

# MEETING MINUTES – FEBRUARY 16, 2023

**Date:** February 16, 2023

**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

- Tina May, Sarah Gill, Jenny Taufa, Katt Warner, Janet Bicker, Helen Scott

## 2. Approval of January 2023 minutes

- Sarah & Lana approved

## 3. Board Members Report

### • President's Report – Tina May

#### o Planning Council Jan. 23 2023

- Discussion was held on updating what TMCC considers technology. OER was discussed. Summer electrical savings, increased sustainability (look at the cost savings of closing down most of campus on Friday during the summer). Discussion of offering flex schedule to allow Friday's off. Rotating schedule was discussed as well. Still in the planning stages.
- Governors executive order-requiring all staff back to regular operating. Will be sending out email stating the need to apply for remote work that needs to be done through HR.
- Policy review-Cybersecurity training, Second reading. Motioned and approved. To save money on insurance we need to require employee to be trained yearly on Cybersecurity (20 minutes max).
- Promotional campaign for OER courses; Z-degrees. Discussion held on how to get out and promote our OER courses & Z-degree. Suggestion of place the degree on department webpages.
- TMCC Institutional Advisory Council meeting Feb. 9, 2023. Minutes were not approved due to not having quorum. Chair spoke about speaking on behalf of TMCC during the Legislative session. She encourages IAC members to attend some of the legislative sessions. If not, make sure to contact our representatives. The Governor is in support of education & colleges. The committee members need to make sure the legislation stays.
- The President spoke about the state of the dates for spring semester. She spoke on enrollment and gave an update on apprenticeships. She took the time to explain the different types of apprenticeships.
- AVP Elena Bubnova presented on the legislation and how it impacts the college. She will be providing regular email updates to the committee as changes in legislation can be very quick.
- VEX robotics gave a presentation they also spoke of 5-12 level robotics education. They also have a UNR Robotics club that connects students with robotics research.
- Nevada robotics also gave a presentation on hands on teacher training in robots, drones, engineering, and computer sciences.

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

- **EOM past** - January: David Murray (Grounds Supervisor II, Grounds department). Dave was humbled to receive EOM. He and his crew do superb work for TMCC and the award is well deserved.
- **EOM current** - Call for nominations went out yesterday (Feb. 15) to ALLMAILBOXES. Nominations for EOY will be accepted through March 12. All nominations will be reviewed by the EOM/EOY committee and the winner announced April 24 during TMCC's annual awards ceremony.
- **Faculty senate** - The last Faculty senate meeting was held Feb. 10 where Tina May attended in my place due to a scheduling conflict. Acting Chancellor Dale Erquiaga was a guest and reported on the five new regents. He touched on the current legislative session. NSHE will be working together this session and their top priorities are budget restoration to pre-pandemic levels and enrollment recovery. The millennium scholarship was approved to receive additional funding and a study on the funding formula will move forward. COLAS of 8% and 4% are recommended and will go through if Governor Lombardo's recommended budget is approved. Lombardo also recommended a retention bonus for state employees which is anticipated to begin in March. The exact process is still being defined. FS chair reported on the five approved sabbatical requests. The PAIDS committee has drafted a policy regarding salary increases for Professional staff and their equity study is ongoing. The BPLAT committee is working on budget scenarios to address possible cuts and how the college could manage. President Hilgersom's evaluation is nearing and so are the performance surveys for Vice Presidents. IT has a mandated cybersecurity training that will be pushed out to all employees. The training is estimated to take 20 minutes to complete and was implemented to provide the college with reduced insurance costs. Commencement will be held at Lawlor Events Center on Mary 12, and expected to last until 7 p.m. Volunteers are needed. TMCC's Child care center will be available to assist with child care for those who are participating in commencement activities. President Hilgersom shared that enrollment is up a bit and the students are returning to TMCC. Stay tuned for a campus visit from Governor Lombardo. VPAA Alexander discussed concerns with AI generated writing and shared that Packback can be added to Canvas to help identify these types of writing. He encouraged faculty guidelines on AI & cheating. There will be some realignment of programs currently housed with Technical Sciences: BAS in CTE leadership will be moving to Life Sciences, Allied Health, & Public Safety Division; IS classes and Paralegal/Law will be moving to Business & Social Sciences, Criminal Justice will be moving to Life Sciences, Allied Health, & Public safety division; and Computer Information Technology moving to Math & Physical sciences. At the suggestion of FS chair, a forum regarding these changes has been planning, and will be offered through Zoom Friday Feb. 17 from 3:30-4:30 p.m. TMCC's Earth Day celebration will be held April 20 from 9:00 a.m.-1:30 p.m. in the student center. TMCC is the first Bee Campus USA in Reno, NV. NFA President Jim New, discussed NFA's Collective bargaining bill that is currently being considered by legislature and feels it has a good chance to pass. It will establish the right for faculty to collectively bargain at the state level and will helpful in dispute resolution and rights to binding arbitration. NFA hopes to win the support of the regents. The faculty/staff complaint procedure is being reviewed and may potentially receive a revision. Currently, the department chair handles all student complaints regarding Faculty.
  - NFA Governor Lombardo's directive regarding remote work was echoed by the acting Chancellor, adding that many areas are back to pre-pandemic operations and have resumed in-person work. He also provided an update regarding NSHE's strategic master plan.
    - a) There are clear goals and plans and there will be a focus on transparency.
    - b) Mission statement was retained.
    - c) A vision statement was added: "One system: Worlds of opportunities."
    - d) Values were defined as equity, excellence, collaboration, innovation accountability, and inclusion.

