

# MEETING MINUTES – APRIL 27, 2023

**Date:** April 27, 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, Helen Scott, Janet Bicker, Jenny Taufa (absent)

2. **Approval of March 2023 minutes**

- Sarah approved, Hallie seconded

3. **Board Members Report**

- **President's Report – Tina May**

- o BPLAT Meeting

- Submitted its recommendations to the L-team.
- For a possible 10% reduction scenario, the BPLAT committee recommended that 1.5 from Contingency fund, and the 1.5 million from the Institutional Support Fund cover shortfall.
- The remaining shortfall would be made up through salary savings of vacant positions (estimate of 6 positions for about \$500,000).
- With the 0% reduction scenario, the salary equity adjustments, COLA, Merit, and salary advancement costs recommended prioritizing funds from the Institutional Support fund.

- o Planning Council

- Went over key performance indicators on strategic master plan summer energy savings approved by the Planning Council. HR developing a work schedule agreement for variable work hours. Staff should work with their supervisors regarding schedules

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

- o EOM past

- March: Rachel Blackburn (AIII, Academic Advising).

- o EOM current

- The nomination window for April has closed and will be going to the committee tomorrow for voting.

- o 2022-2023 EOY

- Tina May (AIII, Biology Department) and our very own Classified Council President was selected as this year's Employee of the Year and celebrated this past Monday during the annual Awards & Recognition Ceremony. Kudos to Tina!

- o Faculty Senate

- Faculty senate has had two meetings since our last meeting.

- March 17, 2023 meeting

- a. Dr. Hilgersom recognized the seven newly tenured faculty and congratulated them. Faculty travel will be reviewed and hopefully the amount per faculty will be increased, but will need to wait until the legislative session wraps up to find out what our final budget will be. The summer energy savings model was discussed again, but no final resolution has been decided upon.

- b. Retention bonuses for state employees and whether or not professional staff would be included. Faculty Senate chair Amy Cavanaugh mentioned that Planning Council has been reviewing and discussing the Strategic Master Plan and Key Performance indicators. The college received the official letter from MWCCU regarding out latest accreditation visit affirming re-accreditation. The budget committee has been working on RAP requests. Various events and professional development opportunities were discussed. Chair Cavanaugh shared that the enrollment committee has reported that applications are up 40%, but still below pre-pandemic levels. During the Board of Regents quarterly meeting acting Chancellor Erquiaga shared that he will work with the council of Presidents to between align remote work policies with the Governors expectations. There will also be a review for community college Presidents salary schedule. Nevada State College has changed its name to Nevada State University. There will also be a policy update to BOR handbook to define when there is an absence in the Chancellor position (acting Chancellor Erquiaga will be retiring July 1), do they want an acting or interim Chancellor? Supervisor evaluations are forthcoming this fall, which will include President, VP, and some Deans (some were evaluated last year). The date cycles are being restructured to align with the Administrative Faculty evaluation timelines and processes. The VPFG search is ongoing and should conclude in April and the Dean of Tech Sciences and Associate Dean of Library are in their final stages. The Dietetic Tech AAS has been revised and will now be a certificate. There has been great involvement in the OER project this semester, with 38 faculty participating. Classified Council reported on the EOM awards, collective bargaining efforts, and provided an update on the one-time payment.
- April 14, 2023 meeting
    - a. Chair Cavanaugh reported that three posthumous degrees will be awarded at commencement this year-one of which is Ryan Watson, flight medic involved in the recent Guardian flight crash. The mace is in its final stages of design and looks amazing. The academic support center will receive a new name: The part-time faculty support center. Lost & found flier posting approvals will now be handled by the library staff. Programs such as Grammarly and TikTok are no longer being supported by NSHE as they collect data. The college markets on TikTok, and so will have some concern there as they wish to stay in this space as many of our students use TikTok. Stay tuned for more details as they come forth. Professional employees will have an equity study completed in May. Retention bonuses have been revisited in the Legislature and these employees will again be eligible as long as the salaries are \$120,000 or less. Chair Cavanaugh shared upcoming events such as Earth day and Artfest. Chair elect Bullis reported on FS committee elections. Past Chair Irintcheva shared that committee has completed the review of candidates for VPFG and has passed along the finalists-forums are forthcoming and will be scheduled for late April. President Hilgersom shared that the college is planning to apply for a Title V grant which aligns with HIS institutions. It will enhance wrap around services offered by TMCC. The construction at the HSC is progressing quickly. \$4 million in funds were raised and then the college received a \$2 million grant. The overall cost of the project is projected to be roughly \$1 million less than anticipated and so those residual funds will be used for upgrades. Classified Council reported on EOM awards, EOY status, the Easter egg hunt, and our Symposium planning, and elections efforts.
  - o Cabinet
    - Cabinet held two meetings since the last open meeting of March 20, 2023.
      - a. March 20, 2023

