

# FACULTY SENATE MEETING MINUTES

**October 23, 2015**

Faculty Senate Chair: <b>John Adlish</b>	Faculty Senate Chair-Elect: <b>Cheryl Cardoza</b>	Executive Committee member, Curriculum, Assessment & Programs Committee Chair: <b>Melanie Purdy</b>
Executive Committee member, Salary, Benefits and Budgetary Concerns Committee Chair: <b>Steve Bale</b>	Executive Committee member, Professional Standards Interim Committee Chair: <b>Eddie Burke</b>	Executive Committee member, Student Learning Outcomes & Assessment Committee Chair: <b>Brian Ruf</b>
Library Committee Chair: <b>Corina Weidinger</b>	Part-Time Faculty Issues Committee Chair: <b>John Frederick</b>	Recognition & Activities Committee Chair: <b>Olga Katkova</b>
Senators for Allied Health: <b>Julie Muhle</b> <b>Patti Sanford</b>	Senators for Technical Sciences: <b>Clifford Bartl</b> <b>Mike Schulz</b>	Senators At-Large: <b>Erin Frock</b> <b>Tommie Guy</b> <b>Jay Jorgenson</b> <b>Brandy Scarnati</b>
Senators for Biology: <b>Jim Collier</b> <b>Dan Williams</b>	Senators for Business Division: <b>Robert Kirchman</b>	Senators for Computer Technology: <b>Steve Bale</b> <b>Cathy House</b>
Senators for English: <b>Julie Armbrecht</b> <b>Eric Neuenfeldt</b>	Senators for Humanities: <b>Tom Cardoza</b> <b>Wade Hampton</b>	Senators for Math: <b>Blisin Hestiyas</b> <b>Lars Jensen</b>
Senator for Physical Sciences: <b>Matt Leathen</b> <b>Dave Boden</b>	Senator for History, Political Science & Law: <b>Paul Davis</b>	Senators for Social Sciences: <b>Haley Orthel-Clark</b> <b>Micaela Rubalcava</b>
Senator for Visual and Performing Arts: <b>Dan Bouweraerts</b> <b>Candace Garlock</b>		

**Absent:** David Boden (his proxy was Matt Leathen)

**Guests:** Natalie Brown, Dr. Buchanan, Lisa Buehler, Kyle Dalpe, Melissa Deadmond, Julia Hammett, Mike Holmes, Michelle Montoya, James Phillips, Spencer Schultz, Grace Tout, Sharon Wurm,

The meeting was called to order at 12:31 p.m.

Please sign the attendance roster (Exhibit A).

## Approval of Meeting Minutes from September 25, 2015 (Exhibit B)

**Motion:** To approve the Faculty Senate meeting minutes from September 25, 2015 as submitted.

**Movant:** Senator Bouweraerts

**Second:** Senator Davis

**Vote:** Passed unanimously

## Consent Agenda (Exhibit C)

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**Motion:** To approve the Faculty Senate Consent Agenda with the following changes:

Senator Purdy: CAD Technician Skills Certificate off New Courses in the MCO & SCM 352 - Operations Management off New Courses.

Chair Burke: The Professional Standards Membership changes are incorrect.

Chair Adlish: Under Professional Standards we are adding Andy Hughes and removing Lewis Lawson and Karen Cannon. Under Salary, Benefits and Budgetary Concerns, we are adding Anna Douglas and removing Phil Smilanick.

**Movant:** Senator Bale

**Second:** Senator Hampton

**Vote:** Passed unanimously

## Chair Report – John Adlish

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### Major Topics:

- Shortened Tenure for Administrators
- Reassignment of Administrative faculty
- Police consolidation – discussion with SGA
- Acting/Permanent President
- Possible Search for President
- New head of PEBP – Damon Haycock. Typically as they change Director's, typically there are some policy changes.
- Chancellor's compensation workgroup – System wide working on compensation. There is no longer a Salary Schedule, so there is now way to increase your base pay.
- Release Time
- New Positions

### Shortened Tenure for Administrators:

- Senate Chairs' recommendations
- 90 days for first year; system proposal is 30.
- 180 Days after 3 or more years of service
- Comparison schools
- Process should be used to remove people, Board of Regents chapter 6 covers this.

## Police Consolidation:

This will be on the Board of Regents meeting in December. My stance on this is that if the System office and the Chancellor want this consolidation. They should be the ones writing the plan and then give this information for us to see and review.

