
MEETING NOTES OCT. 17, 2022

In Person – RDMT 256

Attendance

Dr. Karin Hilgersom, Dr. Amy Cavanaugh, Yuli Chavez Camarena, Melissa Olsen, Dr. Jeffrey Alexander, Estella Gutierrez, YeVonne Allen, Dr. Natalie Brown, Dr. Natalie Russell, Anne Flesher, Barbara Evans, Crista Jorgenson, Elena Bubnova, Gwendolyn Clancy, Juana Reynoza-Gomez, Dr. Melissa Deadmond, Nicole Scollard, Ron Marston, Thomas Kearns, Tina May, Dr. Ayodele Akinola, Geoffrey Hawkins, John Fenton

Accreditation Debrief

Dr. Karin Hilgersom, Big thank you to Melissa Deadmond!

Dr. Karin Hilgersom, Congratulations to TMCC, two commendations. The first is related to workforce development. The evaluators were impressed by Edison, the Nursing program and collaboration with the IAC. Second was our use of data. They were very impressed with IR, the data dashboard, and how the KPIs aligned with our strategic plan. We received one recommendation related to program level assessment and outcomes for transfer degrees. The evaluators said we have all the pieces but we need those to come together at the program level in regards to transfer degrees. The same recommendation was made at Walla Walla Community College, among others, and is very common. This is a hard recommendation to overcome, but a great one to work on. Whatcom Community College was noted as a good example of achieving this goal and we could look into this further to help us with this recommendation.

The NWCCU is dividing the standards review into two visits. The second of which will be the actual 7-year visit. In the past we used to see more commendations and recommendation but there will be less moving forward since the process is now broken into two parts. We have already addressed the previous recommendation and we are looking really good moving forward.

There is a large group of people who worked on this accreditation visit. There will be a letter from the president with an overview of the information presented in this meeting and a thank you to everyone for all their hard work.

YeVonne Allen, heard from the accreditors that the equity gaps are very small and we should be very proud of this achievement. Also heard really good things about the data we have and use. The accreditors really loved students walking them around.

Dr. Karin Hilgersom, this will be written up as a compliment in our report. Compliments and concerns are less formal but nice when they are called out.

Estella Gutierrez, glad it is over, but so proud of TMCC. Thank you to Melissa Deadmond!

Dr. Karin Hilgersom, there were two concerns. The first is classified council not feeling like they can leave their desks to participate in professional development. This is a reminder to supervisors that we do have people doing two jobs and the searches are going poorly. Just be mindful of this and help and assist when you can and encourage participation when possible. The second concerns is ensuring that decisions, specifically budget decisions, gets shared with everyone. This office is understaffed but the L Team will work on additional ways to make sure this information gets disseminated to everyone.

Melissa Deadmond, very thankful to everyone for all their help. This is truly a team effort.

Elena Bubnova, has been involved with accreditation for the last 25 years and has seen the evolution of the commission's standards and requirements and what she sees now is more college friendly in regards to introspection. This is a great opportunity to continue to have a firm schedule around KPI review and making this a wider participatory process. We need to get more people involved throughout the college with accreditation. Shout out to IT as everything worked for the accreditors while they were here. Very thankful!

Tina May, she was not surprised to hear that people don't feel encouraged to attend professional development. She has heard from classified staff that they feel they can only do this on their lunch or when everything is done because they feel judged when they go to these meetings.

Dr. Karin Hilgersom, agreed and is worried that classified staff feel this way. We need to know who these supervisors are so we can coach and make sure they know that classified staff participating in professional development is vital. For example, Workday training. These things also help employees feel more satisfied in their roles. We can't let this one go. It needs to be taken out of this meeting, but please bring these issues to the L Team so we can address it.

Long Term TMCC Salary Planning

Dr. Karin Hilgersom opened the floor for a decision.

Dr. Amy Cavanaugh, presented that Faculty Senate recently created the "Gettin' Paid" ad hoc committee regarding this issue. They would like to get someone from budget, Rich possibly, but they already have four members plus Dr. Jeffrey Alexander. They are evaluating all avenues for increasing faculty salaries, merit pay, promotions, etc.

