

PLANNING COUNCIL MEETING MINUTES

Monday, February 24, 2020

9:00 am

RDMT 256

Call to Order: 9:02 a.m.

In Attendance: Amy Williams, Anne Flesher, Dr. Ayodele Akinola, Brandy Scarnati, Cynthia Peirrott, Dr. Dana Ryan, Diane St. Jacques, Elena Bubnova, Estela Gutierrez, Gwendolyn Clancy, Heather Haddox, Jim New, Dr. Joan Steinman, Julia Bledsoe, Dr. Julia Hammett, Dr. Julie Ellsworth, Dr. Natalie Brown, Dr. Marie Murgolo, Dr. Melissa Deadmond (via phone), Dr. Paul Allen, Paul Seybold, Thomas Dobbert, Dr. Tina Ruff, Dr. Virginia Irintcheva, Ben Davis, Ricky Genz

Absent: Barbara Walden, Haruna Takahama, John Albrecht, Dr. Karin Hilgersom, Valeria Saborio, YeVonne Allen

Strategic Master Plan Brainstorming Analysis

Dr. Melissa Deadmond, Associate Dean of Assessment and Planning, joined Planning Council via phone and presented the findings of the January 14, 2020 Mission and Strategic Plan Session that followed the Spring 2020 Kick-off. Those who attended received a spreadsheet of the responses and frequencies collected from PollEverywhere, looked through, grouped, and reported emerging themes they saw. The group also looked at purpose, what we do and how we do it as part of our mission. The full document and spreadsheet with findings can be found in the full minutes to be posted on the Planning Council webpage.

TMCC Bylaws, Policies and Procedures

Anne Flesher, Faculty Senate Chair, presented the Anti-Bullying Policy for a second reading to the council. Nicole Scollard, Human Resources Analyst, spoke on behalf of Interim Human Resources Director Kim Studebaker stating that Human Resources is in support of the policy with an August 13, 2020 formal rollout, allowing time to implement processes and procedures. Preparing for the new policy will also include training to supervisors and revisions to the complaint procedure flow chart and form. The Council voted unanimously to approve the policy with no abstentions.

Ben Davis, Facilities Operations and Capital Planning Manager, presented revisions to Policy 2162: Occupational Safety and Health Act to the Council. In addition to wording revisions, the policy will now include: "The College shall report to NVOSHA all workplace accidents involving an employee fatality or fatalities within 8 hours after learning of the accident. The College shall report to NVOSHA all inpatient hospitalizations of one or more employees, amputations of a part of an employee's body, or an employee's loss of an eye within 24 hours after learning of the hospitalization, amputation or loss of an eye." These additions are being made to ensure that our policy is aligned with Federal law under OSHA CFR 29 1904.39 adopted by the NV Business and Industry (NVOSHA). The Council voted unanimously to approve the policy revisions with no abstentions.

Full versions of both policies can be found in the full minutes to be posted on the Planning Council webpage and TMCC Policy Manual.

Part Time Faculty Committee & International Faculty Committee Update

Heather Haddox, TMCC Instructor, provided updates to the Council from the Part Time Faculty Committee including appreciation for the new Loyalty Incentive Program.

Gwendolyn Clancy, TMCC Instructor, provided updates to the Council from the International Faculty Committee. In the past the main emphasis of the committee has been to create an International Education Week. Moving forward, the committee is looking more at the mission and focusing on new projects. Future projects they would like to accomplish include a directory of Faculty Allies and Global Ambassadors.

Faculty Advising Program

Dr. Natalie Brown, Academic Advisement Director, gave a presentation to the Council on the Faculty Advising Program. The presentation outlined program highlights, process, details and timeline. The full presentation with details can be found in the full minutes to be posted on the Planning Council webpage.

Planning Council Committee Updates

- Academic and Student Services Committee
 - Estela Gutierrez, Vice President of Student Services & Diversity, reported that Jumpstart is growing tremendously. Committees are focusing on dual credit, funding and finding teachers with help from the Vice President of Academic Affairs.
- Accreditation Committee
 - Dr. Melissa Deadmond reported that the committee met on February 18. In preparation for writing the Policies, Regulations and Financial Review report next year the committee has continued to have areas of the college give readiness reports on where they are with respect to Standard 2. They have heard from Advising, Information Technology and Shared Governance. The committee will hold its final meeting in April.
- Budget Committee
 - Jim New, Vice President of Finance and Administration, updated the Council on the status of Resource Allocation Process (RAP) requests. A total of \$225,000 in RAP requests were received with \$75,000 available in the state budget for funding. The committee has been working directly with requestors, Vice Presidents and Deans to identify existing funding to reduce requests. Additionally, some projects have been referred to Perkins grant. At this time it is anticipated that there will be \$203,000 in funding from new requests and existing funds.
- Diversity Committee
 - Estela Gutierrez reported on behalf of Equity & Inclusion Program Director, YeVonne Allen. Estela noted events and projects including Bridges out of Poverty, upcoming Diversity Climate Survey and Earth Day Celebration. It was also reported that our Green Ribbon Schools application has been submitted.
- Enrollment Management Committee
 - Dr. Julie Ellsworth, Dean of Sciences Division, reported on the progress of the Co-requisite Task Force who is currently meeting every two weeks. Action Plan due dates have been pushed back and are no longer due at the end of February. The committee has been exploring possible Financial Aid impacts of the Co-requisite policy and discussed the importance of getting communication out to students. There are currently three standing committees for Administrators, Math and English. A new Advising committee has been created and Dr. Natalie Brown will represent TMCC. The final meeting will take place April 2 & 3 in Las Vegas with Action Plans being due approximately a week before.
- Facilities Committee
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, provided project updates to the Council including the Fitness Center, Sierra Lobby, Red Mountain Roofing and sidewalk construction.
- Technology Committee
 - Thomas Dobbert, Information Technology Chief Technology Officer, reported that the committee will be meeting tomorrow, February 25. Purchasing for life cycle replacements will begin soon. Thomas also noted that Microsoft will be changing our cost for licensing. Going forward Student Workers will be free but Part Time Faculty will be charged the same as Full Time. Also one of the Smartboards has been set up and being used. The committee is awaiting feedback. Additional Smartboards are to be set up at Edison.

Constituency Updates

- Student Government Association
 - No report.
- Classified Council
 - Classified Council President Julia Bledsoe noted that this week is recognized as Random Acts of Kindness Week. Classified Employee of the Year nominations will open this week.
- Faculty Senate
 - Anne Flesher reported that the Faculty Senate last met February 7. At the meeting new student course evaluations and annual evaluations guidelines were passed. It was noted that the annual evaluations guidelines will go back to the Salary, Benefits and Budget Committee but after returning to Faculty Senate it will be done. Anne notified the Council that the Shared Governance Document will go to the Faculty Senate at their next meeting. NSHE Chancellor Thom Reilly will be in attendance at the March 13 meeting which has been moved from Edison to Dandini.

Adjourned: 10:08 a.m.

