



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

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# MEETING MINUTES MAY 15, 2020

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10:30 - 12 p.m. via BlueJeans Conferencing

**Meeting called to order:** 10:30 a.m.

**In Attendance:** Diane Nicolet (Chair), Johanna Bell, Natalie Brown, Lauren Gatto, Marcie Iannacchione, Thomas Kearns, Kate Kirkpatrick (proxy for Sidney Sullivan), Miguel Martinez, Heather Maye, Ashlyn Moreno, Jennifer Pierce, Brandy Scarnati, Nicole Scollard, Nicole Shimabuku, Kim Studebaker, Tedi Taylor, Nancy Thiele, Jose Torres Jasso

**Guests:** YeVonne Allen, Cathy Brewster, Ben Davis, Leslie Jia, Donna Kamen, Jenny Krupka, Valerie Llanos

## Welcome, Quorum, Note Taker, & New Chair Introduction

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There were 18 of 25 members present. Today's note taker is Ashlyn Moreno who will also be the Administrative Faculty Committee Chair for AY 20-21.

## April 17, 2020 Minutes

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The April 17, 2020 Minutes were approved unanimously.

## Info Sharing

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**Faculty Senate May 1, 2020 Meeting:** The committee was updated on the teams and committees that have been established at TMCC and NSHE for managing the COVID-19 crisis.

Ben Davis shared in today's Administrative Faculty Committee (AFC) meeting that he is available for support and suggestions because coming together as a team is going to make these efforts successful. It was also recommended that everyone begin having discussions with their units about where they can compromise and what their non-negotiables are as everyone is going to be faced with difficult decisions considering the deficits we are facing at the county and state level.

**AFC Member Participation in other senate committees:** This was not addressed during the meeting.

**Option to work from home – Professional Standards:** This was not addressed during the meeting.

## Ad Hoc Committees

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**Administrative On-Boarding – HR:** The first rollout was completed, but not a lot of feedback was received. This will be tested again with new hires once the hiring freeze ends.

**Summer Synergy Summit (SSS):** The SSS committee has decided to postpone the event until a later date, once we are able to meet in person again. The SSS committee will be considering what else we can do to have an opportunity to interact, for example, maybe something like a “Social Distancing Social” on the soccer field. The AFC group shared that they liked that idea.

## Reopen Phase-In Discussion

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YeVonne Allen thanked everyone for their input on the questionnaire that she made available, and found that there are a lot of concerns about planning, cleaning, and testing needed for phase-in. The discussion shifted to how we are going to keep employees engaged while and if we continue to work from home. There was a suggestion to create a contact list for committee members to reach out to by phone, but there wasn't a lot of feedback on how to implement that idea. Though sharing positive feedback across campus was encouraged.

## Professional Advancement

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This was not addressed during the meeting.

## Administrative Faculty Furloughs – Kim Studebaker and Nicole Scollard

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The committee had questions related to whether furloughs had to be day-long or if they could be broken down into half-days or hours. Nicole Scollard & Kim Studebaker shared that leave is already set at half-day and full day and it may mirror that. Though there could be some issues with half days due to fair labor standards, because deducting pay is different than leave, so the attorneys will have to make that call. It was noted that last time there were furloughs, grouping days together was an option – for example, taking days in the week between Christmas and New Years. It's not clear yet if that will be an option this time. The departments will be responsible for managing employees furlough schedule. A supervisor tracking form was suggested, as some departments have multiple supervisors and it would be beneficial for their coordination.

Kim & Nicole also shared that the percent of furlough will be deducted each month from the paycheck as unpaid leave. Because the base salary will stay the same, retirement and paid time off will not be impacted. There are still questions about how grant-funded employees will be handled.

In reviewing Professional Standards' “Covid.Furlough.Options.2020-2022” document, the committee decided they preferred to develop a separate document that could be attached to Professional Standards' document and

requested to remove the language referring to Administrative Faculty while they develop their own recommendations. The committee would like to wait for NSHE's guidelines before deciding on what to incorporate in their recommendations. An ad-hoc committee was established for this task, which Ashlyn Moreno will organize and will include Johanna Bell, Thomas Kearns, and Miguel Martinez, with Nicole Scollard available for questions.

### Future AFC Meeting Schedule

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It was decided that the AFC will keep the same schedule as last year, meeting at 10:30-12:00 on the third Friday of the month during September – December and February – May. An additional meeting will be held this year on Friday, June 19<sup>th</sup>, from 10:30-12:00 to further discuss the Administrative Faculty furlough recommendations.

### Other

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Thomas Kearns requested to add an item to future agendas for accessibility training for Administrative Faculty.

**Adjourn:** 12 p.m.

**Next Meeting:** Friday June 19 at 10:30 a.m. via BlueJeans