

# FACULTY SENATE MEETING MINUTES

**February 7, 2020**

Faculty Senate Chair: <b>Anne Flesher</b>	Faculty Senate Chair-Elect: <b>YeVonne Allen</b>	Past Faculty Senate Chair <b>Mike Holmes</b>
Executive Committee member, Academic Standards and Assessment Chair <b>Mark Maynard</b>	Executive Committee member, Curriculum Review Chair <b>Virginia Irintcheva</b>	Executive Committee member, Professional Standards Chair <b>Melanie Purdy</b>
Executive Committee member, Salary, Benefits and Budget Chair <b>Ron Marston</b>	Administrative Faculty Committee Chair <b>Diane Nicolet</b>	Library Committee Chair <b>Rob Lively</b>
Part-Time Faculty Committee Chair <b>Marynia Giren-Navarro</b>	Recognition & Activities Committee Chair <b>Lauren Gatto</b>	WebCollege Faculty Advisory Committee Chair <b>Dan Hooper</b>
Senators At-Large: <b>Kate Kirkpatrick</b> <b>Jose Torres-Jasso</b> <b>Staci Miller</b> <b>Adine Stormoen</b>	Senator for Allied Health: <b>Heidi Himler</b>	Senators for Technical Sciences: <b>Sam Byington</b> <b>Wes Evans</b>
Senators for Biology: <b>Jinger Doe</b> <b>Virginia Irintcheva</b>	Senators for Computer Technologies: <b>Steve Bale</b> <b>Cathy House</b>	Senators for English: <b>Elizabeth Humphrey</b> <b>Karen Wikander</b>
Senators for History, Political Science & Law: <b>Fred Lokken</b> <b>Ben Scheible</b>	Senators for Humanities: <b>Elena Atanasiu</b> <b>Eric Bullis</b>	Senators for Math: <b>Rebecca McCleary</b> <b>Becky Porter</b>
Senators for Physical Sciences: <b>Ed Corbett</b> <b>Judy Fredrickson</b>	Senators for Social Sciences: <b>Julia Hammett</b> <b>Paula Reynolds</b>	Senators for Visual and Performing Arts: <b>Candace Garlock</b> <b>Ron Marston</b>
Senators for Part-Time Faculty: <b>Gwendolyn Clancy</b> <b>Edwin Lyngar</b>	Classified Council Representative <b>Tina May</b>	Student Government Representative <b>Alexandra Patri</b>

**Absent:** Steve Bale, Kate Kirkpatrick (Proxy: Jose Torres-Jasso), Diane Nicolet, Becky Porter (Proxy: Rebecca McCleary)

**Guests:** Eric Adjei, Amber Anaya, Elena Bubnova, Fred Egenberger, Dr. Karin Hilgersom, Scott Huber, Michael Miller, Dr. Marie Murgolo, Jim New, Neil Siegel, Kim Studebaker

**The meeting was called to order at 12:31 p.m.**

## Approval of Meeting Minutes December 13, 2019

**Motion:** To approve the minutes for December 13, 2019.

**Movant:** Senator Ben Scheible

**Second:** Senator Ron Marston

**Vote:** Passed with one abstention.

## Consent Agenda

**Motion:** To approve the February 7, 2020 Consent Agenda.

**Movant:** Senator Ben Scheible

**Second:** Senator Fred Lokken

**Vote:** Passed unanimously.

## Administrative Report – Dr. Karin Hilgersom, TMCC President

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Dr. Hilgersom was impressed by the incredible tenure portfolios. She forwarded the following names to the Board of Regents for the final vote: Dr. Amy Cavanaugh, Dr. Hieu Do, Dr. Jinger Doe, Tanja Hayes, Dan Hooper, Dr. Megan Lahti, Dr. Casey Machen, Dr. Joylin Namie, Marynia Giren-Navarro, and Josh Shinn.

Enrollment is looking well and TMCC will be headed into the next biennium with a stable budget. Dr. Hilgersom will be traveling to Washington, D.C. to attend the American Community College Trustees Association (ACCT) legislative lobbying summit and then on to Atlanta, GA for the 2<sup>nd</sup> Nature Summit.

