

MEETING MINUTES – APRIL 19, 2018

Call To Order 2:03 p.m.

In Attendance: Arkaitz Aldecoaotalora-Muniosguren, John Johnson, Lana Reeves, Cheli Cuevas, Sarah Jacobsen, Amanda Sabiniano, Helen Scott, and Hallie Madole.

Classified Council Board Member's Reports

Presidents Report: Amanda Sabiniano (proxy for Heather Combs-Salley)

- President's Cabinet
 - Personnel Executive Committee (PEC): Three positions were presented to and approved by Cabinet: Automotive/Diesel Tool Room Attendant, Professional Kitchen/Catering Coordinator, Professional Instructional Designer for WebCollege
 - Professional Diversity Committee Recommendation: Faculty Diversity Recruitment Initiative Yevonne Allen reviewed the recommendations from the Diversity Committee related to faculty recruitment. Recommendations fell into three categories: Recruitment/Outreach, Retention, and On-Boarding Process. The largest recommended action was to create a new position and hire a Human Resources Recruiter that would also act as the Affirmative Action Officer. Discussion followed about instead contracting recruitment and split a new position (yet to be named) between Human Resources and Equity and Inclusion. More information was needed to move forward. There was also discussion about production of an "Inclusion at TMCC" postcard highlighting existing efforts. This item was approved. A mentoring program was being developed by Dr. Jill Channing that could assist with recruitment and retention.
 - Revisit Discussion re: All Discussions: Dean Amy Williams asked for an update on a previous agenda item related to "All Discussions". There were still a growing number of concerns both internally and externally about the types of posts being sent to this listserv. The initial conversation had generated ideas about creating a new listserv for faculty and staff to opt in, in order to be included in message distribution. Significant discussion followed regarding making any changes to the existing listserv. President Hilgersom recommended a survey be drafted and sent out to gather input on the existing and desired use of discussion forum from those on professional, classified and academic faculty listservs before the end of the semester. Survey results will be presented at the next Cabinet meeting at which a decision will be made on how to proceed with the All Discussions listserv in the future.
- Planning Council
 - Guide to the Strategic Mast Plan: Associate Dean of Assessment and Planning, Dr. Melissa Deadmond, presented the Guide to the SMP document to the Council and provided an overview of work completed by the Accreditation Committee. The Council discussed and agreed to proposed changes to Objective 1 of the Strategic Master Plan related to items 1.1.4, 1.2.3 and 1.3.4. The next Planning Council meeting, April 16th, will be fully dedicated to additional review and revisions of the SMP.
 - NSHE Government Affairs Reporting Requirements: For awareness and coordination of activities related to government relations by NSHE and its institutions, the Chancellor's Office has requested the following from each institution:

- All meetings related to TMCC/NSHE with elected officials (local, state, federal) must be reported to the system office monthly. All trips to Washington, D.C. that may include meetings with elected officials and/or their staff members must be reported in advance of the trip. NSHE has provided a mechanism for monthly reporting that the President's Office will facilitate. Please communicate meetings/visits/trips to Dr. Kyle Dalpe and/or the Office of the President for inclusion in the report. Information should include: date of visit, attendees, and topics discussed. You may submit this by email.

Vice President's Report –Sarah Jacobsen (Proxy for Cynthia Olivo)

- \$5 million request for planning for DRI-TMCC Science Commons & Research Experience Center.
- Advocacy for DACA continues.
- Discussions about not having classes on Wednesday before Thanksgiving. Concerns: Why would students even come to class on Monday and Tuesday that week and that this would strictly be for students and faculty.
- Administrative Professional Day: Polled to close campus. This would be a slippery slope for Classified.

Treasurer's Report – Cheli Cuevas

- Operating budget \$1433, Emergency Loans \$800, Book Scholarship \$279, Recognition \$700.
- Currently working on getting Workday access for Cheli to be able to approve charges and view current budgets within Workday.

Hospitality Report – Helen Scott

- 3 cards
- 1 flower
- Helen is working with Marketing & Communications on advertising the Candy Kudos to include a message.

Secretary's Report – Hallie Madole

- No report.

Classified Council Committee Updates

- Emergency Loans Committee: Dawn Ingraham
 - Not in attendance, no report
- Book Scholarship Committee: Amanda Sabiniano
 - One person has completed their course and provided their grade, working with Workday to find out how to disperse the reimbursement for book. One person left college and is no longer working at the college and four others are still finishing their courses.
- Classified Board Elections: Amanda Sabiniano
 - Elections are going to begin in May and swear in our newly elected board during the June meeting.

UNR Classified Employee Family Opportunity Program

This program is only available for the current UNR classified members. The board is looking into the possibility for TMCC Classified employees able to offer this benefit. We are currently researching the minutes on how UNR was able to get this program passed as well as looking at the other NSHE institutions to determine if this is something other schools are offering their employees.

Encouraging Employee of the Month and Employee of the year

Suggestion that all nominations for Employee of the Month are kept in the pool for the entire fiscal year to encourage those who are nominated can be recognized for their beyond work throughout the year they were nominated. Additionally, all Employees of the Month winners are also eligible for the Employee of the Year award. The committee will work to remind those who nominated the EOM candidate for the required letters of recommendation to ensure that they are eligible for this award.

Classified Symposium

New format for Classified Symposium: this event will extend over the last three weeks of July and highlight and host sessions at all of TMCC locations.

New Business/Future Agenda Items

If anybody has any suggestions for future guest speakers, please the board know to set it up.

Adjourned at 2:32 p.m.