



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

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# MEETING MINUTES SEPTEMBER 18, 2020

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10:30 – 12:00, Virtual Meeting - Zoom

**Meeting Called to order:** 10:32 a.m.

**In attendance:** Ashlyn Moreno (chair), Johanna Bell, Lauren Gatto, Marcie Iannacchione, Thomas Kearns, Kate Kirkpatrick, Archana Kumar, Miguel Martinez, Staci Miller, Jennifer Pierce, Micaela Rubalcava, Jack Sato, Nicole Scollard, Nicole Shimabuku, Sidney Sullivan, Nancy Thiele, Jose Torres-Jasso.

**Guests:** Jimmy Roque

## House-Keeping

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Ashlyn Moreno called the meeting to order at 10:32 a.m. and a quorum was established with 16 out of 21 members present.

Note Taker: Thomas Kearns, via GoogleMeet transcribing the meeting's discussion.

Committee Membership: It was noted that members would be removed from the committee if they miss two consecutive meetings without assigning a proxy. There was a question as to whether the two absences had to be consecutive or not.

Action Item: Ashlyn will revisit the Faculty Senate By-Laws and provide the committee with that information in a follow-up email.

## Approval of 6/19/2020 Meeting Minutes

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Motion to Approve: Johanna Bell

Second: Stacy Miller

Motion approved

## Administrative Faculty Furlough Recommendations

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AFC Furlough Recommendations were presented to Faculty Senate at September 4th meeting and it passed. There were a few questions about whether the tiered furloughs would apply to Vice Presidents and it was shared that it would, being that all employees are being furloughed. The president will now review the motion, and Ashlyn will share any feedback provided with Dr. Hilgersom's response.

## Prioritization of Projects for this Academic Year

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**Pay Increase for Increased Degree Attainment:** This was a high priority item for the committee last year, when we attempted to get this into the NFA Contract during negotiations. It wasn't included because the addition was late in the process and Executive Administration had questions about implementation.

Because the process can take a long time, the committee would like to move forward in developing the policy with an acknowledgment that it wouldn't be implemented during the time of the budget cuts. The NFA would be a good resource in how to approach this at this time.

Action Items: Ashlyn Moreno is going to review everything we previously worked on, including information gathered about how many Administrative Faculty are currently enrolled in degree programs, and provide an update at our next meeting.

**Scope of Work:** The need to protect or acknowledge Admin. Faculty when positions increase significantly in workload or complexity was identified as a high-priority item last year. Additional assignments and desk-audits were considered. This topic also has budget implications, and likely covers more Admin. Faculty than pay increases for increased degree attainment. This is an HR issue and needs to come from HR and there is so much to it. Further development of the process is important and looking at other institutions to see what they've developed would be helpful.

Action Steps: An ad-hoc committee was established to work on this and Marcie Iannacchione, Thomas Kearns, Staci Miller, Nicole Scollard, and Jose Torres-Jasso have volunteered to participate. Ashlyn Moreno will also invite absent committee members to participate.

**Annual Evaluations:** A consistent, uniform evaluation process and forms is needed. Those who complete the evaluations should help develop them. One issue is that the self-evaluation does not match what's in the actual evaluation and addressing that is important. Changes in positions can happen so often and impacts what's being evaluated and that needs to be included as well. This can tie into the scope of work discussion. It would be valuable to hear from Professional Standards Committee about the work they've done.

Action Items: The Scope of Work ad-hoc committee will begin work on this topic and bring next steps to the full committee at our next meeting. Lauren Gatto and Jennifer Pierce will meet with Melanie Purdy before our next meeting to get some background on their work.

## Professional Development Days

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**Summer Professional Development Days:** Last year's event was postponed. Johanna Bell will now lead in planning the event and she would like to put on the event that we previously planned since so much work was done. The question now is when to hold the rescheduled even. Maybe we could hold a social event in the spring if restrictions are lifted? We will check in at our next meeting about next steps.

**January workshop:** Do we want to build on the event we held in January 2020? It would be helpful to know the deadline for proposals, though we are unsure who to ask about this. We will revisit at our next meeting.

**Accessibility Training for Administrative Faculty:** Thomas Kearns has requested the committee to help his efforts to increase accessibility training at the college. The committee provided feedback on shorter 10-minute training sessions and there was a suggestion to make it mandatory, much like the sexual-harassment training. A how-to video was also suggested, because having on-going access to the videos may be a useful reference for employees. It was mentioned that, since workshops have been offered virtually, they have been well attended. That may be another option to explore.

Action Steps: Thomas Kearns will send Administrative Faculty Committee members the training though the listserv and members will complete the training and provide Thomas with feedback.

**Monthly Administrative Faculty Email:** Last year, this idea was presented as an effort to share positive news and keep employees engaged. There wasn't time to discuss this any further.

**Participation in other Faculty Senate Committees:** Ashlyn Moreno will survey committee members to see what other committees they are on. We will address any holes at our next meeting.

**NEW Experience:** Most of this work was completed last year, and the program was piloted in Spring 2020. It will continue to be tested with new Administrative Faculty hires though with the hiring freeze there will be less opportunities to do so. Major developments will be shared moving forward.

## New Business

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Upcoming F.R.E.E (Faculty for Radical Enlightenment and Empowerment) event: The Dandini plaza is going to be transformed into a student led chalk-mural. They need to fill 72 slots, anyone from the TMCC Community can sign up for a square. It will be physically distanced and participants will get a beautiful mask. The theme is Brave New World and when it's complete a dance will be performed around it. A time-lapse video will record the project. Sign up with Araceli Cuevas (acuevas@tmcc.edu) for a one-hour spot, between 8 am – 6 pm on October 12th-17th.

## Old Business

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Shared Governance: There wasn't enough time to provide an update on this.

**Adjournment:** 12:03