

MEETING MINUTES – MARCH 16, 2023

Date: March 16, 2023

Time: 1 p.m.

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

Meeting ID: 944 9151 1915 **Passcode:** 625226

1. **Roll Call**

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

2. **Approval of February Minutes**

- Laura Meacham approves, Sarah Gill seconds

3. **Board Members Report**

- **President's Report – Tina May**

- **Planning Council Feb. 27, 2023** - College & Career Readiness camp for N. NV students-will be working with blind or visually impair students and will be held from July through August
- **Summer Energy savings** will be occurring from May 15, 2023 through July 24, 2023. Due to increased energy costs, the college is looking to close some campus locations to reduce energy costs. A discussion was held on whether this would be feasible or not. Planning Council members will be reaching out to different areas to see what locations need to stay open and how to modify services. The Planning Council voted to move forward with early closures. Employees are encouraged to work with their supervisors to determine a schedule that best meets the needs of the department, provides flexibility, and encourages additional vacation options.
- **Budget Committee** - Rap requests have been funded.
- **Diversity Committee** - Unity celebration May 2, 2023, Earth Day April 20, working with A&R to make a name change easier for students.
- **Enrollment management committee** - Applications are up, steps to enroll have been updated, and secret shopper has been completed and will utilize data to improve experience.
- **New business** - President will be attending the White House think tank on Workforce Training & Renewable Energy.
- **Planning Council March 13, 2023**
- **Strategic Master plan** review and key performance indicators were discussed on how different departments are addressing and improving KPI's.
- **Remote work policy** was discussed, they reminded supervisors about the policy and encouraged supervisors to utilize it. Tina did let them know there have been some issues regarding the non-use of the policy. Snow days and closure were brought up, but no clear resolution was decided. The President encouraged that if classified employees are having issues with their direct supervisor, they should move the issue up the management chain. I did not that there could be some hesitance regarding this.
- **Summer energy savings** was discussed and Meadowood will be the only campus to stay open for the full day on Fridays. This is due to some specialized programs that run of Fridays. Dandini, HTC, & Edison will be closing at noon.
- **Art Festival** was discussed and will be running for two weeks April 10 through the 26. Dr. Russell encourages staff to check out the art exhibit at the airport, which will be running through the April 26.

- **Diversity Committee** - Earth Day April 20, 2023, there will be a ribbon cutting at Dandini garden for the Bee Campus USA. During the vent goats will be on campus to control weeds & fire control. If you have Patagonia clothing, vendor will be there to fix items needing repair for free.
- **Health & Wellness Committee** - Fun run and tough mudder events are being planned, obstacles are being discussed for the event.
- **Technology Committee** - The value statements were discussed and the removal of VCRs in classrooms are being planned for the summer, and DVDS are being looked at as well. They will be reaching out to see how often they are being used.
- **Foundation Board Meeting March 15, 2023** - Presentation on EPIC given by Cynthia Pierrott. The board was really interested in how EPIC coordinates with businesses within the community.
- **Mike Hix with Meadows Bank** discussed the failure of Silicon Valley Bank and how that transpired. He discussed Meadows Bank and their investment and that they are not centralized in one industry. Their business matrix is conservative. The Board discussed moving funds from Charles Schwab to Gabelli. They decided to have their finance committee meet next week to discuss and the board will meet the week after to vote on whether to move funds or not.
- **Vice President's Report – Sarah Gill**
 - **EOM Past** - February Veronica Madera-Camacho (Accounting Technician Accounting Services).
 - **EOM Current** - call for nominations are out and close March 30.
 - **2022-2023 EOY** - The deadline to nominate was March 12. Five superb nominations were received and they currently are being reviewed and scored by the employee of the year committee. The winner will be announced April 24 during TMCC's annual awards ceremony.
 - **Faculty Senate** - Faculty Senate's next meeting will be held tomorrow, March 17. I will provide an update from their March meeting in addition to their April meeting during next month's open meeting.
 - **Cabinet** - The next Cabinet meeting will be held this coming Monday, March 20. I will provide an update from the March and April at our open meeting next month.
- **Secretary's Report – Helen Scott**
 - No report
- **Treasurer's Report – Katt Warner**
 - \$1698.50 in Emergency Loans
 - \$1346.90 Employee Recognition
 - \$6658.92 Operating Budget
 - Condolence gift
- **Hospitality Report – Jen Friend**
 - 1 birthday card and condolence flowers
- **NSHE Representative Report – Janet Bicker**
 - Trying to establish grant in aid for all classified at all institutions across Nevada.

4. **Easter Egg Hunt**

- Date is Sat April 8, 2023
- Volunteers-Nevada Promise Students can volunteer for their hours.
- Donations

5. **Symposium Planning Updates (July 24–27, 2023)**

- Wine & painting
- Keynote speakers
- Girls on guard training session
- Line dancing

6. **One-Time Payment Update (President Hilgersom) 1:30 p.m.**

7. **Work From Home Policy**

- Email from Tina: The President has asked each L-team member to ensure that all remote work arrangements in their areas are formally approved by HR. Whether it is under ADA or not, please ensure that any staff employee in your division who works remotely follow the established process. Nicole has shared the policy below. Without an approved agreement on file, staff are expected to work in person. Naturally, teaching faculty arrangements may vary, but without formal remote work agreement, they must be present for things that are required by contract. We currently offer temporary remote work (30 or fewer days), Hybrid remote work, and full remote work.
- <https://www.tmcc.edu/human/resources/policies-and-procedures/remote-work-policy>

8. **Old business**

9. **New business**

- Restoration of additional pay for bilingual Classified staff.
- ASCME reps on campus March 15, 2023.

10. **Announcements**

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

Next Meeting: April 20, 2023