Issues:

- Staffing:
  - I want a guarantee that we will continue to have the staffing we have now.
- Reporting lines:
  - If there are problems or you want to file a complaint, who would you file it with?
  - This is a real concern.
- Equipment: This information comes directly from our Police Officers. This has not been brought forth. Each police department has different equipment. These are part of the concern.
  - Software for reporting.
  - Computers
  - Vehicles
  - SOP's
  - Badges: Our Police Officers have badges that are UNR Badges not TMCC.
- SGA survey –Separate Survey done separately from the Faculty Senate.

## SGA Spencer Schultz: Resolution Regarding Police Consolidation

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I am having issues with wording the question for our Survey. I have been able to sit in meetings. I would need to sit down with students for at least 10-15 minutes to get them to understand the scope and scale of the issue.

- We will be keeping our Police Services for the first 6 -12 months. Then it will go for review by the Chief of UNR.
- Are we going to be losing some of the things? Is this a possibility?
- There are so many "what ifs."
- There isn't a solid plan that we have seen.

These are some of the issues I am having with this. There is no set in stone, this is the factual basis, and this is how much we're saving. This is why I am trying to figure out a way to word this survey to the students. I don't want to go out and say that we are losing police services because that may not be true. I don't want to say we are going to gain services because again that may not be true. Either way I am looking at this unless I can sit down with the students and actually speak to them on a one on one basis, I am going to continue to have an issue in trying to phrase this question.

Yes, we are still going to do the survey and get as much student response as we can but, from my standpoint I am reaching a really difficult point. The faculty is obviously more involved. They were able to participate in the All Discussions. You have access to all of these documents. The students do not.

I have spoken with our Police Officers. I went and asked the people who are actually involved. Some of them are open to this. Some are actually encouraging this. The idea is a good one. The execution of the idea is a problem. Until the Chancellor can come up with more concrete factual basis that were are not going to lose police services. How this will save money. Then we can move forward. As it stands right now, the SGA have taken an official stance as being unsupportive of this consolidation pending further information.

**Chair Adlish:** Thank you Spencer. I think you are right in line with the Faculty Senate in wanting those questions answered.

If the senate would like to create a resolution stating that we do or don't support this consolidation, I would like to entertain this at the next Faculty Senate Meeting. At this point we don't have enough information. I am trying to get this.

TMCC Officers are already patrolling the Stead property for UNR. They have already been taken away from here now that they have to do additional patrolling out at Stead.

## Chair Report – John Adlish (continued)

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### **Acting/Permanent President:**

- When I created this document the Board of Regent had not met. I was unsure how long their meeting was going to take.
- Our acting President is Kyle Dalpe.
- The Chancellor did not email and did not tell me that he had selected Kyle. I wrote the Chancellor back letting him know that this was a breach of protocol. That he should have informed the Campus first. I found out about it by digging through the documents for the Board Agenda that day and then the Reno Gazette Journal found out about it before we had. I told him he had an obligation to at least notify the Faculty Leadership on Campus.
- I will say this for the next 21 months. Faculty Members are the largest constituents among any college campus.

### **Possible Search for President:**

- This information was taken directly from the Chancellor's Report to the Board of Regents. I think that he did use our survey.
- "My first recommendation is easy and obvious. I recommend that the Board proceed with a national search, and do so as quickly as possible. This is the overwhelming desire of TMCC. There is also a concern at the college that the Board might appoint an acting president and then move that person to interim status. I do not know where these fears come from, but I can say that definitely that I could not make the recommendation in light of what I heard. I think it would be helpful to the college if the Board affirmed that the acting president would not be eligible to be considered for the permanent or converted to an interim position."

## Appointed Acting President - Kyle Dalpe

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- At the Board meeting they did reiterate in the motion that the Acting President could not apply for President. It was approved.
- They also approved the Chancellor's report.
- They did not talk as much about the search as I thought they would. As more details come out on this I am happy to share. I have asked Kate in my office to help prod the System a little bit to keep the information flowing so it's not last minute or some people know and some don't.
- I appreciate all of who have sent me notes. Some of you are counting the days before I start and some of you are probably counting the days before I leave.

### **Police Services**

There was a document sent out about we want and need Police Services for same level.

Addressing:

- Car mileage
- Storage facility – Longley
- Should be addressing how to keep this Campus safe?
- Just because we have 0 in all of our crime columns, that not because we don't need officers.
- Today there was another shooting on a Campus.

## Search for President

- As we receive information we will send it forward.
- My understanding is it will be a national search.
- I appreciate all that this group has done and what John has done with the survey. This made it clear. An Acting President, a national search and beginning the search right away.