Ron Marston, mentioned that they have not had their first meeting yet and they are still determining membership. Really happy to see this as an agenda item. Glad to see all the Budget committees restarting this semester. We need to make sure and look at the holistic work of these groups and then collectively coordinate the efforts. This helps make sure there are no conflicts and that everyone is working towards the same goal. He is happy to restart the work he was doing in the past and just having this conversation is hopeful.

Amy Cavanaugh, added that she is working on putting together a charge for this new committee so there is a clear understanding. Requested an update on the equity study.

Nicole Scollard, the RFP has gone out to eleven vendors and we are awaiting responses. If we don't hear back from them we will start calling to get quotes so we can move forward.

Anne Flesher, feeling out of the loop regarding the budget committees. How many budget committees do we have and what areas do they cover?

Dr. Karin Hilgersom, we have the Planning Council Budget committee, BPLAT, New Faculty Senate Ad Hoc committee (Gettin' Paid), and NFA Negotiations. The goal is to coordinate so the efforts don't become disjointed. There is a lot of overlap as well so those individuals will have a good sense of what is happening between the committees. The BPLAT – Budget Planning and Legislative Advocacy Taskforce – has a sunset date and is only intended to get us through the legislative session. It has been requested that the L Team is there simply to listen. Membership and charge is listed below. This committee is charged with coming up with solutions for a 17%, 10%, or 0% budget cut. Encourages this group of people to look at overall budgets, considering that salaries go to the base and are compounded. They will also be the ones at the forefront of the legislative session, with Elena in the lead. The group needs to make it clear that this draft budget is a large hit and hurts us long-term.

We are looking at a one-time salary adjustment, further details to come.

Crista is chairing the Planning Council Budget committee. They have two goals, looking at a 5-10-year plan and RAP requests.

Elena Bubnova, thinks this session will be a little different as the lobbying effort is really driven by NSHE this time and will favor us as we will be able to advocate for ourselves better. There are also concerns as well since enrollment is down and that is a driver as to how we get funded. We are preliminary hearing that there is a lot of money for one-time funding which is good right now, but we do want to see more permanency down the line.

Ron Marston, noted that there is a 5th budget committee. There is a faculty senate committee as well. Driving home the point that we need to coordinate the efforts of these committees.

Ron Marston, suggested that we have the chairs of all the committees meet once a month to make sure we are moving in the right direction. Faculty Senate committee is asking for a 9% COLA, for each year of the biennium. They are asking for 6% the following year.

Elena Bubnova, says the legislators do understand the issues with the great resignation and that state agencies are just not competitive with current salaries. The governor has addressed this in his speeches.

Dr. Karin Hilgersom, based on recent state budgets, a % of the COLA is being funded more and more by the college and that is a tougher challenge to overcome. Said she would encourage a 5% and then 4% increase per year of the biennium. If we get the full 15% we would have to cover 5% (based on state budget) and that would require layoffs as we don't have the funds. Putting this out to the group as something to think about as this might be the correct choice but the committees need to think about this and have strategies so we have a plan when the times comes.

Ron Marston, the Faculty Senate will review soon and make a final decision.

Dr. Jeffrey Alexander, through the NFA negotiations, virtually all outstanding issues were resolved. They will use this Thursday's meeting to finalize the remaining issue. The plan is still to have this on the BOR December meeting agenda.

Dr. Amy Cavanaugh, requested to know who the chairs are of all the budget committees as a once a month meeting would be a good idea. It is Crista Jorgenson and Melissa Deadmond. Amy will pass this long to the chairs of her committees.

Planning Council Committee Updates

Academic and Student Services Committee

Dr. Jeffrey Alexander, we have hired the Associate Director of Workforce Development – Amber Burroughs, very excited to bring her into this role. She will work to promote TMCC and its workforce programs to local companies and organizations in hopes to convert their employees to students.

We have also hired the Assistant Director of CTE Programs – this person will report into Amber Burroughs. Her name is Kyle. She has worked with Reed High School for many years. We are very excited to bring her experience from the high schools into TMCC.

Working with IR on a dual credit dashboard to better help and understand where these students are at TMCC. Will show their success and completion once they are here so we can better serve them.

Dr. Karin Hilgersom, will Karin Saldana continue to oversee some of these things we are now doing regarding dual credit?

Dr. Jeffrey Alexander, yes she will continue to oversee and she will work closely with these new roles.