TMCC will be sharing Human Resources (HR) services with WNC in a two-year pilot that will have an end date and recommendations. A national search, a suggestion given by the Faculty Senate Executive Board, will take place to hire a new HR Director. The new director will analyze functions with the goal to make HR more efficient, and after the first year the director will make recommendations. TMCC will see a \$50-60k cost savings which will be used in HR and Professional Development activities.

Questions received concerned reporting structure, why the HR department would work for a service sharing arrangement, how grievances will be handled, and what, if any, reductions in staff will occur.

Dr. Hilgersom answered the shared director will report to both TMCC and WNC presidents noting she will have sole authority at TMCC. This arrangement to share works at the community college level due to the sizes of the colleges. WNC is half our size but has the same number of positions in HR. Grievances might be handled by an external company due to the time investigations take to complete. The HR director will provide analysis and in-depth information; we would need to rely on his or her judgement concerning grievances.

## Administrative Report – Dr. Marie Murgolo, Vice President Academic Affairs

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Dr. Murgolo opened her report thanking everyone for the work done on the corequisite policy. The ACUE cohort is doing well and progressing as expected through the program. The Learning Commons Director has resigned. Brandy Scarnati was offered and has accepted the position of Learning Commons Director. There will be a new reporting structure and the WebCollege has moved under the umbrella of Learning Commons. A manager for the WebCollege will be hired for day-to-day issues as well as a coordinator and operations assistant. Part-time Faculty will be hired on LOV for better curriculum alignment between the departments, tutoring center, and the library. Brandy has also invited faculty to come in to the tutoring center.

## Chair's Report – Anne Flesher

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Chair Flesher congratulated the 10 tenure bound faculty and Brandy Scarnati in her new position. The Faculty Senate Office will be sending surveys for the President and Deans.

The Shared Governance Document has been vetted and finalized for action today and the document will be used as a part of the accreditation report.

The taskforce on Performance Pay Administration and Support (PPAS) met December 19 with recommendations coming to the Board of Regents in March. The committee is asking for a restoration of COLA funded at 80% and to go through NSHE rather than the Board of Examiners, return legislative language for flexible use of state appropriation, a revision to the BOR handbook allowing NSHE to distribute merit/performance pay annually instead of only when approved by legislature, and to establish at all institutions a 1% merit for salary adjustments. Faculty compensation was the number one priority.

President searches continue for UNR and UNLV and the search continues for a chancellor. The hope is to have all three searches completed by the end of April 2020 and the new hires in place by July 1, 2020.

Chair Flesher reported Regent Page had sent a degrading/derogatory email on the NSHE servers which was reported in Las Vegas Sun. Anne will be discussing the issue with the other system chairs. Regent Page serves on the Chancellor Search Committee which is a concern as we search for a new chancellor. Chair-elect Allen noted the diversity officers met and asked Chancellor Reilly to ask Regent Page to step down from all of the committees he sits on. The submission for BOR closes March 2, 2020. The senate body entered into a thoughtful discussion on whether to support a resolution to ask Chair Page to step down from the committees he serves on. After much discussion, many of the senators felt they did not have enough information to act. Chair-elect Allen also noted Regent Carvalho is having discussions with the other regents about this process.

*Senators Virginia Irintcheva and Julia Hammett motioned and seconded respectively to support the Equity, Diversity and Inclusion Council's (EDIC) recommendation to remove Chair Page from the Chancellor Search Committee. There were 7 senators who supported the motion, 5 oppositions, and 12 abstentions. The motion passed.*

Chair Flesher asked anyone who wants to do more research to feel free to contact her or YeVonne with any questions or concerns. The chancellor will be attending our March 13, 2020 meeting which will be held at the Dandini Campus rather than the Applied Technologies Center as originally scheduled.

## **Chair-Elect's Report – YeVonne Allen**

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Chair-elect Allen reported she is working with Karen Wikander on the Campus Belonging and Culture Taskforce. They are preparing questions for an upcoming survey. The next meeting will be March 3 at 3 p.m. in RDMT 256. The style guide is being created in marketing for Gender Neutral Class Designation that was passed at senate in November. The Anti-bullying policy is headed for its second reading at Planning Council on February 23, 2020. Once NSHE releases their meeting schedule we will plan the Faculty Senate schedule for next year. Chair-elect Allen is also working with the Administrative Faculty Committee on a path for professional advancement of Administrative Faculty.

