
MEETING MINUTES – APRIL 16, 2020

Call to Order: 1 p.m.

Time: 1 p.m.

Location: BlueJeans

Attendees: Amber Anaya, Cheli Cuevas, Cathy Brewster, Tina May, Chynna Sandgren, Sarah Gill, Katt Warner, Sammie Perez, Renee Caudill, Dawn Ingraham, Janet Bicker, Jenny Taufu, Jackie Draper, Julia Bledsoe, Hannah Thomas, Kim Studebaker, Teri McKinney, Jean Lampson, Sarah Jacobsen

Approve Minutes

Motion to approve the February and March minutes was made and both were approved unanimously with corrections. Correction was made to March's Treasurer report. Operating Account needs to have \$6,256.94. Motion for approval was made by Dawn Ingram and seconded by Janet Bicker.

Agenda Items

1. Families First Coronavirus Response Act provisions - Kim Studebaker

- Kim Studebaker from the Human Resources Office spoke on the types of Covid-19 leave that will be added to WorkDay with the disclaimer that it is still in the works with the HR advisory committee. This act was signed into law and revisions for leave were to be made effective April 1st and end in December. The act proposes that no employee shall be required to use sick leave if impacted by Covid-19 but there were a few implications on how HR will track it. There are six specific leave entries:
 - Leave due to need because employee is subject to federal, state, and/or local quarantine orders
 - Advised by a health professional to quarantine
 - Experiencing symptoms and seeking medical diagnosis
 - Individual self-quarantine or self-isolation
 - Caring for children who are out of school or childcare services are not offered
 - Experiencing symptoms related to Covid-19.

The HRAC is currently working to get these entered in WorkDay. They will also be preparing a poster that reflects this information but will need to get it approved. They are hopeful that the information will be disseminated by Monday Apr. 20th. Information will be sent out via WorkDay communication team and TMCC HR will also send out communication regarding it. There are still a lot of unknowns and new regulations are coming out constantly that HR is trying to keep up with so that it is implemented appropriately. A question was raised about how this will affect employees who are unable to work remotely and it was explained that although it is not for sure, it is assumed that these employees will still be paid administrative leave because it's not a fault of their own that they are unable to work remotely.

2. Board Members Report

- Presidents Report – Julia Bledsoe
 1. Update on meeting with President
 - The executive board met with the President on Tuesday, Apr. 14th and it was focused primarily on the budget. There was a special Board of Regents meeting last Friday for each institution to present scenarios for budget reductions at 4%, 6%, 10%, and 14%. It was also requested that a 4% reduction be done for FY20 but because we are in the last quarter

for FY20, it's really 16% as we're only calculating it for the last quarter. The proposals were passed and presented to the Governor on Monday, Apr. 13th.

- There have been no discussions about furloughs for Classified. Julia reached out to the Union, HR, and have sent a letter to the Governor's Office but have not yet received a response. Julia recommends that Classified should be prepared for anything as it is unrealistic to assume that Classified would not be affected. The President strongly encouraged the board to gather data on salaries of Classified staff and have it compared with salaries of faculty and administrative faculty. Also gather data on housing cost in Reno to create a presentation or argument to present to the Governor's Office to consider no furloughs if possible or minimize it as the average Classified salary is significantly low. A request will be made to NSHE Classified for all to gather similar data present as a unified voice.

2. TMCC Covid-19 Taskforce

- Julia attends the taskforce meeting twice a week. The last meeting, discussions were started on how the campus will re-open and for employees to return to work. It is all speculations now as they are waiting for directives from administration and no specific date has been brought up. Julia also attended the VPAA's virtual open office hours where they discussed ideas on how to safely return. Ideas on instead of face-to-face, it would be mask-to-mask, or putting up plastic shields on employee desks. Discussions have also started on creating Fall courses as Hybrid in case of resurgence of the virus. Notices are placed on MyTMCC when student enrolls informing them of the possibility of everything going back to virtual for the Fall.

3. Shout-out

- Julia would like to give a shout-out to all the employees including but not limited to our Facilities, Grounds, Custodial, Controllers, Auxiliary Services, Mailroom, Foundation's office, Tim III, Admissions & Records, and the President. Encouraging the council to take a moment to appreciate the work they do to continue to keep the campus running smoothly and for being on the frontlines.

4. Other

- Commencement was postponed until September 18th
- There were 13 positions that were approved for exceptions to the hiring freeze. One position was a Classified position for the Biology Department.

- Vice President Report – Tina May

1. Employee of the Year Nominations

- The due date was extended to Friday, Apr. 17th and nominations must be in by 11:59 p.m. Once closed, the committee will process, and the members will vote. Tina will get with Cathy on how this will be addressed at the Awards Ceremony on May 12th.

2. Restructure of EOM process

- The process for Employee of the Month will be changed. Nominations that are coming in will be to determine an EOM for June, the committee will vote, and the presentation will occur during the open meetings. If nominee is unable to attend, they can attend via BlueJeans.

3. Faculty Senate

- The meeting was low key and quick. The President talked briefly on what has been going on with the litigations that are coming up. There were no details given as she wants everyone to know that she is here for all.

- Secretary's Report – Sarah Jacobsen

1. No Report

- Treasurer's Report – Sarah Gill
 1. Emergency Loan: \$1,418.50 with one loan being out
 2. Employee Recognition: \$1,615.89
 3. Operating: 6,256.94
- Hospitality Report – Teri McKinney
 1. No Report
 2. If anyone knows of anyone needing a card or flowers to please email Teri so she can have those sent out.

3. Vote on Bylaws Amendment

- Extension of Executive Board Term
 1. A proposal was made to extend the Board Term from June 30th to July 31st so that the new and old board can overlap to share and disseminate information. Full details in the attached document below. Motion for approval was made by Dawn Ingraham and seconded by Janet Bicker. Motion passes unanimously.
- Addition of NSHE Representative
 1. A NSHE Classified Council was established and would like to add a NSHE Representative to the Executive Board. Full details in the attached document below. Motion for approval was made by Dawn Ingraham and seconded by Jackie Draper. Motion passes unanimously.

4. Classified Symposium – Cathy Brewster

- It unknown at this time whether the Classified symposium will occur due to Covid-19. The Administrative Faculty will be holding a meeting on May 20th on whether they will continue with their professional development week. Administrative faculty will be sending out a survey whether colleagues would like to hold workshops online. Cathy mentions that Classified could probably do something similar to this. Tina May mentions that the whole idea of holding the symposium is to gather and see each other outside of the office. Holding workshops online would not be inclusive to all Classified staff as custodial, facilities, and grounds staff would not be able to attend online sessions. Julia recommends that symposium be cancelled or postponed as there are lots of unknowns at this time.

5. Elections for FY2021

- Call for nominations of the Classified Executive Board are now being accepted. Julia urges Classified staff to please volunteer and/or nominate a colleague. Those currently serving can be nominated and re-elected. [Nomination Form](#) closes on May 3rd.

6. Attachments

- [Bylaws Amendment](#)

Meeting Adjourned: 2:30 p.m.