Estella Gutierrez, there are concerns from the chairs that students from J2 are not as prepared. Student Services is using data to understand where those students are and then work with them to help prepare them. This research will give us insight into their GPAs and overall success and allow us to identify them quickly and help them as needed.

Dr. Karin Hilgersom, as a note, the J2 program is our largest dual credit enrollment.

Accreditation Committee

Dr. Melissa Deadmond, we should have the final report within 7 days and she will call a meeting so we can digest and review.

Budget Committee

Crista Jorgenson, the committee met on October 4. They are finalizing committee membership, formalizing a written charge, building the RAP request form, and deciding when to open the form to accept new requests. They are considering mid-November as the first open period. They will keep the group posted.

Diversity Committee

Juana Reynoza-Gomez, attended the HACU conference. The NV HSI taskforce met with the leadership of HACU and they had some wonderful conversations. Highlights – they are working to operationalize metrics for HSI to understand success. She also attended the NSHE diversity summit at UNLV. There were some really great speakers, including the first deaf and blind student to graduate from Harvard Law. Would encourage us to get her on our campus if possible.

The team will be putting on lots of great workshops around campus. Encouraged us to get out there and participate in them. Would like to have a more in-depth conversation about how to get more people to the big events, like Ms. Earth.

LGBTQ+ committee is being restarted. The ecoblitz took place in October. It was very successful. Hold your calendars for April 20, 2023. There will be a large Earth Day Celebration.

Enrollment Management Committee

Anne Flesher, she has taken over for Julie. They have not been able to meet recently. There is a conversation around modality and the best way to serve students. They noticed that the SMP for this committee is outdated and they really need to review and produce a new plan. Really working on ways to get students back into the door. Invited Leslie Jia to present on the student debt relief plan. There is a large college fair this weekend and we will have a TMCC STEM table at the event.

Elena Bubnova, this fall we will be working with our contracted marketing company to find ways to reach out to the students who dropped out and did not re-enroll. This is on the agenda for the next meeting.

Facilities Committee

Dr. Ayodele Akinola, the committee continues to meet every two weeks. Provided a great overview of all completed and currently ongoing projects around the campus.

Gwendolyn Clancy, inquired on an update on RTC. Are we able to get more busses or a sidewalk to campus? Do we have someone on the board?

Dr. Ayodele Akinola, they had put the sidewalk on the back burner but with federal funding coming through this has moved back into priority projects. They will be reaching out regarding federal funding for more busses as well.

Dr. Karin Hilgersom, Oscar Delgado was serving on this committee. The bus lines for students are very long and it is discouraging for students. The RTC is also struggling with this issue and they are trying to come up with ways to make the route quicker, which benefits both sides. Previously, we did test our own shuttle and it failed as there were not enough riders. We are still at a loss for the best solution. We need to circle back with Oscar and see what is happening with the board. We could possibly look into an app that allows students to drive together.

Dr. Ayodele Akinola, RTC is extending the flex pass to us. This is an Uber type service where you can request a ride and they will pick a few people up at a time and bring them here. This service is free.

YeVonne Allen, it is area based so they can get everyone in Reno.

Health & Wellness Committee

Geoffrey Hawkins, the committee meets every Friday. With Accreditation they pushed a meeting. Right now they are focusing on the first generation college celebration, focusing on this group for Health & Wellness. There will be booths and tours. Their biggest issue is that they have too many good ideas. They are planning on two events in the Spring.

Technology Committee

Cheryl Jones was not in attendance. Elena Bubnova, reviewed a draft policy that mandates cyber security training for everyone working for the college. They are working on what this will look like. They have submitted a draft to Gretchen and in the next meeting they will present to this group. They are working on a sub-committee to help students with technology and cyber security. IT will be in the welcome center at the beginning of each semester to help students moving forward. Also looking at ways to have IT at the other campus locations and possible digital things to help students as well. They are working on a survey to get feedback about IT and things they need to work on moving forward.

Constituency Updates

President Updates

Dr. Karin Hilgersom, the Vice President of Finance and Government Relations position is moving forward. We are gathering bids at this time.

As of today, she will be attending the COP 27 in Egypt. She is the Vice Chair of Second Nature steering committee so she was invited to attend. She will be representing TMCC and higher education at the conference regarding sustainability. There are issues with terrorism so attendance could change.

Get down to the gallery, the paintings are awesome!