Next Meeting – Monday, March 23, 2020

TMCC Mission and Strategic Plan Follow-up Session

January 14, 2020

Present: YeVonne Allen, Ed Corbett, Melissa Deadmond, Kofi Poku, Tina Ruff, Joan Steinman, Sidney Sullivan

Could not attend but expressed interest at a later date: Cate Edlebeck

Process: Those who attended received a spreadsheet of the responses and frequencies collected from PollEverywhere, looked through, grouped, and reported emerging themes they saw.

Mission – Provides focus. Answers what we do, for whom, and how or why.

- Purpose - better human beings/global citizens; opportunities for lifelong learning; serving and building better communities; providing access to opportunities for students (students reach goals, succeed, improve lives); training and educating; meeting needs of business and industry; inclusion/belonging; students

- What we do best - provide a safe environment to enter higher education; adapt; responsive; forward thinking; innovation; caring; research-based teaching; look at students holistically

- How we do it - provide welcoming environment; responsive; hiring faculty and staff; facilities; small class size; curriculum and pedagogy; partnering and collaboration; affordable/low cost; supportive resources; flexible schedules; look at students holistically; using data/information/feedback to inform; student-centered/focused

Vision – Inspires, creates excitement, motivates. Describes our future aspirations of the organization and the direction we want to head.

Values – Defines our organizational culture and beliefs.

- Inclusivity/inclusion
- innovation

Goals – Brief, broad, and long-term desires of what we want to achieve. Not necessarily measurable. E.g. Expand opportunities and remove access barriers. Promote excellence in teaching and learning. (See the difference between goals and objectives below).

Objectives – More specific actions within goals that are measurable by one or more indicators. E.g. Provide targeted and effective outreach activities to historically underserved populations. Enhance learning by implementing student-centered, research-based instruction.

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In order to close the achievement gap... provides support diverse learners to succeed- Safe, and welcoming environment	Recruiting Latinx Students. Summer bridge and EPY. Lots of support from DISCO, Counseling, tutoring and DRC.	USE DATA	Opportunity to excel- develop holistically. global citizens	Grow to meet the needs of population. framework of inclusion	Support/celebrate/institutionalize efforts/initiate data support-ex-require EPY. Case management for high risk population.	Required college success class. Intake forms to identify students with barriers and connect to resources. diverse faculty	require EPY		
To increase the human capital through education. Provide a current, professional learning environment. By and through passionate instruction that is interesting and engaging/learn by doing...	To increase the human capital through education. Provide a current, professional learning environment. By and through passionate instruction that is interesting and engaging/learn by doing.	To increase the human capital through education. Provide a current, professional learning environment. By and through passionate instruction that is interesting and engaging/learn by doing.	Remain Competitive and relevant.	Remain Competitive and relevant.	Ability to maintain a balanced learning community that embraces diversity traditions, fairness, open, and safe environment.	restoration and movement of academic instructions support and professional development	defined and focused training, professional development and assessment feedback		
in order to close the achievement gap, we need to provide support for diverse learners to succeed academically and completion	Recruiting and identifying the achievement gap. Disco/DRC/summer bridge and utilizing all resources	analyzing data	opportunity-growth- educated better global citizens	Meet the need of our population and community. celebrate and promote services that work/EPY course	holistic	merit	require EPY for all students		
Diverse/recruit minority students. Anti-bias complete and succeed. support services	recruit, summer bridge, disco, support services, EPY, counseling, mentoring, DRC, community collaborations / asses data	Recruit, summer bridge, disco, support services, EPY, counseling, mentoring, DRC, community collaborations / assess data. serving students	Opportunity, growth, holistic, educated, serve the world.	Meet the needs of non-population inclusion.	student success	merit	Require EPY for all students. Recruit all ethnic groups. dual enrolment	MERIT	
Provide high quality education for a growing and diverse population through excellent, research based practices.	collaborate, inspire, strive for excellence	through supportive leadership	Be happy in their field. Continue to push themselves. be limitless and give back	Be happy in their field. Continue to push themselves. be limitless and give back	Shared governance access and high quality education.	Increased grad rate. Increased through put rates with the new co req model. Expand.	Equal numbers of degrees awarded and certificate graduates.	Merit	
student success, provide community services	provide programs for students that is in need	collaborate	Help achieve the student goals.	Meet the need of our population and community. celebrate and promote services that work/EPY course	student success	Graduation rate. co req	hire more full time faculty, eliminate plastic waste in cafeteria/at events/etc. get more NV promise scholars		

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to help people become educated, goal oriented, productive citizens	provide opportunities for all	departments to help students succeed	become well rounded knowledge seeking individuals	build a collaborative community	Maintains high educational standards.	Build stronger emphasis for programs that support and help grow trades (mechanic, skills, electrical, construction..) move away from degree seeking is the only way, and certifications are just as needed, necessarily and meaningful	Equal numbers of degrees awarded and certificate graduates.		
to educate and empower	create a welcoming environment	Yvonne Allen	to value their education for its own sake	Community	honesty, humility, integrity and curiosity	100 percent sustainable and free tuition and more financial support for students.	identify colleges to partner with that can provide insight that helps us identify for our improvement		
provide a learning environment for our diverse community	nectarines and 100 green	small classes available instructors resources	success	community	Integrity	Increased grad rate. Increased through put rates with the new co req model. Expand.	Over workshop to better prepare students. [mock] interviews help students with job research, helping students put together resources + CV		
to contribute positively to our local and global community by educated work force that embodies our values as well as needed skills	open doors, create an inclusive environment	create and welcoming environment	They gain the education needed to obtain a career with a livable wage.	community	honesty, humility, integrity and curiosity	To implement a successful co requisite model. Being a leader in the state on the co-requisite model.	Purchase smart technologies for each classroom and provide technology to faculty and staff.		
10 increase students' opportunity in the work force. providing skills they need to be successful such as real-world and educational skills	Care about our students' success. respond to community, teach community, outreach collaborate with community, student support services	teach them the value of being good responsible members of our community	embrace new concepts, emerging technologies and planning	respect everyone's view points	honesty, humility, integrity and curiosity	Offer workshops to better prepare students conduct for job market, how interview how to dress. Teacher provide mock courses.			
Provide quality, safe education for students to take pursue a career in the work force. educating workforce with skills	provide opportunities for all	semmy	embrace new concepts, emerging technologies and planning	community	kindness, self-awareness, accountability, empathy, goal-driven	Increase technology within classroom settings. improve accountability of continuing education for faculty and staff	Goal driven. access more involvement in trainings- disability, [O]ER, diversity		