**Chair Adlish:** Thank you Kyle.

## Chair Report – John Adlish (continued)

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### Upcoming Hires:

- Liberal Arts Positions
  - Dean, Division of Liberal Arts
  - English Instructor – multiple positions
  - Humanities Instructor
  - Anthropology Instructor
- Sciences Positions
  - Math Instructor – multiple positions
  - Nursing Instructor - multiple positions
  - Biology Instructor
  - Computer Technologies Instructor Science
- Business Positions
  - Economic Instructor
  - Marketing Instructor

## Chair-Elect Report – Cheryl Cardoza

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### TMCC Bylaw Change

I put forward the Policy that we passed at the last Faculty Senate Meeting. It came back to the Executive Committee asking for a change because of a legal ruling. We decided that the NSHE Bylaws accepted it so we just sighted the code. The only change to the policy as it went forward was the citation of the code to prove that we were right. We are working with the President to get this forwarded to the Chancellor for signature.

## Faculty Senate Bylaw Changes Defining Committee Composition (Exhibit D)

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These changes were presented at the last Faculty Senate meeting for a first reading.

Must be a 2/3 majority vote to pass.

Additions are in bold and information to be removed from Bylaws has been crossed out.

**Motion:** To approve the Faculty Senate Bylaw Defining Committee Composition.

9.8 Senate Committee on Curriculum, Assessment and Programs.

9.8.2 Composition:

9.8.2.1 Faculty representation should come from a broad spectrum of disciplines on campus. ~~In addition to departmental membership representation,~~ the committee should include representation **Ex officio** members from the Academic Affairs Office, Student Services, Counseling, Advising, Admissions and Records, Financial Services, System Liaison/Articulation Officer, Deans, and others **shall serve the committee** as needed.

9.9 Senate Committee on Salary, Benefits, and Budgetary Concerns.

9.9.2 Composition:

9.9.2.1 Faculty representation should come from a broad spectrum of disciplines on campus. ~~The Salary, Benefits and Budgetary Concerns Committee welcomes as voting members, representatives from each area of the college such as Business, Arts and Science, Public Service, Health Science, Social Sciences and Technical Sciences.~~ Representatives from Administration, Student Government, and Classified Staff are also welcome to come and participate in discussions but **shall** have no vote. Ex-officio members should include the TMCC Human Resources Director and the TMCC Budget Officer or their designees.

9.10 Senate Committee on Professional Standards.

9.10.2 Composition:

9.10.2. 1 ~~Faculty representatives from each department.~~ **Faculty representation should come from a broad spectrum of disciplines on campus. Representatives from Administration, Student Government, and Classified Staff are welcome to participate in discussions but shall have no vote. Ex-officio members should include the representatives from Academic Affairs or their designees.**

9.11 Senate Committee on Library.

9.11.2 Composition:

9.11.2.1 ~~Faculty representing each department if possible.~~ **Faculty representation should come from a broad spectrum of disciplines on campus. Representatives from Administration, Student Government, and Classified Staff are welcome to participate in discussions but shall have no vote.** Ex-officio members should include the director of the Elizabeth Sturm Library.

9.12 Senate Committee on Part-time Faculty Issues

9.12.2 Composition:

9.12.2.1 ~~Faculty representatives from each department.~~ **Faculty representation should come from a broad spectrum of disciplines on campus, particularly from the part- time faculty ranks. Representatives from Administration, Student Government, and Classified Staff are also welcome to come and participate in discussions but shall have no vote.**

9.13 Senate Committee on Recognition and Activities.

9.13.2 Composition:

9.13.2.1 ~~Faculty representatives from each department.~~ **Faculty representation should come from a broad spectrum of disciplines on campus. Representatives from Administration Student Government, and Classified Staff are also welcome to come and participate in discussions but shall have no vote. Ex-officio members should include representatives from the TMCC Foundation.**

## 9.14 Senate Committee on Student Learning Outcomes and Assessment

### 9.14.2 Composition:

9.14.2.1 Faculty representation should come from a broad spectrum of disciplines on campus. ~~In addition to representatives from each school or division, the committee should include representation.~~

**Representatives from Administration, Student Government, and Classified Staff are also welcome to come and participate in discussions but shall have no vote. Ex-officio members should include representatives** from the Academic Affairs Office, Student Services, Institutional Research, as well as one Academic Deans, **and** the Associate Dean of Assessment and Planning; and members at large.

**Movant:** Chair-Elect Cardoza

**Second:** Senator Bouweraerts

**Vote:** Passed **In Favor:** 20

**Chair-Elect Cardoza:** That concludes my report.

**Chair Adlish:** Thank you Cheryl.

## Administrative Report – Estella Levario Guterrez

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### Accreditation

- At the end of the day it was a really good report. It will be approved until January.

