cost of traveling. Student government would have to step up and ask as well. One answer is We can look at ways to reinvest such as increasing LOA budgets once everything else is paid.
      - iii. Arkaitz asked for clarification if there is money for longevity pay for this fiscal year's budget? Mike responded yes, they are just figuring out how to distribute it. It will be a one-shot appropriation. Straight from GFO to NSHE.
      - iv. Janet asked if it was going to be a separate payout for longevity or added to our regular paychecks, Mike said he would find out and let us know.

- Ben Davis Incident Reporting Update

- o Incident reporting-there should be a form on the desk of every admin (TMCC injury & incident reporting list). All incidents should be reported to Supervisors and EHS (Ben is EHS). Call 9-1-1 even when questioning if you should. It is better to be safe than sorry. Fill out the forms, documentation. Approved workers comp providers list members are already in our system, it makes things easier if you go to one of those when injured unless it's an emergency. Janet had a question that if someone were to fall, would she be able to take pictures, or ask someone else? Ben said he can go and do the pictures and if he cannot, he will ask you for details and instruct over the phone what to do.

## 7. Announcements

- Employee of the month (July awarded Aug 24<sup>th</sup>, August winner on the 28<sup>th</sup>)
- Exceptional Service Awards survey: we have been allocated \$13000 to do this and the most we can give is to 24 people in a year for at least the next 3 years. Survey will be sent out.

## 8. Announcements

- If anyone has questions, comments, or concerns for any reason; or if you would like to serve please reach out, [classifiedcouncil@tmcc.edu](mailto:classifiedcouncil@tmcc.edu).

**Next Meeting: September 20, 2023**

**Meeting Adjourned: 2:05 PM**