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To provide a learning environment for students where we can help them succeed.	Collaboration, motivation, and promoting courses that may help students thrive in the real world. providing students an opportunity to take classes to enhance their skills work	Direct and indirect offering educational courses that is both practical and educational such as enguinely, cooking classes.	Practical is our hope to provide students skills to succeed in the work force. Allows students to use their skills for various purposes.	To work together to teach students the skills (educational and practical) provide workshops.	Help students succeed and accomplish their goal.		Outreach and awareness.	just offering more workshops and opportunity to students	
a lives --> helping students achieve goals	Hone and motivate faculty to provide education. motivation and collab[oration]	Provide academic support and resources to staff. Direct and indirect support/serve student.	Develop and cultivate students to be prepared to enter the workforce. Identify communities to provide resources and opportunities for students to practice and improve skills.	Improve the quality and knowledge of staff.	Open, safe environment, to share ideas. Environment, sharing, accountability.	Goal driven. access more involvement in trainings- disability, OER, diversity	Advertise more through online, paper or social media.		
changing lives, making a difference in our students lives, and building a better community	Provide an open, safe and community. bases environment for students to learn in.	Through integrity and trust.	Provide raining and educations that support current and future job opportunities.	Training students for the future. Our students are educated and trains to be successful in today or future job market.	support diversity and value everyone	Remove access barriers, provide more resources for PT students, OER, poll everywhere and release time from creativity.	expand the men of color program and other initiatives		
provide educational opportunities for all	a lives --> helping students achieve goals	facilitate learnings, open inclusive supportive environment	create contributing happy respectful community member	create contributing happy respectful community member	inclusiveness and high quality	Become more known and visible. Permeate the word TMCC throughout high school.	focus on students maintain our humanity		
To connect with students to help them grow as people and professional within our community.	including diverse population	friendly and inclusive	student engagement and completion that lead to fulfilling jobs/careers	be a resource for the community; education, programs, research and creative solutions	Collaborations, integrity, excellence, creativity.	Expand access and reach groups. close achievement gaps	expand the men of color program and other initiatives		
to teach and empower students	Care about our students' success. respond to community, teach community, outreach collaborate with community, student support services	Hire caring faculty and staff. easy access to advising, financial aid etc. academic faculty focus on students	inspire them to grow	More diversity in faculty. Have passion and positive attitude.	Care about people. Believe in peoples abilities. Passion about our subject matters.	Respect for each other. life that crosses our path	identify what we could help grow and develop	Send post card to all HS juniors and seniors parents.	
to teach any ages	lots of little cool initiatives	friendly and inclusive	to grow and mature to the best versions of themselves	to grow and mature to the best versions of themselves	Validate students as humans. push them to be better	Expand access and reach groups. close achievement gaps	identify what we could help grow and develop	more student activities such as Intramurals	

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communications, support and educated		help students feel welcome	student services	students will achieve their goals	keep our humanity	become recognized by everyone	expand the men of color program and other initiatives	focus on students	
self sufficient	Teach community and outreach. support services	educate, open minded professionals open to new ideas	educated, performance and proficiency	common goals	integrity	expanding and growing in our current state	continuing to pursue quality instructors	more student activities such as Intramurals	
to provide access to education to our entire community	servicing diverse community	Collaborative educators working in conjunction with community to deliver.	Success fulfillment financial success.	growth	ethics and respectful	meet the needs of our growing industry in our community	filling the job requirements of local industry + improvement of training skills as required by those industries		
to get students the knowledge they need to get a job	safe environment	faculty and student services	move up in life	inclusive environment	empathy and standards	more continuing education classes for work force	with technical trades need to offer more new technology training opportunities		
training the next level of diagnostic and repair for the new technology	Provide a wide range of educational opportunities.	100 percent green	Success fulfillment financial success.	common goals	integrity				
provide skilled work force	Technology and keeping up with change.	great money	for them to be successful in their career	growth	honesty, humility, integrity and curiosity	Student success. Know and meet projected needs of regional employers	Develop a system to know placement, wage and industry for our program completers. Course rotation and scheduling that allow for student completion.		
Serve community through a good, studied workforce	work together to meet the community necessities	keep up on the industry trends +emerging technologies	hope the students succeed + the community realizes answer to its needs	to be able to keep up and even get ahead of students + community needs	quality of workmanship	Better collaboration with WCSD/K-12. Strive for global citizenship. Promotion process. Lead the state in achievement gap reduction.	Require EPY for all new students. Include other ethnic groups in recruitment efforts.	sharks with lasers on their heads	
we educate for students' and employers' career jobs, workforce, and personal interest	community outreach	community involvement	skilled workforce	growth	competitive pay	Safe working environment			
Serve diverse learners. Provides support services necessary for success.	community outreach	working with absolutely	Dranstum Live	to provide education for all		Eastview Building. Promote excellence in teaching and learning. Stewardship of resources. Student Success.			

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Workforce training and professional development. continuing education	Update technology. Bring relevant content to students. care about students	Work together. Professional development. Research. Seek funds for new technology.	Students get high paying jobs. Employers get a competitive well trained expanding workforce.	Supportive work environment. competitive pay for instructors	Honesty, collaboration, and civility.	East view. Co-Bot curricular development. Student and staff health and well-being. Safe environment for all. Student success. Academic Excellence. Access to life learning. Stewardship of resources.		Define success on the student not the system. Ensure our systems and policies support our goals.	
Provide training and continuing education to Northern Nevada and beyond.	Recruiting Latino students. Providing support services.	Looking at data and at diverse populations we are not serving.	student growth for globally minded citizens	Serve community. Celebrate and support services that data supports. Framework of inclusion.	Student success. Inclusion, Equity, Holistic Learners.				
Provide training and continuing education to Northern Nevada and beyond. Ongoing professional development for industry. Local community.	Affordable, Ability to de						Provide better services to all populations	Love this Pen!	
provide quality education for new and current students	Affordable education	Collaboration with industries. Industry experts-practical based. Student support (individualized attention)	Transfer to 4 year institution. Educated workforce. Find employment.	Continue to grow and innovate to stay competitive	Inclusion	Increase Enrollment. Better Math options for AA transfer. Updated student Spaces. Make Mental health/wellness less stigmatized for seeking help.	Provide better services to all students. Develop and offer an applied math course for the AA degree (not theory or algebra based). Increase Mental health messages across campus (not just through counseling web pages).		

