

FACULTY SENATE MEETING MINUTES

December 9, 2022

Faculty Senate Chair: Amy Cavanaugh	Faculty Senate Chair-elect: Rick Bullis	Past Chair Virginia Irintcheva
Executive Committee member, Academic Standards and Assessment Chair Jinger Doe	Executive Committee member, Curriculum Review Chair Katie Kolbet	Executive Committee member, Professional Standards Chair Marynia Giren-Navarro
Executive Committee member, Salary, Benefits and Budget Chair Matt Leathen	Administrative Faculty Committee Chair Ben Davis	Learning Commons Committee Chair John Kemp
Part-Time Faculty Committee Chair Pat Miller	Recognition & Activities Committee Chair Tara Connolly	WebCollege Faculty Advisory Committee Chair Blisin Hestiyas
Senators At-Large: Ben Davis Jennifer Pierce Adine Stormoen Amanda Stibick	Senator for Allied Health: Julie McMahon Rori Wilkis	Senators for Technical Sciences: Jeremy Coggin Wyatt Ziebell
Senators for Biology: James Kuzhippala Sharif Rumjahn	Senators for Computer Technologies: Steve Bale	Senators for English: Lenaya Andersen Karen Wikander
Senators for History, Political Science & Law: John Kemp Kofi Poku	Senators for Humanities: Gabriel Chavez Nancy Faires	Senators for Math: Rebecca McCleary Lars Jensen
Senators for Physical Sciences: Sameer Bhattarai Michael Leonard	Senators for Social Sciences: Marynia Giren-Navarro Haley Orthel-Clark	Senators for Visual and Performing Arts: Candace Garlock Ron Marston
Senators for Part-Time Faculty: Cara Dopf Gus Stuart	Classified Council Representative Sarah Gill	Student Government Representative John Fenton

Absent: Steve Bale, John Fenton

Guests: YeVonne Allen, Joe Anderson, Sam Byington, Jeffrey Alexander, Amber Anaya, Elena Bubnova, Sam Byington, Yuli Chavez-Camarena, Alexander Day, Ana Douglass, Julia Hammett, Ashlyn Herold, Karin Hilgersom, Crista Jorgensen, Thomas Kearns, Kate Kirkpatrick, Sarah Krutz, Stephanie Mead, Olga Mesina, Deysi Montes, Jim New, Alex Oliva, Melissa Olsen, Bill Proebstel, Roger Putnam, Gwendolyn Raubolt, Nicole Scollard, Kim Studebaker

The meeting was called to order at 12:30 p. m.

Chair's Report – Amy Cavanaugh

Senate Chair Amy opened her report with the meeting protocols. She let everyone know the Chancellor was unable to attend due to illness. We will invite him a Faculty Senate meeting next semester.

Board of Regents (BOR) / NSHE Update: The Nevada Faculty Alliance (NFA) Contract was approved at the December BOR. Highlights included in the contract are new office hours and one-time awards to faculty. A workshop will be offered during Professional Development Days that will cover the new changes in the contract. The student fee of \$10 per semester was approved along with several program items. Regent Brooks was elected as Chair and Regent Arrascada was elected as Vice Chair.

On December 15 the Interim Finance Committee will meet. If approved, employees will see the furlough hours reimbursed in January or February.

Crisis Taskforce: An email was sent November 22 on the mask policy outlining when and if masks could return to campus. [The Truckee Meadows COVID-19 Risk Meter](#) is being used to gauge when masks would be required. If the meter reaches the very high range with a continued prediction of a very high range the following week, masks would be required. The taskforce is working to finalize language concerning those with respiratory symptoms.

Technology Survey: Faculty were sent a survey concerning faculty use of instructional technologies, please fill it out.

Other items: A mediator Selection Procedure will be introduced later in today's meeting.

The Sabbatical Subcommittee has completed their ranking and the ranked list has been forwarded to Dr. Hilgersom to select sabbatical awards.

Updates on past motions: The Administrative Faculty Evaluation Forms will be reviewed later today with a minor change. The Observation of Online Teaching Evaluations motion has not been approved by the President yet. The Professional Standards Committee are gathering more feedback. The List Serv Motion has not been approved yet. The President wanted a list serv moderated by Faculty Senate with a process for dealing with breaches of professionalism. The motion passed was for the list serv to be unmoderated. Options for this motion are to refer to a committee, debate options at Senate, or Senators can reach out to their constituents for opinions and report back in February. This can be discussed further during new business. Chair Amy asked the senators to think about it and bring up any proposals in new business.