### Enrollment Solutions Committee

- Enrollment management was first shared by Kyle Dalpe & Elena Bubnova.
- The new phase for this is that includes more engagement and making sure that we hear from you.
- At Convocation we had an exercise where we engaged the people who were there.
  - We did receive a lot of strategies on what we wanted to concentrate for this coming year.
- We will now have myself and another committee work together and prioritize some of those things that the Campus had recommended.
- Both Chair Adlish and Kyle Dalpe covered most of the items in my report.

After being here for 24 years, I want to make a statement that we are completely supporting Kyle Dalpe. All of us in the room are leaders and were are all passionate.

**Chair Adlish:** Thank you Estella.

## Financial Aid Regulations – Sharon Wurm and Melissa Deadmond

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Although Cheril Gabbidon was listed to also present this report she was not able to be here

### Purpose

To develop an implementation plan for compliance with 34 CFR 668, which restricts federal financial aid (FA) funding to students as it relates to the courses or credits that are not within their degree program. From the U.S. Department of Education (ED) Blue Book:

If a student is enrolled in courses that do not count toward his degree, they cannot be used to determine enrollment status unless they are eligible remedial courses. This means your school cannot award the student aid for classes that do not count toward his degree or certificate.

### **Why Now?**

ED began enforcing this regulation (which has existed for over 20 years) in Spring 2015. Several schools have already received fines for providing FA to students for courses not required by their degree program. While TMCC received no findings in the recent ED program review in August 2014, that review was a random review (not as in depth as a focused review) and occurred prior to ED beginning its enforcement. This regulation could be addressed at any time by auditors (we are audited annually) or ED if they decide to review us again.

### **Benefits**

- Students will stay on track to graduate
- Students will avoid the excess credit fee (provided they do not change their major frequently)
- Students are not restricted from exploration; they will just not receive funding for exploratory courses. They are, however, able to use their FA refund to pay for most courses.

### **Considerations**

- Academic
- Financial Aid
- Academic Advisement
- Enrollment/financial impacts

### **Financial Aid Task Force**

Beginning in November, a task force will begin to review impacts related to enforcement of the regulation and develop solutions to alleviate any adverse impact.

### **Task Force Members**

- Sharon Wurm and Melissa Deadmond - Co-chairs
- Elena Bubnova, IR
- Natalie Brown, Academic Advisement
- Peter Miller, FA/Technical
- Andy Hughes, A&R
- Lee Raubolt, A&R
- Jeffery Metcalf, Academic Advisement/A&R/Technical
- Rich Williams, Student Accounts
- Marie Murgolo-Poore, Dean of Business
- Barbara Painter, Executive Assistant to Vice President of Academic Affairs
- Need at least 2 faculty members

Chair Adlish: Thank you Ladies, thank you Estella.

## **Presidential Right to Appoint – Professional Standards Chair Eddie Burke (Exhibit E)**

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This Action Item has come through the Professional Standards Committee last week from Chair-elect Cardoza. Chair Cardoza has asking for a request to change the bylaws regarding Presidential Appointments and has brought to our committee this new language. This language that you are seeing on the screen has been passed by Professional Standards and has come forward now to the Faculty Senate.

**Motion:** To approve the change to the TMCC Bylaws changes regarding Presidential Appointments.

Whenever a vacancy occurs for an administrative position, an institutional recruitment and search committee shall be appointed by the President. This committee **shall** operate in accordance with relevant federal laws, TMCC personnel policies and the TMCC Affirmative Action Plan. TMCC personnel policies and the College Affirmative Action Plan shall be developed and periodically reviewed by appropriate administrators in cooperation with faculty. **The President, prior to making an appointment that is not as a result of a search process, will consult with the leadership of groups on campus which include, but are not limited to TMCC Faculty Senate, TMCC Nevada Faculty Alliance (NFA), and Classified Council to gather input** based on budget considerations, positions can be eliminated, and appointments can be made in order to absorb the remaining body of work.

**Movant:** Approved unanimous from Professional Standards Committee. A motion is needed.

**Vote:** Passed unanimous. **Opposed:** 1

**Chair Adlish:** The next step is for us to start looking at the Policies and Procedures in our Policy and Procedure Handbook and have a policy and procedures handbook.

## Summer School Pay Policy – Steve Bale (Exhibit F)

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### Summer School Compensation Policy 2015

a. Faculty who teach in Summer school and are on a “B” contract during the academic year will be paid on a per credit equivalent of the published CC salary schedule per NSHE Procedures & Guidelines, Chapter 3 Section 1 using the “Min” rate for each grade level.