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To help the student receive the best educational possible.	Affordable education. Collaboration with industry. Student support. Individualized attention. Smaller Classes.	Learning environment. Free parking. Industry experts with work experience not just academics.	Get a good job or transfer to 4-year. An educated citizens that appreciate culture, arts, humanities, and music.	Stay in business grow and keep Graduation rate competitive with UNR. Performance based pay increases.	Promoting inclusion	Increase faculty and staff diversity. "Opportunities for students to succeed in Barrier" Classes, such as math, by providing other options, other than algebra, for AA degree seeking students. Focus on creating a mental health model of balance and success.	Develop and offer an applied type math course that, does not en [courage] theory and algebra, and meets transfer AA degree requirements. Increase opportunities for mental health promotion and intervention.		
Quality education. Employment goals. Support and resolution.	Providing proper Resources for students coming into college.	Having the right staff in place to help students	Help them succeed in their education career goal.	TA	Providing the best possible service for all students	Increase Enrollment/Retention. Make more college affordable			
provide education for transfer, career build, and life skills tied to helping people be happier	Work together to help students.	Community team work	education to help become good community members		Equal access to education	Reputation, Recognition, community leader. State of the art. Resource Diversification. Student success. Academic excellence.	Attract high quality experts as employees. Build and strengthen employer partnerships to become 1st choice of B4I. More space. Less reliance on state funding.		
Provide quality education so students can learn skills necessary to achieve quality employment and are productive members of society	Provide resources. Collaboration. Response to need. Put students first.	Teamwork. Bring and provide resources for students. Use data to understand needs.	Help students become quality members of society. Reach education and career goals and have opportunities.	Have more resources for students to improve	Equal access to education. All students valued. Quality Serves. Inclusion Integrity.				
Train and upgrade skills. Meet workforce needs in community and state. Prepared workforce. Expand and anticipate needs of B4I.	Flex to challenges. respond when needed to	use data to understand students' and community's needs	Success for students, defined as helping them meet their goals.	Being able to use creative means to hit targets tied to student success.	inclusiveness tied to students: culture program, etc.			Integrate success messages across media for students. Integrate mental health and wellness messages through all campus departments. Close the achievement gap.	

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To serve the northern Nevada communities through learning opportunities for our students. Accessible and affordable education for all. Educated workforce.	Take care of our students	Bring the necessary resources to campus		Produce quality members of society. Increase enrollment		Belonging. Educated and connected society	Grad certification and degree. CESSEE on belonging. Community Understanding.		
Educated/workforce ready community. Provide high quality education to all community members.	Accessible. Economical. Efficient. Adaptive. Responsive.	Changing trends in industry. Hands-on experiences. Connections to employers. Reputation - B4I come to us.	Successful. Transforming lives Surviving to Thriving.	Everything we do is. 1st choice for B4I. National Leader.	Student focused. Harmony. Constructive. Growth. Embrace Change. Continuous Improvement	Retention. K-12 relationship. Graduation.			
TMCC is responsible for the future society	Keeping our students as our prime focus. We care about our students and the learning experience. Support students and actively collaborate. Access.	Look at students thoughtfully. We have great staff who collaborates and are always thinking how we can be better and how we can better serve our students.	We hope our students graduate and make an impact on our community's economy. Productive members of our society.						
To provide education programs to community, short training careers	Access	Dual enrollment, outreach/college prep programs, RAC		To develop critical, engaged, and active community members. To graduate the next generation of community members.		Retention, strength relationships with k-12 graduation. Improve success/ graduation of non-traditional. hire more diverse faculty/staff	Increase student involvement. Hire diverse faculty/staff. Increase support services for non trad students. increase enrollment		
Provide and promote access to all community members to better serve and improve our community needs.	Support students and community	Look at students Holistically	standard of excellence	"	Belonging				
provide access to educational opportunity/better serve and improve our common needs	Provide affordable classes, flexible schedules, high in demand.	We take our services to the community	To train them, provide education, career. Develop leaders.	To create a welcoming learning environment.		Retention.	Persistent for underrepresented student's affordable access to college. Connect programs/degrees to workforce demands.		

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to provide access to education for the community	Provide affordable education to community members and encourage new generations to think and grow as individuals and community	Strive to cater and accommodate access to education by constantly assessing community needs.	Inspire students to give back to and make a positive impact in our community by creating innovating curricular and extracurricular opportunities to grow as individuals.	To provide access and educate future generations	Empowerment and diversity.	rete	in the community for the community		
Remove barriers, change policies/procedures that create additional challenges for students.	Provide access to lifelong learning/affordable education/flexible schedules/welcoming env/positive reputation. Provide training in high demand fields.	hire competent and passionate people	Create lifelong learners/help students find purpose, help students accomplish their goals/develop leaders. Economic enrichment.	create a welcoming environment		bachelor degrees, create a gondola between campus system		Vamos verdes.	
to provide access to education to the community.to better serve	we provide access to lifelong learning for all students	Provide a multitude of options for study.	that they accomplish their dreams	helping students	Hard work, inspiration, loyalty.	to stay up to date with the information we are teaching to stay relevant	to meet the goals of the community		
in the community for the community	community outreach	people, staff and faculty	Economic enrichment/generational wealth. giving back to the community= welcome all	create pathways to economic enrichment	Access, opportunity, affordability and support.	continue to change alongside technology	offer 2x many 4 year degrees		
meet industry needs with skilled workers	Provide access through programs, schedules and locations to all. provide affordable educations	Hiring knowledgeable and passionate faculty and leaders.	That we provide them with all the tools necessary for them to be successful! I.E. programs, flexibility and affordability.	helping students	Retention, strengthen relationships w/k12. Graduation, improve success of nontraditional students. Hire experienced faculty and staff.	community connections for current programs and new programs	Stay in touch with industry. Reach out to develop new programs to serve community.		
to provide community education	Respond to what community needs.	See the value of everything in the community.	Serve the community. find jobs	Nimble. Adjust quickly as needed.	students are strong agents of change	create a dynamic university transfer programs	Develop and reinforce curricula that align with UNR.		
help to prepare students to be self-motivated to become more productive workers	study updated on technology/community outreach	study community involvement	to get good jobs	to continue to help students, achieve their goals	quality and responsibility	Creating ethical and integrity.			

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must include university transfer	providing technical degree options	by staying up and ahead of technology	to bring up underserved students and communities, placing them in a position where they can pressure their careers aspirations	to continue improving	integrity and adaptation	Student research, grant opportunity. collaborate research with UNR	Increase numbers of grants.		
help students reach their own goals	Stay more up to date on technology.	Perfections, money. Together, care to be the best.	quality workers	Make a difference.	Integrity and doing things right way.	Grant opportunities tied to students' research and collaboration with UNR. Mane research components in courses, not just science.	Outcomes or grants students. Increase number of grants and courses, with research components and possible put towards tenure.		
student success, provide community services	university transfer	align with UNR	Opportunities to succeed.	to give opportunities to students	Cultivating independent critical thinking, problem solving abilities of a strong work ethic.	Improve course design to ensure we close achievement gaps. Incorporate writing across the curriculum. Focus on the core competencies being requested by business > use as a way to strengthen Gen Ed.	Develop writing across the college curriculum. Revise Gen Ed outcomes and develop Gen Ed curriculum review.	values and beliefs	
Serve the community needs. Responsive community needs. Implement low scale program the NSHE cycle.	Ethics teaching providing opportunity. Meeting community needs even if students have no plans to graduate.	Each class serves students in their goals even if it's only on class.	Education for exploration.	opportunities	Cultivating independent critical thinking, problem solving abilities of a strong work ethic.	Removing barriers for research/ more institutional support. Interdisciplinary opportunities (more collaborations). Being competitive in hiring experts in fields. Remaining technologically current.	Implement course release for research opportunities		
Provide quality education to Nevada residents in order to create opportunities.	nimble work in community	respond quickly listen to what community needs	serve understand >fill gaps	opportunities	diversity, innovation access	To effectively use our funds to be the most productive team, as well as sewt out students up for success.	Effectively budget, have a productive workforce to support students, maintain renewable energy/ be green.		