## **NFA Contract Changes – Scott Huber, NFA President**

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The NFA contract provides structure to prevent both administration and faculty from over-reaching and fosters a healthy institution with value leading to trust. Scott encourages everyone to read the contract and noted the hard work done by faculty and administration to finalize the contract. Some of the areas that were updated were the duties of coordinators and program directors, clarification of elections, a recall process for department chairs, WebCollege language was clarified, a personal day may be used with the authorization through the corresponding dean, additional assignments parameters and termination dates are outlined, there is a placeholder to add advising in the contract, evaluation language was clarified the evaluation goes to the Dean in April, and three memorandums of understanding (MOU) were addressed and incorporated into the contract. Mandatory meetings for faculty are the "Kick off" events at the beginning of the semesters and commencement.

Scott noted it was an oversight not including Administrative Faculty and the workload for Applied Technologies will likely be corrected with an MOU. Scott yielded some of his time to Kreg Mebust to detail the corrections being made with respect to the Applied Technologies faculty workload. Kreg noted conversations are happening with the Applied Technologies Dean, VPAA, and President to work out the issues. It was requested to have more transparency in the MOU and process concerning the Applied Technologies workload. The language will be revisited early next week with TMCC's legal counsel and a draft will be sent to the Applied Technologies faculty for feedback. Once approved by the NFA and administration, the MOU would be in effect and incorporated into the contract at the next negotiation.

Questions circled around when Administrative Faculty would receive an MOU.

Scott answered, possibly at a later date. Chair-elect Allen noted only some administrative faculty are governed by the contract and they are working to include all administrative faculty.

## Committee Reports

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- **Salary, Benefits & Budget – Ron Marston**

Ron provided a quick recap of the Annual Evaluation Guidelines. The deans have requested more detail and rigor on the faculty evaluations. Faculty asked deans to get together and list what they want to see and the level of detail they are looking for. Ron's committee reviewed the deans guidelines and proposed edits and approved the guidelines in committee. Ron also noted the NFA contract states faculty work with the deans. Faculty need to give some back and forth in the guidelines. This is a motion coming out of committee for approval at senate today.

Questions and concerns received were whether the document is finalized yet, concerns over the use of activity multipliers, math ability of faculty, and when will the guidelines be effective. Ron answered the questions noting the senate is a recommending body and the final document will come back at the next meeting. The goal is to implement the guidelines as soon as possible. The annual plan is a plan and the evaluation details the work done by faculty. Implementing the guidelines now help both faculty and the deans evaluate evenly.

*Senators Ben Scheible and Julia Hammett motioned and seconded respectively to amend the motion to implement the guidelines in Fall of 2020. The amendment to the motion failed with 3 in favor.*

*The original motion coming from the Salary, Benefits and Budget Committee to approve the Annual Evaluation Guidelines to be implemented this semester passed with 16 in favor.*

- **Classified Council – Tina May**

The Classified Council are selling carnations which come with a card and lollypop. Carnation sales are open until February 12. Elections for the Classified Council Board for next year are being organized along with Employee of the Year Award for the end of year recognition event.

- **Administrative Faculty Committee – Adine Stormoen for Diane Nicolle**

The Administrative Faculty have received a \$3,500 Innovation Grant for the Summer Synergy Summit. The adhoc committee has begun meeting and planning. Please share any ideas you have for the summit. The committee has also been working on the New Employee Welcome Onboarding Process. The next meeting of the Administrative Faculty Committee is February 21, 2020 in RDMT 333 from 10:30-12 p.m.

- **Curriculum Review Committee – Virginia Irintcheva**

The Curriculum Review and Academic Standards and Assessment Committee are forming a Gen Ed Taskforce. Topics for the taskforce to discuss will include: GE Course Criteria, improving criteria, and asking for more specific descriptions. Virginia and Mark will send an invitation to join through the Department Chairs with the first taskforce meeting towards the end of February. The next meeting of the Curriculum Review Committee is March 6, 2020 at 9-11 a.m. in SIER 103.