General Updates

Yuli Chavez Camarena, TMCC Day on the Hill – last Saturday. The first one in 10 years. Given to prospective students and families. It was a very successful event, it was packed. Special thanks to Dr. Ellsworth – she had 8 tables at the event. An upcoming event will have four TMCC tables and six workshops for incoming students.

Thomas Kearns, the office for civil rights has nineteen new videos. On a bi-weekly basis they will be presenting six minutes or less videos regarding accessibility. Encouraged the group to watch these videos.

Student Government Association

John Fenton, last week was the club fair and food truck event. They have six new clubs. They are doing multiple KTMB events and Pasta w/the President. They approved a \$10 fee to benefit students. There will be messages coming out about

technology support for students. He will be attending veterans conference where he will be up for Student Veteran of the Year. If he is chosen he will be the first from a community college.

Classified Council

Tina May, their open meeting is this coming Thursday. They may shift the Halloween judging day from the 27th to the 26th to accommodate for a Workday Training.

Faculty Senate

Dr. Amy Cavanaugh, their last meeting was October 7. They are working on a bylaw change for the length of time for senators to serve. Allows part-time to serve longer. Has gone through 1st read.

The consent agenda contained new class additions (architecture, biology).

Approved travel funds for two academic faculty.

Discussion around Listservs, lead to the proposal of a new listserv for "All Faculty" with opt out option. Awaiting approval.

Creation of the new ad hoc committee for budget planning.

Administrative Faculty committee brought many changes for the evaluation form.

Dr. Karin Hilgersom, Faculty Senate can recommend but still requires approval. The next step is to take it to Cabinet. Once approved it will be brought to HR to be listed on the website.

Elena Bubnova, there are concerns with this change as it addresses everyone in the college not just faculty senate.

Dr. Amy Cavanaugh, will take it to Cabinet for approval.

Professional Standards committee, review of how online observations will happen. They reviewer will have student view and will be scheduled.

Dr. Jeffrey Alexander, please bring that to the Deans as there are concerns.

Dr. Amy Cavanaugh, requested a link to the Secretary of State website on all sites so there is easy access to legislative issues moving towards the election. Can we put this on Student Life page as well?

YeVonne Allen, we are working on this site and will add it if possible.

Elena Bubnova, from suggestion of the president we will remove the emergency banner temporarily and put the Secretary of State website link up.

New Business/Future Agenda Items

Dr. Karin Hilgersom, opened to the floor

Dr. Jeffrey Alexander, new Teaching and Learning Center Coordinator – will be in the tutoring center.

Yuli Chavez Camarena, tomorrow 3 PM, we are celebrating Amber Burroughs in RDMT 256.

Adjourned 10:48 AM

BPLAT Charge

October 14, 2022

Dear Colleagues,

Budget planning and legislative advocacy is essential, particularly in consideration of the draft budget submitted via NSHE to the Governor's budget team. This DRAFT budget adds up to reductions totaling approximately 17% of anticipated state revenue. It will be imperative that we work together to restore pre-pandemic funding, including enrollment recovery dollars and the addition of a non-formula Workforce Investment fund that will in effect offset the loss of "capacity enhancement" dollars. With the intention to seek the ideas and expertise that result from shared governance, I am convening the Budget Planning and Legislative Advocacy task force and you have been designated as a participant vital to the process.

The task force will have the following charge:

- A. Through a process of consensus-building that honors the voices of all stakeholders, recommend a FY 23-25 general operating budget flat and budget reduction plan to the President and the L-Team that aligns with the TMCC Strategic Master Plan and the NSHE 5 broad goals. This plan should base projections on at least three scenarios:
 - No budget reduction to the TMCC state funded base and including funding for salary equity adjustments
 - A 17% Budget Reduction to the TMCC state funded base and including funding for salary equity adjustments
 - A 10% budget reduction to the TMCC state funded base and including funding for salary equity adjustments

Strategies to achieve these reductions are invited. In addition, please advise on position restoration.

- B. To coordinate legislative advocacy with the TMCC Government relations team. This advocacy must align with the items supported by the NSHE BOR and the Chancellor's office. Additionally, salary dollars (COLAS, support for Classified, Faculty, and Administrative raises) should be at the forefront of coordinated communication and outreach.
- C. To recommend and assist with implementation of additional advocacy strategies during the 82nd legislative session.