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Assist in learning, open minded to growing, Provide opportunities for lifelong learning.	Responsive to Community needs and industry needs. Diversity gap in STEM, underserved populations. Access. Forward training (research economy, workforce). Being innovative.	Talented Faculty and start.	To be successful and fulfilled	Be a leader	Diversity Innovation Access	Grow and further implement technology and it's advanced in the world around us.	Positive outreach to those that don't know where to begin their higher education journey.	Data Data Data.!!!!	
To educate students to create an educated community.	Provide on-ramp to college education by closing the skills gap.	Co-req/ Dev. Ed/ small classes - maximum attention.	Students will contribute and participate in communities that embrace change.	We will prepare students to be adaptable in the face of social, cultural, political and economic change.	Helping the under-served. Quality education. Continuous improvement.	Be responsive to economic needs in the community to stay up to date in terms of technology to find ways to help our students financially.	Continue to foster Relationship within the community, respond quickly and thoughtfully top those in need, continue to be a presence within the community.		
Set students up for success by allowing them the ability to choose their education that meets their future career pathway and lifelong education goals.	Assess teaching practices, give students learning opportunities, affordable cost	By engaging/ collaborating with colleagues/ community. Continually striving to review/ improve based on research. Support professional development.	Develop intellectual curiosity, good stewards of planet, engaged members of society employment.	Salary increases, more support for P. D., Backfill positions	Do good, benefit to society, helping the community, research is for benefit for society.				
To educate the community	Create a diverse and welcoming environment for staff, faculty and students.	By working as a collaborative team and embracing diversity	To create an educated student body to create an efficient and productive work force in our community.	To work together in a diverse family environment to help educate students.	Diversity, Education, equality, friendly environment, student success, integrity.	Name recognition out in the community - recognizable brand, graphic learning, expand athletics, more non-need based assistance of students.	License plates, Expand partnership, add another sport program,		
To provide higher Ed opportunities to everyone regardless of barriers, background or goals	Enable students to be prepared for further education in other education environments such as universities.	By listening and properly implementing feedback from students and faculty.	For the students to achieve their education goals, and grew within themselves and grow the area around them.	Grow with technology and back the education environments.	Everyone is equal no matter their background	Adjust to the trends of remote learning, community branding, dynamic online learning, help athletic dept.	More TMCC branded items in community stores, expand international partnerships, another athletic sport		
Provide access to higher education a professional development opportunities for current students, community members, etc.	Provide low cost educational opportunities to the community.	Provide multiple locations throughout the area, diverse career options at location. Facilitates access through multiple modes of education.	To better the community as a whole by educating a diverse and responsive workforce	To continue to provide the best services to NV and to be responsive to needs as they come forth	That education and training should be available to everyone	Reporting, Dashboards, foster success b/c it becomes common knowledge	Reports, easy to consume reports for deans/ chairs		

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	Outreach to provide opportunity to all - plus making classes available in any way that works for the students.	Providing wide variety of classes/ training opps with innovative advancements.		To stay ahead of the economic trends in our community and provide valuable education to help students stay employed and reach dreams.	Letting education provide a basis for improving work.	Develop and strengthen relationships with industry and community. Be sustainable in our strategy, total quality of education in excellent growth.	Attract high quality experts and employers - recruit. Develop additional funding sources, not depend on state so much. Have the best employees and positive work culture.		
	Reflective of local community	Adjusting curriculum, take access, students to meet them who they are.	By providing access to Ed training, that makes students to achieve personal and professional goals through a wide variety of course offerings.		Professional development to always be one of best practices and trends.				
Train and improve the community's needs for a thing workforce that is sustainable.						Promote excellence in teaching and learning	Enhance learning by implementing student centered, small groups active learning activates	More money into athletic program. They need more staff to work effectively. Build theater for arts.	
Meet needs of community education and workforce development.	Our population					Degree paths, reinventing what we call a degree, upgrade science labs	Develop relationships with industries		
To provide affordable education to our community.	Responsive and adaptive to changing trends in industry and community workforce needs.	Developed individual and hands on. Connection to industry and employers.	Thrive in the work force with better opportunities and a better community overall.	Be the first choice for work force development and training.	Inclusion, adaptability, sustainability, respect, and student focused	financial sustainability			
On purpose to provide our students with an education that prepares them for the workforce that they choose.	Flexible, meet needs of community and workforce	Dedication, collaboration, faculty understanding, needs collaboration.	Get jobs in their fields, apply what they've learned, and meet community needs.		Growth, innovation, outreach and diverse communities, consistent standards, current development.	Relative degree pathways that provide financial sustainability. Interdisciplinary Degrees with relative pathways.	Develop more relationships with industry. More science labs. Encourage more content driven courses over mode of delivery. Provide resources for faculty/student support. We have great student success programs. Get Faculty more involved.		

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Provide quality educational opportunities to meet the needs of our diverse population in our community.	Welcome to all students into our college. To provide them with all available resources to be successful.	Ask questions, collaborate, we adapt well to changes, changing environment and community.	We as teachers, continue to develop professionally, and try different teaching techniques for our students to understand material.	To be inclusive to all kind of students and their abilities			Continue to move forward and internship courses.		
Educate to provide. Trained personnel to enter man needed. workforce needs in community	We have extended our diversity by implementing men of color, dual enrollment	It seems as though the many disciplines reach out to the community to find out their needs.	We strive to prepare our students for the workforce by providing them the education they need to obtain a job.		Respect, inclusion, diversity	More faculty who can teach Tech Jobs. Research safety in Tech Jobs to asses in dangers.	Frequent ongoing job analysis annually, Better Health Insurance Better Benefits		
To Serve the students and workforce/ Community.	Adapt to the changing needs of the community.	Being open-minded, sensitive and responsible to the ever changing.	Students become employed in work that brings them satisfaction, pride and economic security.	Continue growth, achievement and high standards	Student success is a job.	Maintain current campaign to draw degree seeking students. Plus seeking community partnerships for nontraditional students.	Promote transfer students.		
Using evidenced based practice in teaching students how to critically evaluate research using reputable resources serve role models.	Market our services to those who can utilize those HS dual credits. those returning to the workforce or changing careers	We poll the Community and are active in the community to understand what the needs are.	Student success in their career choice and impact the community and the economy.	Continue to provide a welcoming environment that effectively accomplishes our objectives in a "fun" creative and successful way.	Value the importance of education in a person's life for future success and self-actualization.	Create a universal design for learning environment upper management support for accessible campus environment.	All faculty and staff take a disability awareness and accessibility training. Faculty support of the ADA Committee.		
Change and improve lives	Communicating with the community and mentoring also find workforce needs.	Asking questions and collaborating with multiple departments and external org.	To educate students. Inclusiveness and to improve workforce needs.	Continue to research and implement education. Students stay ahead of current standards, offer opportunities and to know more knowledge skills gold standard education systems.	Inclusiveness - Approachability.	Continued focus on online learning, Canvas assist for in person classes continued collaboration with the community to fulfill the needs in the community.	Continued growth in classes we offer continued expansion from our campuses continue to lead by example.		
Give Nevadans the opportunity, the training and the tools so all citizens can improve their lives.	Educators stay current on evidence, college supports faculty to help education on teachings to bring forward implementing programs that the community needs.	Assessing Learning methods of students and to implement programs that community needs and curriculum based on research.	Advanced Degrees, Great jobs, provide opportunities, Nevada Promise, Providing trained individuals for the future economy and jobs.	Productive individuals out and do good in the community, Analyze our data on what community needs.	Equal Opportunity, Embrace diversity, focus on first gen students.	Growth Universal design for accessibility by evolving with changes in educational design.	Scholarships- free ride, pay for housing, job support. Student support Starfish, Student counseling. Free College.		