Example: Faculty who teach in Summer school and are on a “B” contract during the academic year will be paid as follows:

Grade	Per Credit Hour Rate
5	1,868
4	1,743
3	1,556
2	1,370
1	1,245

b. Faculty who are part-time during the academic year will be paid for summer teaching on a per-credit basis according to the same rate used during the Spring semester of that academic year.

c. Should the revenue from a course not cover the expenses of the Instructor’s salary, then the instructor shall be paid a lower amount equal to 85 percent of the actual revenues generated from registration fees of courses that fail to cover the instructor’s salary, but not less than the part-time rate.

d. It is in the best interests of both the faculty and administration of TMCC that summer school remains solvent. The TMCC Faculty Senate and TMCC Administration will review this policy every 2 years.

e. Faculty may teach nine credits in Summer school. Additional credits may be taught under extenuating circumstances when recommended by the department chair and with the approval of the dean and the vice president of academic affairs and student services. Compensation above the maximum or full load will be compensated at the part-time faculty rate only.

f. Faculty who are on an “A” contract during the academic year will be considered as teaching an overload and be compensated at the part-time rate unless their contract specifically requires a Summer school load in which case they will not receive an additional stipend.

### Discussion/Q&A

**Chair Adlish:** I am not voting on this because I cannot vote but, I do have some issues with this.

1. "C": If you are teaching graphics, Developmental English or a laboratory that has a capped size, a cap number and you're on paygrade 5 and your course fills up say 26 students, but it doesn't generate enough revenue to pay you that is a big mistake. It is a work inequity and I think that is a really big problem.
2. This does not address longevity. Do we as faculty want to award longevity or not? These are two significant issues.
3. At paygrade 5, you will not move anywhere.
4. I don't want to go back to the way that Summer School was done in the past. Summer School was defined as a school. A school was defined as a series of courses. Now we are defining it as 1 course.

I have been told over and over by the Administration that they can only pay the Instructor what the class generates.

If I was teaching all 7 contact hours of my biology class, this would violate that.

When I took on the task as Chair-Elect 2 years ago, I stopped teaching the lab portion because I got paid less than a Part-Time Instructor would be paid to teach my lab. I only do the lecture because I like to get the students in the door. I my department everyone know we have a backlog of students. We want to get them moving into Nursing etc.

Then I was told that if I don't teach the lab, then what the administration said they would do is take money out of your pay for the lecture from your 3 credits and use some of that money to help pay for the laboratory portion of the class. This is my personal case. This is going to happen to people that are in that group 5, if your courses are kept. This was my big argument last year when we table this policy. This is not going to affect positively everyone who is in that group.

You can say that well you're not in that group, but what if you are in that group one day? The percentage of people in that group doesn't matter. I think it the fact that it's the entire English Department.

**Chair-Elect Cardoza:** There are reasons why English classes are capped at lower rates. That is because it is pedagogically not sound to put 35 in a room and ask the teacher to grade all of those compositions. So it doesn't work to do that. There is a reason why laboratories are limited, they have only so much space and only so much they can do to maintain safety in those labs. They are not making any caveats.

**Chair Adlish:** Correct. They are not making any caveats. If this was amended to say:

Courses with limited cap sizes can be paid their full salary and the college or the department has to pick up the rest, I would be completely good with the Policy.

**Senator Purdy:** What is the mandatory cap for these salaries?

**Chair-Elect Cardoza:** It has to be enough to pay for the classes. In the past Dr. Solemsaas called the number 21.5 students or something. If you're teaching 18 students or 21 students, you're not going to reach your cap. If you haven't reached your cap you get paid less.

**Senator Purdy:** So, it's not defined then by your course outline class cap, it just something else?

**Chair Adlish:** This also does not address contact hours at all. A big portion of this campus teaches on contact hours.

**Senator Bale:** We pushed for the exception rule in our Committee. Dr. Solemsaas made it clear through the Task Force that they were not going to accept an acceptance rule. If you feel strongly about the acceptance rule, then vote against the policy because if we vote against it, we're going to take it back to the Task Force and keep fighting this. If that serves you better, that is fine.

The other advantage that this Policy does offer is as salaries are increased this is self-adjustable. It will adjust to whatever the salary scale.

**Senator Collier:** Why is it per credit hour? I thought we currently got paid per contact hour in Summer School.

**Chair Adlish:** I agree with Senator Bale that if we vote this down, we are not dropping this. Chair-Elect Cardoza and Senator Bale are working on this. Their charge it to again, go back to the Administration.