New Business Update: Senator Jensen's bylaw change request of 7.6 and Senator Stuart's request to review the bylaws was considered by the Faculty Senate Executive Board. An adhoc committee has been formed of the members of the Executive Board. The responsibilities of the Exec Board officers are out of date, the new NFA Contract will require some bylaw changes, we have already had 2 changes proposed in one semester, and to identify any other discrepancies. The changes will be considered all at once versus one-by-one. Chair-elect Rick Bullis will serve as the chair of this adhoc committee. Senate Chair Amy asked the standing committee chairs and senators to review the portions of the bylaws that pertain to their committee or their duty as senator and send in any proposed revisions to Chair-elect Rick Bullis. The goal is to have the first read at the April Faculty Senate Meeting and the second read at the May meeting.

Chair-Elect's Report: Rick Bullis

The PAIDs Committee continues to meet and are discussing various scenarios and possibilities for increasing pay.

Chair-elect Bullis will chair the Bylaw Adhoc Committee.

Past Chair's Report: Virginia Irintcheva

Past Chair Virginia reported the PAIDs Committee is continuing to meet and will arrange to send actionable items to the committees. Virginia is also serving on the VCFG Search Committee.

Administrative Report: Karin Hilgersom, TMCC President

Furlough Reimbursements: The Governor's Office has recommended to the Interim Finance Committee a vote of support for furlough reimbursement. This will likely pass, stay tuned for more details.

One-time Payout for Admin Faculty and Part-Time Faculty: TMCC leadership will also implement a one-time payment for Part-Time Faculty of \$1000 to those who have taught 6 credits in the Spring and 6 credits in the Fall. TMCC leadership will also implement a one-time payout that mirrors the recent collective bargaining agreement to administrative faculty not covered by the new contract. The amounts vary.

Classified Staff Payout: Although the TMCC administration is working on a one-time pay-out to staff, more work at the presidential and NSHE level needs to occur because staff salaries are governed by the state and monitored by NSHE BCN. Other NSHE institutions are interested in doing this too, so this initiative is possible, but may have some issues that need to be resolved *if* we can move forward.

Governor's Committees: Governor-Elect Lombardo has formed 17 committees. Dr. Hilgersom, other NSHE presidents, and Regent Del Carlo will serve on the Education Committee.

Human Resources Structure Change: The TMCC HR department has changed its functional structure in order to maintain effectiveness despite having fewer employees in the HR department. Kim Studebaker will be the Director of Employee Relations, Title IX, and EEO processes. Nicole Scollard is a co-director and will be the HR representative for general operations, Planning Council and Cabinet. She will also oversee employee service related matters.

VPFG Search Committee: Dr. Hilgersom reported the committee has begun their work and the process appears to be on schedule.

Administrative Report: Jeffrey Alexander, Vice President of Academic Affairs

Dr. Alexander provided an update on searches, closing dates, new hires, and departures.

The Library Director Search will bring a finalist to campus on December 12.

Round two of the OER project will be announced in the Spring.

The following departments are moving for Fall 2023 Criminal Justice is moving to Public Safety; Paralegal and Law are moving to Business and Social Sciences; and CIT will move to Math and Physical Sciences.

Dr. Alexander answered a question on why student evaluations are left open until December 15 (after grades have posted). One of the academic support team members chimed in and said the evaluations were left open longer than the usual timeframe of the last day of exams. There were changes in the software and had to leave it open as long as classes were in session. The Dental Hygiene program have practicums on-going. It was an oversight that faculty were not informed and was done to accommodate all courses still in session. Dr. Alexander requested to have the evaluations close as they have in the past on the final day of the term Saturday at 11:59 p.m. It was also requested to have a Canvas notification to announce the closing date change.

Learning Commons Presentation – Joe Anderson

Joe shared a flyer on services offered by the Learning Commons. They are offering more tutoring services and looking to expand the usefulness of tutoring spaces. In Spring tutoring training will be held for the tutors. Training will be provided by TMCC Faculty.

DRC / WebCollege Presentation – Olga Mesina, Thomas Kearns, & Bill Proebstel

Olga reviewed all services available and introduced Thomas Kearns and Bill Proebstel. Thomas reminded everyone the DRC is sending out short training videos from the Office of Civil Rights that are 7 minutes or less. Thomas and Bill are also available for any training needs or questions.

Questions from the Senate body concerned number of complaints filed and whether or not faculty are required to adhere to Section 508. The DRC has had six complaints filed; however, none were found to be valid. Olga reviewed Section 508 and why adherence is required and how to work together to create accessible content. A senator requested a presentation during professional development on Section 504 and what it requires.

Kim Studebaker from HR reviewed Title X and how it intersects with Section 504.

Sarah Krutz from the WebCollege discussed how the accessibility specialist can assist with making classes ADA accessible. This position has been posted and hopefully filled soon. Kaltura also makes captions, but are not always accurate.