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Education that is affordable, accessible in person, online, flexible with classes, flexibility to provide for online students.	Teach	Teach	Raise activity to their cultural and get good jobs.	Students have access to education.		Improve quality of education for all students.	Continue to create accessible opportunities for all students and these who work and serve students and also work with the DRC and the QM.		
To provide educational resources/ Training to be successful future. Maintain student centered.	We are able to give a personal experience to their education.	Enlist and keep passionate faculty and staff.	Help our students and the community to live the lives they want to live.			More cross training understanding between academics and student services. Education for staff helps student success.	Align more closely with what our community needs with like technology, Construction, manufacturing etc. Also increase retention year to year, Push students, Increase transfer rate to 4 year programs.		
To provide opportunities for all to improve.	Approachability, close interaction with students.	Because we care about our students.	Satisfaction with career, appropriate salary to live in our community, Motivation for continued learning.	Continue to be supportive environment for students and people who work here and play a role in the community, provide accessibility, opportunities consistent with needs of our community.	That education matters.		Non-traditional		
Provide access to all students/ diverse support. DRC, Recruitment, scholarships, counseling and regardless of (SES) and accommodating ability.	Numerous tools/ resources to be able to attend higher education to pursue a degree or a career.	Getting information available to community.	Set them up career to be able to being usable knowledge and skills.	Being available to students in a comfortable setting.	Student Centered	Transferable AA Save money for students to lower debt.			
Change lives. Give a new chance	Communicate needs how to meet them.	Trainings for all.	Success for all.	Access for all in all opportunities.	Accessibility is important and necessary.	Meint		Stay open-minded	

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Teaching	We are welcoming of all people here at TMCC. We also have many support programs that help students to access education. We are involved in any community events.	Diversity support, Nevada Promise Scholarship, Community engagement.	TMCC welcomes you. All deserve to have education access/ and be successful. Help provide skilled educated people to employers in the community.	Make sure all students have access to all programs and courses and to help remove barriers to success and college graduation.	Diversity, Quality, access to welcoming environment and a safe learning community.			Point Finder for the blind, Flashing lights also beeping mechanisms for cross walks.	
To close the achievement gap, provide support for diverse learners' academic success and completion.	teach	care about individual students	To educate and hone their skills as students.		inclusive access compassion celebrate values	Be or think progressively. Be willing to try something else different. be ahead of the trends			
Provide Education	teach						Focus on emerging technologies (A.I. robotics, battery technology) creating a curriculum that supports these emerging technology.		
To provide a strong, educated, diverse workforce and provide educational opportunities to meet the needs of students, employers, and industries. Inclusive and accessible.	Collaborating with community. EPY classes	We look at the data	We hope that our learners will grow holistically and to serve the world as global citizens.	continue to have the frame work of inclusion to recruit also African Americans, Native Americans, as well as Latinx, Expand and support what the know goes well.	Inclusion Equity Holism Diversity	Better treatment of faculty, staff and students. More open to accountability for leadership. A truly inclusive, welcoming environment			
to evaluate better human beings who are able to do research to solve problem	Give students opportunity for a quality learning experience at an affordable cost.	By doing it	Develop intellectual curiosity, Be good stewards to the planet, be engaged members of society.						
to educate the community	Provide/offer a variety of workforce areas student centered, community focus.	Within college community collaborate with students, educators, and industries study trends to stay valuable and ahead.	Student success: economically, emotionally, soft skills, life skills to empower them for employment. Work-ethic, personal.	creative, be progressive, all work together to provide the environment for student success cutting edge one stop shop	always offer relevant programs leaders in their students fields	universal design- quality matters implemented innovate students education opportunities across all content /classes	All faculty and staff take a disability awareness and accessibility training. troubling shooting innovative opportunities so all students can access the college faculty support of ADA committee	we need a newsletter for TMCC staff	

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Educate students. provide an educated workforce and meet educational demands of new job markets	provide a safe environment to entire higher education and learn in an environment that supports academic freedom	Learning to teach students how to become self-confident researchers. One response! Educate and empower.	engage in continuing education	help students become educated, critically thoughtful citizens]		progressive education			
Opportunity training and tools so all Nevadans can improve their lives. to give all students access to learning opportunities that will help them achieve their dreams	teach	by letting faculty do their jobs	to inspire them to questions, learn, grow and succeed	true freedom of speech and actual inclusivity and justice	honesty, openness, inclusiveness, diversity, freedom-pretty basic stuff	Evolve and outside the box	CAPTURE SES AND REMOVE ANY ALL POTENTIAL BARRIERS		
provide educational support	Work with high schools and community to provide access and work force.	joint leadership, happy, educated employees requires appropriate funding to accomplish	Success whether that means a job, a new career or personal development.	meet demands of workforce, students and faculty by creating new opportunities and being open to discuss new projects		Evolve and outside the box	opportunities quality over quantity		
Strong educated diverse workforce. provide ed ops meet needs of students and employers/industries	We accommodate student's needs, so they learn according to their needs.	we listen to students express their learning strategies and barriers to learning, and offer resources to learn efficiency and overcome barriers	our students will positively impact our communities when they have reached their potential by accessing their resources	We will be an equal access institution so all students will have the opportunity to succeed.					
diverse and strong educational support	community involvement and work industry	collaboration between students and community and search new trends	Success in the workforce. Improvement in their lives.	offer relevant programs	Ethics, honesty, leadership.	keeping up with technological advancements--adaptation	more time for preparation	newsletter	
bridge gap into higher ed and make collegiate experience more accessible to larger demographic and potential students	Offer large variety of workforce areas, student centered, and community focus.	collaboration within and outside college research trends-dynamic focus	Student success: economically, emotionally, soft skills, life skills to empower them for employment. Work ethic, personal.	be progressive and inclusive, cutting edge be "one stop shop"	relevance	adaptation	more time for preparation	ADD PROGRAMS THAT ARE RELEVANT	