You can make more money off Summer School if you do it as credit hours. You are in the same position as everybody in Science and Graphics. It's Graphic, Arts, Ceramics all sorts of areas.

In Senator Collier's case, he is teaching anatomy. He is teaching 6 contact hours. The course generates 4 credit hours. That is what they want to pay him for. I think over 100 some years ago we got out of this idea of "Forced Labor."

**Senator Collier:** Why would it change per credit? I would get paid more if it was per contact hours.

**Chair Adlish:** Exactly. I can't vote, but I am opposed to this.

**Senator Bale:** The Task Force made that decision. We are trying to be cooperative and play nice with the other children on the playground. When we brought up the contact hour vs. credit hour in the Committee, there were people on the Committee that who were totally unaware that the Workload Policy in the NFA Contract address not credit hour but contact hour. So we do have a history of having contact hour payment. One of the problems we are looking at is the people on the financial side rightly or wrongly are terrified of another downturn in the economy and having a policy in place that bankrupts Summer School.

**Chair Adlish:** Just for the record, I have been here 24 years. Summer School has never gone in the red. It has always made money, always. Over the last few years Summer School has done extremely well. A lot of that money is being put toward other projects that people want to have in place.

As the Senate Chair, I speak for you. If you guys say, "You're full of it," fine I will be quiet. I just want you to understand that we have always made money in Summer School and now we're making even more money to do certain projects by basically stealing money from faculty. I won't name any names. That was what I said when I was Chair-Elect.

Dr. Solemsaas sat in a meeting with me and said "the first thing is that I want to put a policy together that states full time do not have the first right of refusal to teach Summer School." Which means you have to go to your Dean and apply to teach in Summer School and the Dean can select a Part-Time Instructor over you. So we moved from there to here.

The Administration is in a position now where they have to listen to faculty. If we reject this, Dr. Solemsaas is not going to go behind our back. There have already been way too many problems. President Sheehan would not support that.

I would like to see this shot down. I would like to see it as a starting place to change this for contact hours and stop doing this thing that each course has to pay for itself.

**Senator Kirchman:** I realize that while listening to this dialogue that if I am asked to vote on this I would sort of be voting on it based on its own merits, but sort of in a vacuum in the following sense that I have never Summer School. I am just now being led to understand some of the ways that this impacts people who have been teaching Summer School. I think there are other people in this room who are in the same position. If this doesn't get approved right now, it would be great to have a little exposition on how Summer School works now so I can see how this impacts everyone.

**Chair Adlish:** Yes the Task Force could do that.

**Senator Davis:** If a faculty member and there is demand for it and his Dean is okay with it, why shouldn't that faculty member be allowed if they so wish to teach more than their 9 credits? What was the magical number about 9?

**Senator Bale:** I don't know. This is a question that has been asked by a number of people including Dr. Buchanan coming in. She said that in Texas where she came from, Summer School was part of FTE. Why is it not part of our FTE here? Why is it self-sustaining? I don't know the answer.

**Chair Adlish:** The Dean can approve is Senator Davis but this has been policy we have had in place for a long time. If you're going to teach over 9 credits in the Summer the Dean has to approve it. I approve a lot of those.

**Senator Jensen:** I want to make a suggestion that we make a mission for Summer School. Right now it's just a slush fund for channeling money away wherever the Administration wants to. The fact that there is not a mission statement makes it hard to discuss what the best way of solving the problems is.

**Chair Adlish:** I am going to ask Senator Bale and your Committee to incorporate that. If this is voted down and we have this Task Force we start up again, I would like them to put that a mission statement in there.

**Senator Bale:** We addressed the issue of a mission statement. We said that we already have a mission statement at TMCC, we don't need another one.

**Senator Cardoza:** Where is the mechanism for adjusting this over time? I didn't see it here?

**Senator Bale:** Under paragraph D: It's to be review this policy every 2 years. It is tied to the salary scale, if the salary scale moves, it will move automatically.

**Cahir Adlish:** Which is a big if.

**Senator Bale:** Prior to this last Summer, under current salaries, I made about \$4,000.00 teaching a single 3 credit Summer School class. With the increase we receive this last Summer I got about \$4,400.00 for teaching a Summer School class. Under the new policy I would get about \$5,400.00 for teaching a 3 credit Summer School class, if that adds any idea of where things are.

I am not sure that passing this is good. I will tell you that the structure of the new Summer School Task Force has changed. Dr. Solemsaas was the head of the last Task Force and we had Marie Murgolo-Poore who is a major player because she has been managing Summer School for the last years. She got frustrated and left the Task Force at the end of the Spring Semester last year. So, when Dr. Buchanan came on board, it was handed over to her. It is my understanding that she will be heading the new Task Force. Dr. Solemsaas will participate, Chair-Elect Cardoza and I will participate. I think that with this different leadership that will have a different impact.