- **Standing Committee Update** - CRC updated critical thinking outcomes and will be reviewing internship courses. Recognition & Activities recognized 35 faculty members at the Career Champions breakfast. These faculty were nominated by students. Salary, benefits, and budget shared the several travel requests already have been submitted. All requests are due February 13. SGA has new elected officials. Classified Council gave an update regarding EOM & EOY nominations, reported on the upcoming Easter egg hunt & Symposium plans, and ensured FS knew that Classified Council was still in pursuit of equity with relation to the one-time monetary payments. Their next meeting March 17.
- **Cabinet** - At the Feb. 13 meeting, Erin Frock shared that a Healthy minds survey will go out in April to all faculty, staff, & students. This is a national survey that will aid TMCC in determining the mental health levels of our campus. The last survey was administered in 2018 to only students (450 participated at that time & the data showed that nearly half of the participants experienced anxiety and depression. Our baseline, pre-pandemic was higher than the national averages. It also showed that TMCC offered a hopeful and positive environment to its students. The data received from April's survey will help us better focus & grow mental health at TMCC. Kate Kirkpatrick gave an informative presentation regarding marketing efforts. Data show that applications to the college are up, and in record numbers. Oct. 2022 there were about 1600 applications submitted and about 1800 submitted in Jan. 2023. Data also show that 80% of the population we market to spend quite a bit of time on YouTube, which is not currently a market being utilized by MCO. They will begin marketing this this space. RAC is issuing and responding to all marketing campaign texts and there will be a big push for J2 next year, which is also a count year. We will be seeking quality high school students who are seeking a real college experience. Facilities will begin charging users who charge their electric vehicles here on campus. It used to be a free service until we realized some vehicles from the community were driven up here and parked overnight or over the weekend to charge. It was also noticed that about 14 vehicles primarily using the charging stations (many are staff who remained parked and plugged in after being fully charged). 14,000,000-watt hours were given away in 2022 for free. Starting Feb. 17, a nominal fee will incur. The anticipated fee is .25 per hour for the first four hours, then \$5 every hour thereafter. Academic affairs reports that the Business department has created an accelerated business AA which will begin fall 2024. The FastTrack's webpage has gone live and already seeing traffic. TMCC's catalog is also being updated and planned. One new feature is that the degree/certificate pages will be filterable. Several new skills certificates are being planned in Life Sciences, Allied Health, & Public Safety Division, & will represent CTE. The dental program is expanding their cohorts so more students can enroll & attend classes.

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

- No report

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

- \$1689.50 in Emergency Loans
- \$1418.90 \*Employee Recognition (\$63.50 to update EOY/EOM July-Oct 2022)
- \$6658.92 Operating Budget

- **Hospitality Report – Jenny Taufa**

- No report

- **NSHE Representative Report – Janet Bicker**

- No report

#### 4. **Easter Egg Hunt**

- Date is Sat April 8 2023
- Volunteers
- Donations

5. **Symposium Planning**
  - Survey
6. **One-time payment update**
  - President will be meeting with the Chancellor, it looks like TMCC will be the first institution to roll this out.
  - Other NSHE college Presidents are on board
7. **Upcoming elections**
  - Step up and be a part of the Classified Council
8. **Department/Program Restructuring**
  - VPAA
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: March 16, 2023**

**Meeting Adjourned: 1:55 p.m.**