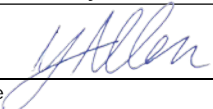
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Student success/access. providing students with transformative experiences they take with them as they move into the world	student centered and community outreach	collaboration within and outside college research trends-dynamic focus	offer programs that are relevant	offer relevant programs	leaders in their fields	adaptation and love		assistances	
Student success/access. providing students with transformative experiences they take with them as they move into the world	serve underrepresented and nontraditional groups of students	class time, format options, sot and financial assistance growing vocational and technical programs	more forward experience more	equality and equity in all aspects	process critical thought, ,make connections, be open	ibid	Work directly. two way relationship	funds for students travel to outside, conferences for academic enrichment	
strong diverse workforce	open minds of students/ growth mindsets fostering	Listen/teaching at the same time. Allowing students to take the role of teachers to solidify knowledge and understanding	they will succeed articulating ideas, being thoughtful in their decision making and actions and open to new things	to bring students to the growth mindset in all they do when they leave our college	learning constantly and adapting to new knowledge leads to success in all avenues --school, work and life	adaptation	ibid		
educate and train and respond to community	open minds of students/ growth mindsets fostering	Listen/teaching at the same time. Allowing students to take the role of teachers to solidify knowledge and understanding	they will succeed articulating ideas, being thoughtful in their decision making and actions and open to new things	to bring students to the growth mindset in all they do when they leave our college	learning constantly and adapting to new knowledge leads to success in all avenues --school, work and life		two way relationship		
Success, embracing risk/ failure, ethics. making good citizens	outreach	collaboration	Student success: economically, emotionally, soft skills, life skills to empower them for employment. Work ethic, personal.	helping	after relevant programs				
strong diverse workforce	family working together	engagement to the community	enjoying the learning process	honesty and push kids to be the best	honesty			reconstructing old programs to make it relevant	
	serve the needs of our core students; part time, often first generation non academic	Core mission, non-initiative based refocus on core students. reintegration of focus on students holistically not labeled or sliced	equipped to deal with social, academic, cultural open access	open access to many different type of students	university transfer			ibid	\

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the President's Advisory Council Agenda

<p>Please describe the purpose of this review. <i>(Check all that apply)</i></p> <p> <input checked="" type="checkbox"/> Add a policy <input type="checkbox"/> Revise a policy <input type="checkbox"/> Delete a policy <input type="checkbox"/> Other </p>
<p>Please provide the text of the new policy. <i>(If this request is for a revision, please provide previous policy text with mark ups on a separate sheet.)</i></p> <p>SECOND READ: suggested edits from HR incorporated. Provisions, definitions, and procedures attached.</p> <p>Proposed 2XXX: Stance Against Bullying in the Workplace</p> <p>It is the policy of Truckee Meadows Community College to maintain a work environment that a reasonable person would consider free from bullying, as described by the provisions, definitions, and procedures of this policy. This stance is consistent with the College's efforts to maintain equal employment opportunity, equal educational opportunity, and nondiscrimination in programs, services, and use of facilities. It is the responsibility of all Covered Persons to know and apply the provisions of this policy.</p>
Background
<p>Please provide the reason and justification for request</p> <p>TMCC currently has policy and procedure to protect the work environment from discrimination and sexual harassment. The college does not have policy or procedure for acts of bullying. This proposed policy demonstrates a campus-wide commitment to refraining from these acts, and also extends ability to address these acts with TMCC Human Resources. This proposed policy is consistent with UNR Policy - 2,040: University Workplace Violence and Bullying Prohibition, as well as NSHE Policy Title 4, Section 1, Section 38: Freedom of Expression: Aspirational Statement of Values.</p>
Impact
<p>Please describe the impact of this request <i>(cost, legal ramifications, etc.)</i></p> <p>Human Resources maintains provisions, definitions, and procedures of this policy. TMCC Human Resources will have the authority to investigate complaints of bullying. Any employee who violates this policy may be subject to disciplinary action.</p>

Submitted By

	2/18/2020	
Signature	Date	Legal Review

Policy Proposal Supporting Materials

2019-2020



YeVonne Allen, Chair-Elect, Faculty Senate

SECOND READ: suggested edits from HR incorporated.

TMCC Policy Manual; Personnel (2000-2999)

Proposed 2XXX: Stance Against Bullying in the Workplace

It is the policy of Truckee Meadows Community College to maintain a work environment that a reasonable person would consider free from bullying, as described by the provisions, definitions, and procedures of this policy.

This stance is consistent with the College's efforts to maintain equal employment opportunity, equal educational opportunity, and nondiscrimination in programs, services, and use of facilities.

It is the responsibility of all Covered Persons to know and apply the provisions of this policy.

Responsible Office(s): TMCC Human Resources

Procedure: Provisions, definitions, and procedures may be found on the Human Resources website.

Supplemental Materials: HR provisions, definitions, and procedures

[Human Resources maintains provisions, definitions, and procedures of this policy.]

Definitions

Work environment: Any location owned, leased, rented or occupied by the Board of Regents of the Nevada System of Higher Education on behalf of the TMCC, or any location where a college employee is acting in the course or scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding perimeters, including parking lots, field locations, and classrooms. It also includes vehicles when those vehicles are used for college business. This is extended to written or electronic communication, as well as group behavior which has a negative impact on the workplace and/or on others.

Covered Persons: This policy applies to all employees, including but not limited to academic faculty, administrative faculty, and state classified employees, student employees, volunteers, affiliates, and all other persons under the jurisdiction of the College to impose sanctions for behavior in the employment context, including agents, contractors and subcontractors. Student employees who are in violation of this policy are also subject to the procedures detailed in the TMCC Student Conduct Code <REFERENCE CODE SECTION and LINK>.

Policy Proposal Supporting Materials

2019-2020



YeVonne Allen, Chair-Elect, Faculty Senate

Bullying: Bullying in the context of the workplace is repeated offensive and malicious behavior by words or actions which undermines an individual or group through persistently negative attacks. The behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the recipient. Bullying, as used in this policy, also includes “cyber-bullying,” meaning bullying that takes place online or is perpetrated using electronic means of communications.

Words or actions that may cause an individual discomfort or distress do not necessarily constitute bullying behavior. Behavior that is unfriendly, dismissive or curt is not bullying unless it is carried to such an extreme that a reasonable person would feel fearful, intimidated, or physically or mentally harmed by it. Criticism, complaints, and negative feedback are not considered bullying when they are reasonable, legitimate, and proportional, and directly address issues of workplace performance and/or conduct. Employees are expected to meet the reasonable performance and behavior standards of their position, and requiring a person to meet those expectations is not bullying under this policy.

TMCC and NSHE have policies that prohibits unlawful discrimination and harassment <insert links here>. While workplace bullying can be intertwined with unlawful discrimination and harassment, bullying behavior can occur apart from these other forms of misconduct. Workplace bullying that does not constitute unlawful harassment or discrimination is prohibited by this policy.

Policy Provisions

The determination of whether bullying has occurred is highly depending upon the facts and circumstances surrounding any given situation. That being said, some examples of bullying may include, but are not limited to behavior *when repeated or persistent* such as:

- Shouting or yelling at, ridiculing, or demeaning others;
- Name calling and attacks on one’s character;
- Mocking, punishing, or putting someone down in front of others;
- Undermining or sabotaging the work performance of others;
- Spreading false or sensitive information about another;
- Intruding on a person’s space by tampering with their personal effects or work equipment.