**Motion:** To approve the Summer School Pay Policy.

**Movant:** Came from and was approved by the Salary, Benefits and Budgetary Concerns Committee.

**Vote: In Favor: 2 Motion fails and will go back to the Task Force.**

## Workday at TMCC- Tommie Guy

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You hear terms like Peoplesoft, iNtegrate1, Campus solutions, and you think you know what it all means. And then someone throws in a "Workday" or "Integrate2" and you're confused again. I will explain what integrate is now. I will answer the question, "Why workday?" I'll introduce our campus project team. Show you the timeline, and I will talk about the changes that are coming.

### Overview

- iNtegrate
- Why Workday?
- Project Team
- Timeline
- What's Changing?

### iNtegrate

#### iNtegrate 1

- Student Information System implemented in 2011 after a couple of years of planning.

## iNtegrate 2

- Immediately following this first implementation, NSHE began the selection process for the second phase that includes the finance and human resource modules – now called iNtegrate2. There was a system-wide review of the chart of accounts and business processes across all institutions in NSHE.
- Last December, the BoR selected Workday as the software and Sierra Cedar as the implementation consultants.
- Marching orders from the BoR have been that this be one data bank, one system that works for all institutions --no special cases. It is this approach that will allow the schools to not only save money but to interface more effectively. You've heard the term 'shared services' –this is an example of that.

### Why Workday?

- Workday is a new generation of enterprise applications –it replaces our HR, Finance and Payroll systems.
- It is easy to use just like the consumer sites you are familiar with. And it is accessible wherever you are.
- Its modern technology means it is current, works well with other software and is fast.
- This application is hosted in the cloud. This means it is available to you on any device.
- Everything, including signatures is done electronically. So we will be significantly reducing the amount of paper we use. And business processes will occur more quickly.
- One of the top reasons for choosing Workday was its intuitive interface. It works like other consumer sites out there.
- Besides the many reports, Workday also has many resources for managers. They have access to employee information, leave requests, employee history, promotion initiation.
- Workday has a slew of education clients whose names you'll recognize: Brown, Carnegie Mellon, Cornell, Georgetown and Yale. They also have a large presence in the private sector.

### Project Team

- Executive Lead: Rachel Solemsaas
- Project Manager: Tommie Guy
- HRM Lead: Rich Olson
  - HRME SME: Nichole Scollard & Michael Dalton
- Financial Lead: Fred Egenberger
  - Financial SME: Crista Dixon
  - Grants SME: Tammy Freeman
- Financial Lead: Rich Williams
  - Financial SME: Bernarnd Hamm & Shelly Walker

### Project Timeline

March 2015 through November 2016

- We finished the design sessions where we worked with the other institutions to develop rough draft business processes suitable for the one system concept.
- Now the project is refining those plans.
- We are also working on Data conversion through December.
- We are extracting our legacy data from HR and the financial system, cleansing it and migrating it to Workday now through December.
- Out in the future, April of next year, we'll begin User testing and preparing for training.

### What's Changing?

- Look and Feel

- The home screen in workday. It is customizable to each user's preferences. Each worklet can be added or removed. For this user, they have chosen to add the personal information worklet, their team worklet and the time off worklet. It will replace:
  - HRMS
  - Financial Data Warehouse
  - Advantage
- HR/Payroll
  - Employment Activities
    - Hires, terminations & promotions
  - Leave
    - Will be handled in Workday for Professionals and Classifieds.
  - Employee Self Service
    - Self Service is available right from workday. No need to log into a separate system.
  - Time Tracking
    - Can be handled in workday.
  - Manager Self Service
    - Is a one stop place for managers to approve leave, initiate employee papers and run reports for their area?
- Finance
  - Travel
    - Travel reimbursement forms can be submitted while on the road
  - Grants
    - Workday provides grant support.
- Reduced Paper forms
  - Goodbye to all the financial forms you do now. They will now be electronic and available in Workday.

### Information

- Ntegrate2 Website: [www.iNtegrate2.Nevada.edu](http://www.iNtegrate2.Nevada.edu)
- Email Communications
- Future Presentations
- Trainings
- Just ask TGuy@tmcc.edu, Red Mountain 207

**Chair Adlish:** Thank you.

## Committee Reports

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### Student Government Association – Spencer Schultz - SGA President

- Gave report earlier on in the meeting.

