

# MEETING MINUTES – MAY 18, 2022

**Date:** May 18, 2022

**Time:** 1 p.m.

**Join Zoom Meeting:** <https://tmcc-edu.zoom.us/j/95167139732?pwd=MWtoNW8wenczVC9adkkyQUgwa0JDdz09#>

**Meeting ID:** 951 6713 9732 **Passcode:** 976293

1. **Roll Call**

2. **Approval of March and April 2022 Minutes**

- Sarah Gill moved to approve and Janet Bicker

3. **Board Members Report**

- **President's Report – Tina May**

- **Vice President's Report – Sarah Gill**

- Nomination calls are out for May's EOM and will be accepted through May 27. Voting window will be May 30–June 1 with the EOM announced shortly thereafter.
- April Classified EOM is Hannah Thomas-Gantar from Admissions and Records. We surprised Hannah with the announcement yesterday and many from her department and division were present to celebrate her. Thanks, Hannah, for all you do to support your team!
- Attended Faculty Senate Meeting May 13
  - FS Chair Irintcheva's time has ended with the Faculty Senate. Chair-elect, Amy Cavanaugh will lead FS as Chair this upcoming year and Rick Bullis is the incoming chair-elect. Chair Irintcheva restated goals for the upcoming legislative session: budget restoration, COLA, and benefits.
  - Incoming chair Amy Cavanaugh, reported on newly elected FS senators. Similar to CC, many will be continuing on as chairs of their respective committees as they too have had a low turnout for their nomination and election processes.
  - President Hilgersom shared that Officers in Charge, CFO Clinger and Vice Chancellor Abba, will team up to plan for the upcoming legislative session. BOR/NSHE's legislative goals of budget restoration (still 30 m short), COLA, and benefits were reiterated. Added was that past Chancellor Rose had the same goals, so President is hopeful we are all working towards the common goal. Two other priorities will focus on the budget adjustment formula for DRI and the creation of a Workforce Investment Fund. The Workforce Investment Fund would allow for about 12 m per year, and this is important because it will aid in the difference in capacity enhancement dollars TMCC receives. During June's BOR meeting it is expected that an interim chancellor will be named. President Hilgersom wishes for someone good who can be successful in the legislative session.
  - President Hilgersom also touched on the restructure of Administration and Finance. FS committee, salary budget and benefits drafted their own opinion in addition to the created taskforce. They are suggesting that the President consults with FS and that a national search for VPFA begins no later than July 1, 2023. This recommendation differs from what the taskforce presented and so President wishes to take the summer to speak with administrators over the summer and will come to a conclusion come fall. With the loss of our interim Executive Director of Finance, she is open to hiring another VPFA but does not want to reduce the efforts already made by Elise and her team. The search for a new Director of Finance is underway.

- VPAA Alexander reports that 45 Faculty will be participating in a project this summer to find/develop OER with the ultimate goal of bringing down costs for students while maintaining educational excellence. NFA contract negotiations are underway. The current contract will be extended until a new contract can be approved. Also in the works is a Professional Development training for Instructor Onboarding. Watch for dates and details to be shared.
- Tanner Sims gave an informative presentation on the new proctoring form the testing center has developed. This will enhance their operational efficiency and ease the student's experience.
- Dr. Micaela Rubalcava presented on the upcoming plans for FREE's year of sustainability. I will not go into details here as Dr. Cecilia Vigil will be presenting on this topic later in the meeting.
- Anti-Bullying draft procedures were provided and feedback was requested. Again, I will not go into too much detail here as the topic has its own agenda item later in the meeting.
  - a. Background is that Personnel Policy 2525 (Stance Against Workplace Bullying) was brought forward through Faculty Senate 2.5-3 years ago.
  - b. "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."
  - c. The draft policy went through all of the proper channels and was ultimately approved. What is needed now is procedures and guidelines.
  - d. It defines the reporting options, processes of formal and informal resolutions, and the administrative review.
  - e. Other groups have vetted the current draft; however, the Anti-Bullying taskforce would like to hear from classified staff. The draft will be provided via email. Please take some time to read through it and send via email any feedback or edits you might have no later than Friday, May 27.

- **Secretary's Report – Helen Scott**

- None

- **Treasurer's Report – Katt Warner**

- \$1618.50 in Emergency Loans
- \$2178.03 Employee Recognition
- \$5968.72 Operating Budget
  - Employee recognition \$644.11. Annual cash transfer for FY22 to fund host accounts from contingency to President approved amounts
  - Employee Recognition pending \$354.84. Awards for Classified EOY finalists and winner.
  - Operating pending \$215.00. For 3 condolence gifts of flowers. \$55.00 each totaling \$165.00 and one gift of flowers for EOY \$50.00.

- **Hospitality Report – Hannah Thomas Gantar**

- No report

- **NSHE Representative Report – Janet Bicker**

4. **New Classified Council Board Members**

5. **Reminder PEBP Benefits**

6. **Symposium Update**

- What do you want to see?

7. **Year of Sustainability Cecilia Vigil**

8. **Anti-bullying Draft Procedures**

9. **Old Business**

10. **New Business**

11. **Announcements**

- If anyone has questions, comments, or concerns for any reason; or if you would like to serve, please reach out, [classifiedcouncil@tmcc.edu](mailto:classifiedcouncil@tmcc.edu)

**Next meeting:** June 15, 2022

**Meeting Adjourned:**