- **Library Committee – Rob Lively**

The Library Committee welcomes Brandy Scarnati as the new director. The committee is joining with the Sustainability Committee for this year's Earth Day Event. A panel event will be in March for the 100<sup>th</sup> anniversary for Women's voting rights. The committee is also collaborating with creative writing classes for a future poetry reading. The committee will discuss a possible committee name change. The next meeting of the Library Committee is March 5, 2020 at 3:30-4:30 p.m. in LIB 102.

- **Part-Time Faculty Committee – Marynia Giren-Navarro**

The committee met prior to today's senate meeting. Gretchen Sawyer attended to describe how employees can have money deducted from their paycheck for the Part-Time Faculty Fund. The link and information will be sent via email. The committee has not decided what they will do with the funding yet. Jim New attended the meeting to provide details on the loyalty program for longevity of part-time faculty. The program will be effective Fall of 2020. Marynia gave her and the committee's thanks to Dr. Hilgersom and Jim New for working with them to create this program. There are 7-8 people who will qualify in the Fall for the program. The February and March Part-Time Faculty of the Month have been selected. Please continue to send in your nominations. Marynia's term is ending this Spring. Please let her know if you are interested in running. There is a part-time faculty canvas course that is available to any faculty. Please contact Brandy Scarnati or Sarah Jacobson if you would like the link. The next meeting of the Part-Time Faculty Committee is March 13, 2020 at 10-11:30 a.m. in RDMT 333.

- **Professional Standards – Melanie Purdy**

Melanie brought forward a motion from her committee and reviewed the changes made in the course evaluation form: removed emojis, modified content boxes, and added references concerning biases. Melanie received the following questions and comments: several concerns about the need for the reference links as students likely will not click on them, when will this be implemented, are we creating more bias by adding information about bias, and what substantiates the difference in instruction between men and women instructors.

The senate body addressed their concerns and questions with the following amendments.

*An amendment was made and seconded by Virginia Irintcheva and Ron Marston respectively. To remove the sentence: "Women and instructors of color are rated lower than white men." The amendment passed unanimously.*

*An additional amendment was made and seconded by Ron Marston and Virginia Irintcheva respectively: To remove the citations at the end of the document concerning biases. The amendment passed unanimously.*

*To approve the course evaluation form as amended. The motion passed.*

Melanie also presented the Tenure Track Guidelines as an informational item and asked for the senate body to gather and provide feedback. The next meeting of the Professional Standards Committee is February 28, 2020 at 10-11:30 a.m. in RDMT 333.

- **Recognition & Activities – Lauren Gatto**

The Recognition and Activities Committee is continuing their work on the Career Champions Recognition Program. There are 10 nominees for the Distinguished Faculty Awards and the subcommittee is reviewing the nominations and completing its work to select the winners. Lauren also encouraged everyone to nominate faculty and staff for the various recognition awards on the [TMCC website](#).

- **WebCollege Faculty Advisory – Dan Hooper**

The WebCollege Faculty Advisory Committee met prior to today's senate meeting. The committee reviewed the grading scheme in Canvas and found it is not used frequently. The committee will consider a scheduling system for proctored tests at the next meeting on March 13, 2020 in RDMT 252 from 11-12 p.m.

- **Student Government Association – Alexandra Patri**

Welcome Week was successful with 600 TMCC backpacks filled with school supplies handed out and countless doughnuts, bagels, and coffee were served. Alexandria participated in a search committee on Jan. 31, 2020 and suggested to regents to help with transfer issues at UNR. The SGA is supporting Open Educational Resources, working with student organizations to find storage space, discussing establishing a health clinic, and looking for ways to recycle effectively.

- **Academic Standards Committee – Mark Maynard**

Mark Maynard and Karen Wikander met with Tony Futia, who handles student conduct issues, to discuss the Academic Dishonesty Policy. There are many policies already in place. The committee will create a process policy and a draft will be sent out to collect feedback. Tony recommended instructors have students sign a document. Mark's term as chair is ending and he is accepting any nominations for the next chair. The committee next meets on March 6, 2020 at 9-11 a.m. in SIER 209.

## Old Business

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**Shared Governance Document:** Chair Flesher moved this agenda item to the March 13, 2020 Senate meeting to accommodate time constraints. Anne also asked to please send her any feedback you may have on the document.

## New Business

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None

**Meeting Adjourned:** 2:38 p.m.