- i. The summer energy savings pilot expected to run May 15-July 28 was discussed and will receive the final vote at Planning Council on April 17<sup>th</sup>.
  - ii. Comp time has been opened up and any time must be pre-approved by a supervisor. The Strategic master Plan and KPIs will begin review at the next Planning Council meeting.
  - iii. An update to Commencement was provided. VIP speeches will be reduced so that more students can speak. TMCC Alumni of the Year is returning. Three posthumous degrees will be awarded.
  - iv. Pronouns and preferred names will be incorporated into PeopleSoft and class rosters from the admissions application. Fall is the next snapshot for enrollments and the college is currently up 4%.
  - v. Samantha Bellwood has been hired as the new scholarship manager.
  - vi. The VPFG search has been extended to April. The committee wanted to interview at least three candidates and so with one withdrawing, more time was allotted for the search firm to find additional candidates.
  - vii. A variety of upcoming events was shared: Earth day, and Bee Pollinator Garden ribbon cutting event planned for April 20, Unity Graduation will be held May 2.
  - viii. April a SAMSA survey will go to all faculty, staff, and students regarding mental health.
- b. April 10, 2023
- i. Another Commencement update was provided. The ceremony will be student focused and the Regents' speeches will be pre-recorded. Gratitude stoles will return. Students can purchase these in advance from the bookstore, wear during the ceremony, and gift them to a faculty or staff member of their choice who have helped them during their time on campus. Three posthumous degrees will be awarded, one of which is Ryan Watson, flight medic who perished in the recent Guardian Flight crash. Students will sing the national anthem. The graduation mace has been completed by Kelly Oswald and looks great. It will be unveiled to the Leadership Team on April 11. The Unit graduations (a multi-cultural celebration) is planned for May 2 and there are 30 RSVPs already. TMCC will be applying for a Title V grant related to Hispanic Serving Institutions; a grant writer will be contracted out. There has not been a fire drill in some time, so expect one in the near future. 20 additional EV charging stations from NV Energy will be installed. They cannot be split up and must all go on one campus. Edison has been set up with the hy-flex classroom. The Business & Social Sciences division will be offering an accelerated Business AA degree. Classes will be 5 weeks in length. Students can take one class at a time and complete in the normal two year timeframe or take two classes at a time and complete in one year. ABE's ELL program has increased their enrollment and finally bouncing back from Covid. The Nursing program has been busy in the Legislature, advocating their positions. Several bills are circulating regarding the nursing professional and one specifically is calling for an increase to patient-nurse ratio.
  - ii. TMCC is advocating for 80% funding of COLAS rather than the 65% COLAS are currently funded at. Without the 80% funding, the college may need to leave unstaffed positions vacant for a bit longer.
  - iii. MCO received a top honor award for organization marketing related to Dr. Jill Biden's visit

- iv. Zoom will now have the capability to display pronouns should the user enable the option. If you need help doing so, please reach out to IT.
- v. Grammarly and TikTok have been added to NSHE's blacklisted programs and should not be used on any state of Nevada device as these programs capture and store data on a separate server. TMCC heavily uses TikTok for marketing purposes and connecting with students as that is the social media space they most frequent. IT will stay on top of changes and continue to relay updates through the college.
- vi. Several faculty and staff have signed up to become a mental health first aid trainer. If you missed the opportunity to participate this summer, another session will be offered this fall.
- vii. Graduates needing assistance with robe rentals can work with SGA and the bookstore.
- viii. Digital tenure binders are forthcoming. The policies and procedures are coming to Faculty Senate for review and approval.
- ix. President Hilgersom has augmented Faculty Senate travel budgets as several requests were received and the Senate budget could not accommodate all.
- x. The 2023-2024 catalog is live and has been revamped with proved integration with the College webpage. There are sort/filter options, programs are tiled, and there are less clicks to get you to where you want to be. Web College has on boarded a new instructional designer, Elyssia Fraga, and the Associate Dean of Library search is nearing its final stages.
- xi. The 2024-2025 FAFSA application will be delayed and will open in December or January, rather than the normal Oct. 1 opening, as there is a major overhaul coming to the application. Currently there are over 100 questions a student must answer and so Department of Education seeks to reduce and simplify the application.

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

- No report

- **Treasurer's Report –**

- \$1698.50 in Emergency Loans
- \$1346.90 Employee Recognition
- \$6658.92 Operating Budget

- **Hospitality Report – Jen Friend**

- 3 cards

- **NSHE Representative Report – Janet Bicker**

4. **Easter Egg Hunt-Update**

- Great success-thank you all for your support

5. **Symposium Planning Update**

- Suggestions
- CPR training-hands only
- Karate by Anna Shield-EPIC
- PJ day

6. **Old Business**

7. **New Business**

- Restoration of additional pay for bilingual classified staff

8. **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:** May 18, 2023

**Meeting Adjourned:** 1:53 p.m.