YeVonne Allen, Executive Director Retention and Support Services emphasized DRC and the WebCollege together with faculty create cross campus assistance. She also shared information on BOR, TMCC, and ADA policies.

<https://www2.ed.gov/notices/accessibility/index.html>

Policy for Information and Communications Technology (ICT) Accessibility

BOR Handbook Title 4, Chapter 8, Section 15

The Nevada System of Higher Education is committed to providing information and communications technology that has been developed, procured or utilized to be accessible to all, and in particular, to individuals with disabilities, including those who use assistive technologies.

TMCC Policy 3522: Accessible Electronic Information and Technology

It is the policy of Truckee Meadows Community College to comply with the Americans with Disabilities Act of 1990 ("ADA"), ADA Amendments Act of 2008 ("ADAAA"), Section 504 of the Rehabilitation Act of 1973, and Section 508 of the Rehabilitation Act of 1973 as amended by the Workforce Investment Act of 1998.

Truckee Meadows Community College is committed to providing access to information and services, in an equally effective and integrated manner, regardless of a user's physical or developmental abilities or impairments. All TMCC departments and operational units are required to ensure that any electronic information or technology resources that are created or purchased are accessible.

Approval of the November 4, 2022 Minutes

Motion: To approve the Faculty Senate Minutes for November 4, 2022.

Movant: Senator Gus Stuart

Second: Senator Sharif Rumjahn

Vote: Motion passed with 26 ayes.

Consent Agenda

Motion: To approve the December 9, 2022 Consent Agenda.

Movant: Chair-elect Rick Bullis

Second: Senator Gus Stuart

Vote: Motion passed with 26 ayes.

Mediator Selection Procedure

Senate Chair Amy brought the Mediator Selection Procedure for action.

Original motion: Senator Gus Stuart moved to approve the Mediator Selection Procedure and Chair-elect Rick Bullis seconded the motion.

Amendment to the motion: A proposed suggestion from Senator Jensen:

Replace the current part 1, which begins:

1. The Director of Human Resources or designee will identify a list of three mediators from employees of another NSHE institution who have appropriate mediation training and are willing/available to serve as a mediator on behalf of TMCC.

with this:

1. The Director of Human Resources or designee will identify a list of at least three mediators from employees of another NSHE institution,

who have appropriate mediation training, and at least half of which come from the ranks of faculty.

Similarly, change section 3 of the process from,

3. If a paid mediation is the only option and the employee requesting mediation is unwilling to pay 50% of the cost of external mediation, the Director of Human Resources or designee will identify a list of three mediators from the employees of TMCC who have appropriate mediation training and are willing/available to serve as a mediator. The process will then proceed as in section 1.a and 1.b.

Senator Lars Jensen moved and Senator Nancy Faires seconded the amended motion.

It was requested to provide more time to review the proposed amendment and table this motion.

Final motion: Senator Gus Stuart moved and Senator Lars Jensen seconded to table the motion and amendment in order to provide the Senate body adequate time to review the proposed changes. The motion passed with 24 ayes, 1 nay, and 2 abstentions.

Standing Committee Reports

Academic Standards and Assessment Committee – Jinger Doe

The committee met on November 18 and reviewed Critical thinking and Gen Ed Outcomes. The SLO website will be reviewed along with the committee's section of the bylaws. The committee's next meeting is January 20, 2023.

Professional Standards – Marynia Giren-Navarro

The committee met today and had Jim New and Beth Humphries provide an update of the NFA Contact changes. The committee also discussed the student evaluations close date, digital binders, and visits from deans, chairs, and coordinators to online classes. Marynia also let everyone know her term will be complete this Spring and she does not plan to run for a second term. The committee's next meeting is February 10, 2023.

Administrative Faculty Committee – Ben Davis

The committee last met on November 18, 2022. Ben reviewed the minor change to the Administrative Faculty Forms. The committee is continuing to research position classification of Administrative Faculty, creation of a diversity statement, and how to communicate the activities of the committee. The committee next meets on December 16, 2022.

Curriculum Review Committee – Katie Kolbet

Katie thanked the Senate for approving all the curriculum decision items on today's consent agenda. The committee meets February 10, 2023 and the last day to submit changes for the February meeting is January 13, 2023.

Katie brought a requirement change for community colleges from the Board of Regents. She provided background and what the change entails. The red strikethrough font would change to the blue font. This was approved at the December 2, 2022 Curriculum Review Committee meeting. The Senate passed the changes below with 24 ayes.

Title 4, Chapter 16, Section 24.6.

Candidates must complete at least 15 credits in residence for an associate degree and at least 30 upper-division credits in residence for a bachelor's degree.