The recommendations of the task force will inform budget discussions and provide a basis for analyzing institutional and faculty priorities. The timeline is yet to be determined, although the work will intensify once the Governor's budget has been released and the 82nd Legislative Session officially begins on February 6, 2023.

The Task Force will be composed of the following representatives, chosen by the Faculty Senate and the Leadership Team, to provide a broad perspective across the college:

*Dr. Melissa Deadmond, Associate Dean - Planning & Assessment

Ashlyn Herold, Budget Analyst - Budget and Planning

*Tina May, President - Classified Council

Laura Robb, Assistant Director - Auxiliary Services

*YeVonne Allen, Executive Director - Student Life

Carlos Peralta, Coordinator - Recruitment and Access Center

Leslie Jia, Director - Financial Aid, Scholarships, and Student Employment

*Yuli Chavez Camarena, Program Director - Recruitment & Access Center

*Cheryl Jones, Interim Director - Institutional Research/Information Technology

Bill Garand, Program Director, Application Support Services

*Natalie Russell, Dean - Liberal Arts

*Ron Marston, Department Chair - Visual & Performing Arts

*Kofi Poku, Professor - Management

Matthew Leathen, Professor - Chemistry

Gus Stuart, Professor - Public Safety

Kaylene Brady, Coordinator - Vice President of Student Services and Diversity

*Kim Studebaker, Assistant Director - Human Resources

*Elena Bubnova, Research, Marketing, Web Services, & IT - Associate Vice President

*Ayodele Akinola, Facilities Operations & Capital Planning - Executive Director

*Jeffrey Alexander, Academic Affairs - Vice President

*Estella Gutierrez, Student Services & Diversity - Vice President

*This member also serves on Planning Council.

[For full membership representation and voting please see this spreadsheet.](#)

Because the recommendation will ultimately come to me, I will not participate in these conversations. Each of the Vice Presidents, along with Cheryl Scott from Institutional Research and IT, will be present to serve as resources and answer questions that may arise during the meetings.

I am grateful to the faculty and staff who have agreed to represent the multiple constituencies across our campus. I am confident that this group will identify innovative solutions that will ensure our college continues to provide high quality services to our students during the challenging times ahead.

Thank you, for your willingness to engage in this important work.

Signed,



Dr. Karin Hilgersom

Name	Title	Department	Representation	Voting
Dr. Melissa Deadmond	Associate Dean	Planning & Assessment	Facilitator	Ex Officio
Ashlyn Herold	Budget Analyst	Budget and Planning	Budget	Ex Officio
Tina May	President	Classified Council	Constituent Group	Yes
Laura Robb	Assistant Director	Auxiliary Services	Facilities Operations and Capital Planning	Yes
YeVonne Allen	Executive Director	Student Life	Student Services and Diversity	Yes
Carlos Castro Peralta	Coordinator	Recruitment and Access Center	Student Services and Diversity	Yes
Leslie Jia	Director	Financial Aid, Scholarships, and Student Employment	Student Services and Diversity	Yes
Yuli Chavez Camarena	Program Director	Recruitment & Access Center	Student Services and Diversity	Yes
Cheryl Jones	Interim Director	Institutional Research, Information Technology	IT/IR	Yes
Bill Garand	Program Director	Application Support Services	IT	Yes
Natalie Russell	Dean	Liberal Arts	Academic Affairs	Yes
Ron Marston	Department Chair	Visual & Performing Arts	Academic Affairs	Yes
Kofi Poku	Professor	Management	Academic Affairs	Yes
Matthew Leathen	Professor	Chemistry	Academic Affairs	Yes
Gus Stuart	Professor	Public Safety	Academic Affairs	Yes
Kaylene Brady	Coordinator	Vice President of Student Services and Diversity	Admin/Minutes	Ex Officio
Kim Studebaker	Interim Director	Human Resources	Advisory	Ex Officio
Elena Bubnova	Research, Marketing, Web Services, & IT	Associate Vice President	Advisory	Ex Officio
Ayodele Akinola	Facilities Operations & Capital Planning	Executive Director	Advisory	Ex Officio
Jeffrey Alexander	Academic Affairs	Vice President	Advisory	Ex Officio
Estella Gutierrez	Student Services & Diversity	Vice President	Advisory	Ex Officio