Freedom of Speech-The College values and promotes freedom of expression and inquiry and provided under NSHE code, state, and federal laws. Nothing in this policy is intended to limit or restrict a person’s First Amendment rights or right to academic freedom; however, such rights do not include the right to engage in workplace bullying.

Retaliation-The College will not tolerate, and this policy expressly prohibits, retaliation against employees making good faith reports as provided for in this policy, even where the concerns are ultimately unsubstantiated. False reports or reports not made in good faith of prohibited

Policy Proposal Supporting Materials

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YeVonne Allen, Chair-Elect, Faculty Senate

behavior that are found to have been made intentionally are also violation of this policy. Policy violations may result in disciplinary action in accordance with established NSHE Code.

Policy Procedures

1. Any person who believes they are a target of workplace bullying, or who witnesses or learns of an incident of workplace bully at TMCC is expected to report it to their supervisor, or if the supervisor is involved, then to the next level supervisor. Reports may also be made by submitting <HR UPDATED COMPLAINT FORM> found on TMCC HR website at tmcc.edu/human-resources. HR will then bring the matter to the attention of the appropriate supervisory level for reasonable inquiry into the facts and documentation.
2. Supervisors who receive reports of bullying must make a reasonable inquiry into the facts and document what is discovered. HR will assist supervisors with the discovery process and help with recommendations for appropriate action. Appropriate action(s), if any, must not take place until consultation with HR has occurred. Appropriate action may include counseling those involved, initiating corrective action, or pursuing other employment actions allowable under NSHE and TMCC policy.
3. When substantiated, bullying should be documented and taken into consideration as an important factor in evaluating an employee's performance, subject to established evaluation procedures <REFERENCE PERFORMANCE EVAL PROCESSES FOR ACADEMIC, ADMINISTRATIVE AND CLASSIFIED EE'S>
4. Members of TMCC's community shall cooperate with the review process.

As Published:

Policy 2162: Occupational Safety and Health Act (OSHA)

The Occupational Health and Safety Act of 1970 prescribes certain regulations regarding the reporting and recording of industrial accidents and illnesses. The purpose of the act is to require employers to provide a safe and healthful place to work.

Responsible Office(s): TMCC Environmental Health and Safety Office

Procedure: It is imperative that all injuries be reported to the College's Safety Officer. If employed by the College, the employee must also notify his or her immediate supervisor. In both cases, notification shall be made as soon as practical following the injury.

In the event of an accident occurring in the course of employment that results in a fatality, or which results in the hospitalization of three or more employees, the accident must be reported by the College orally or in writing to the Department of Industrial Relations, Division of Occupational Safety and Health, within 24 hours after the accident occurred.

In the event of an unannounced and/or unscheduled inspection by the Division of Occupational Safety and Health, TMCC employees shall notify the Safety Officer as soon as possible.

The TMCC Safety Officer is responsible for coordinating occupational safety and health programs, monitoring compliance with OSHA standards, and coordinating on-site OSHA compliance inspections.

Updated: June 24, 2011

Proposed Changes:

Policy 2162: Occupational Safety and Health Act (OSHA)

The Occupational Health and Safety Act of 1970 prescribes certain regulations regarding the reporting and recording of industrial accidents and occupational illnesses. The purpose of the act is to ensure require employers ~~to~~ provide a safe and healthful place to work.

Responsible Office(s): TMCC Environmental, Health, and Safety Office

Procedure: It is imperative that all injuries be reported to the College's Environmental, Health, and Safety Office~~Safety Officer~~. If employed by the College, the employee must also notify his or her immediate supervisor. In both cases, notification shall be made as soon as practical following the injury.

The College shall report to NVOSHA all workplace accidents involving an employee fatality or fatalities within 8 hours after learning of the accident. The College shall report to NVOSHA all inpatient hospitalizations of one or more employees, amputations of a part of an employee's body, or an employee's loss of an eye within 24 hours after learning of the hospitalization, amputation or loss of an eye.

~~In the event of an accident occurring in the course of employment that results in a fatality, or which results in the hospitalization of three or more employees, the accident must be reported by the College orally or in writing to the Department of Industrial Relations, Division of Occupational Safety and Health, within 24 hours after the accident occurred.~~

In the event of an unannounced and/or unscheduled inspection by the Division of Occupational Safety and Health, TMCC employees shall notify the Environmental, Health, and Safety Office~~Safety Officer~~ as soon as possible.

The TMCC Environmental, Health, and Safety Office~~Safety Officer~~ is responsible for coordinating occupational safety and health programs, monitoring compliance with OSHA standards, and coordinating on-site OSHA compliance inspections.

Updated: ~~June 24, 2011~~January 09, 2020

TMCC ACADEMIC ADVISEMENT

FACULTY ADVISING

Planning Council
February 24, 2020

The preamble to NACADA's Concept of Academic Advising identifies the partnership between teaching and advising:

“Academic advising is integral to fulfilling the teaching and learning mission of higher education”

As advisors and teachers, faculty help students learn to value the learning process, set priorities and evaluate information, develop higher order thinking and learning skills, and deal with complex ideas and choices.

OVERVIEW

Highlights
Process
Details
Timeline



2019-20 Highlights

Discussion began with a planning group as to what this would look like

Professional Development workshop outlining Academic Advisement / Faculty Advising.

The specifics of the scope and role began to take shape.

Thus far...





PHASE 1

Planning.

Faculty Advising Planning Committee meets each month to work through questions and plan the rollout.



PHASE 2

Gauge Faculty Interest.

The scope and the role of the work of faculty advising will be laid out in mid-spring semester with some time for Dean/Chair input



PHASE 3

Rollout.

Later spring 2020 term, Advising & Deans/Chairs will work together to determine cohort selected to begin training for August 2020.

FACULTY ADVISING PROCESS



18 HOURS TRAINING

Two-4 hour training days the first week of August for initial training followed by one hour mandatory training each month (Sept-June).



25-30 HOURS APPTS

Appointment Manager utilized for scheduling of appointments. Students will need to be seen 2x each year.



PEOPLESOFT NOTES

PeopleSoft notes required for each student appointment to track advising and follow-up.



ACCESS TO AN ACADEMIC ADVISOR LIAISON

Each Academic Division has an Academic Advisor assigned to it who will be the main point of contact for questions.

48 HOURS ANNUALLY

Timeline



- **May-July:**
 - Academic Advisement & Deans/Chairs decide on faculty advisors for the coming year
 - Pair Faculty with Advisors
 - Pair Faculty with students
- **August:**
 - Training will start first week of August.
 - 2- training days (4 hours each)
- **September-June:**
 - 1 hour training with assigned Academic Advisor Liaison
- **Ongoing:**
 - access to all Academic Advisement weekly trainings, Listserv for updates, and other in-house professional development opportunities