TMCC's current requirements:

32 units must be complete at TMCC

40 units of upper-division credits

Proposed change to catalog for Bachelor's degrees:

The Bachelor of Science (BS) and the Bachelor of Applied Science (BAS) degree programs are included under the accreditation of Truckee Meadows Community College. Bachelor's degrees are designed to grow professional skills and respond to the demand for highly technical professionals in the workplace. Bachelor's degrees contain a minimum of ~~40 upper-division-units~~, and 32 units 30 upper-division credits that must be earned at TMCC.

Learning Commons Committee – John Kemp

The committee has not met since the last Faculty Senate Meeting. The committee's next meeting is February 2, 2023.

Part-Time Faculty Committee – Pat Miller

The committee met today. They are supportive of the Senate's request to examine the Faculty Senate Bylaws as they pertain to the Part-Time Faculty Committee. Pat reported there are now plenty of nominees for the Part-Time Faculty of the Month award due to the committee's work to reword the nominations process. Pat's term as chair is ending in May and the committee will begin nominations for a new chair in the Spring. The committee's next meeting is February 10, 2023.

Recognition and Activities – Tara Connolly

Read by Senate Chair Amy Cavanaugh: The committee met earlier this week to start planning for the spring semester. The gratitude tree in the Student Center looks great with all the "mini Earth" notes on the manzanita branches, so we will keep it going in early 2023 so that our community can set and share intentions for 2023 and the spring semester. Again, the note sheets contain wildflower seeds. Any leftovers will be donated to the TMCC gardens. Career Champion nominations are rolling in quickly from students as the Fall semester wraps up. We look forward to recognizing our Fall 2022 Career Champions in a virtual ceremony during Professional Development Days next month, date and time to be determined. In the spring, the committee will begin accepting nominations for the Distinguished Faculty Teaching and Service Awards. And finally, later today, we will recognize our latest Professional Employee of the Month, so I can't share a name just yet. As always, we encourage everyone to take the time to nominate a colleague each month for the exceptional work they do.

The committee's next meeting is February 7, 2023.

Salary, Benefits and Budget Committee – Matt Leathen

The committee met on November 18, 2022 and passed two resolutions for the Senate's consideration today. The committee's next meeting is January 27, 2023.

One Time Extra Salary Payment Resolution. There was no discussion on the resolution and it passed with 27 ayes.

Passed by the Salary, Benefits and Budget Committee on November 18, 2022

Whereas, one-time extra salary payments have been approved for faculty covered under the Nevada Faculty Alliance (NFA) contract,

Whereas, TMCC relies on the hard work of Classified Staff and part-time instructors,

Be it resolved that the Faculty Senate supports a one-time extra salary payment for TMCC Classified Staff and part-time faculty by no later than June 30, 2023.

VP of Finance and Government Relations Search Resolution. There was no discussion on the resolution and it passed with 26 ayes and 1 abstention.

Passed by the Salary, Benefits and Budget Committee on November 18, 2022

Whereas, TMCC values and relies upon shared governance,

Be it resolved that,

At least half of the voting members on the search committee for the Vice President of Finance and Government Relations should be comprised of academic faculty.

WebCollege Faculty Advisory Committee – Blisin Hestiyas

The committee met on December 2, 2022. The current account-level and sub-account-level permissions within our Canvas LMS make it hard to keep track of unscheduled class visits. The committee is discussing ways of tracking unscheduled class visits on Canvas LMS. (Discussion is still going on). The committee discussed messaging students before classes begin to reduce student confusion. The committee's next meeting is February 10, 2022.

Student Government Association (SGA) – John Fenton

No report was given at today's Faculty Senate Meeting.

Classified Council – Sarah Gill

Sarah thanked the Senate for their resolution of support for the Classified Employees. The Math Department won the Holiday Basket contest and will enjoy pizza at their department meeting later today. The Classified Employee of the Month was awarded for October and November's has been selected and will be announced next week.

Old Business

None

New Business

Senator Lars Jensen returned with his proposal for a bylaw change to the Faculty Senate Bylaws 7.6: "Faculty Senate meetings shall be open..." His proposal is to strike this sentence from the bylaws, citing a decision made at the Community College of Southern Nevada in consultation with Attorney General Ford, which stated their Faculty Senate Meetings are not open meetings.

The Senators discussed unintended consequences and the need for bylaw changes to go through a vetted process. Senate Chair Amy reviewed both Senator Jensen's previous activity and the process which will occur.

Senator Stuart moved that this proposal, now being first read according to the process outlined within our bylaws, be referred to the bylaws revision committee for their consideration and recommendation. Senator Marston seconded. The motion passed with 21 ayes and 2 abstentions.

Adjourn

It was moved by Senator Gus Stuart and seconded by Senator Sharif Rumjahn to adjourn the December 9, 2022 Faculty Senate Meeting. The motion passed with 21 ayes.

Meeting Adjourned: 3:04 p.m.