## **Recognition and Activities Committee – Olga Katkova, Chair**

- October POM was just rewarded to Lee Raubolt.
- We are still collecting nomination for POM for November, December and January to award at our last meeting of the year in 2 weeks.
- Nominations are now being taken for the Distinguished Excellence in Teaching and at TMCC Excellence in Serving Award 2015 to 2016.
  - It is a very long process.
  - We will collect nominations until Dec. 11, 2015.
  - Then it will be awarded during Graduation in the Spring.
- Oct 29, 2015 will be our pumpkin decorating contest. Last year we had a lot of entries' and it was a lot of fun. It united the faculty and students due to all being able to participate.

**Chair Adlish:** Thank you.

## **Classified Council – Grace Tout**

- Classified Council is happy to announce that we have appointed a new Hospitality Officer to fill the position vacated by Ellie Wilkins.
- Books are Fun: Fundraiser (October 26th - 27th)
  - Supports the Classified Textbook Scholarship
  - Supports the childcare center by donation of books
  - Library Committee partnered w/ WCSD to collect used children's books to donate. Look for green barrels labeled with "WCS D" to drop off your used children's books.
- Annual Halloween Office Decorating Contest (October 29th).
  - To sign up, email to Dee Dee Segal {dsegal@tmcc.edu} with your name, phone number, department name and area to be judged. SIGN UPS WILL CLOSE ON Wednesday October 28th at 5:00p.m!
  - Contestants will be judged on originality, scariness and humor. The grand prize will be a
  - Pizza Party generously donated by Chef Cody at the Cafe and of course the passing of the Golden Skull award will take place.
- Annual Craft Fair and Bake Sale (November 5th)
  - Classified Council will be selling Hot Cocoa and Baked Goods anyone who would like to donate baked goods, please contact Scottie Lockrem (llockrem@tmcc.edu).
- Health and Wellness Fair (December 2"d).
  - In partnership with the Presidents Wellness Initiative Committee, the Classified Council will be hosting a Health and Wellness fair to kick of our new Health and Wellness Initiative. Please be on the lookout for more information. Not only can you improve your health, but you can win great prizes too!

**Chair Adlish:** Thank you.

## **Professional Standards Committee - Eddie Burke, Chair**

- Met last Friday, Oct 16, 2015.
- Chair Adlish talked to us about the Presidential Search. Which you are all now aware of.
- Re-Organization
  - There will be another Re-Org.
  - Will put this Re-Org off until the new Permanent President has been appointed.
  - Chair-Elect Cardoza will be Chairing this committee.
- Class size

- Withdraw Policies
  - You get an email from Admissions and Records when a student.
- Audit Policies
  - You will also now get an email from Admissions and Records if the student audits.
  - This email doesn't tell you what the student's name is.
  - Any will update this so the students name is now included.
- Changes to the Committees
  - Chair-Elect Cardoza has asked us all to look at each of the Charges for each of the Faculty Senate Committees. To see what Charges can be changed or moved.
  - These Charges have not been updated in a while.
  - When we looked at some of the Professional Standards Charges and in agreement with the Chair of SLOA Brian Ruf, we voted to move some of the Charges out of Professional Standards and into another Committee which has yet to be determined.
    - 9.10.3.4 - Recommend policies on academic standards such as, but not limited to, grading, forgiveness policies and academic dishonesty etc.
    - 9.10.3.5 - Recommend policies for admission, registration and retention of students.
    - 9.10.3.6 - Recommend the academic and summer school academic calendar.
  - At some stage, the SLOA Committee will be rehashed and renamed.
  - We are asking that 3 of the Charges are moved out of Professional Standards and into the new Committee.
    - These all deal with academic issues and student affairs.
    - The new Committee will have the wording of Student Affairs in their title.
- Faculty Search Committees
  - We currently have 25 new faculty positions.
  - We want to make sure these Committees are full of faculty and that all faculty are actively involved.
  - Consider these to be faculty hiring faculty.
  - We still don't have enough faculty on 2 of the Committees.
    - IT Committee
    - Not sure what the name of the other Committee is.
  - NFA Contract Article 7 regarding Search Committees. Please read this.
- Professional Recruitment and Search Committee Manual
  - Came through the Faculty Senate Committee last March.
  - We were told to look at it but Faculty Senate did not own it at this point.
  - Was sidetracked in the Spring because the Presidential issues and other items going on last Spring.
  - We never voted on who owns this manual.
  - This manual came from a Committee that has worked on best policies and practices and then was integrated them all into this manual.
  - We desperately need this manual to go out to the current Search Committees and become part of their training.
  - When part of a Search Committee you will have to do several training sessions.
    - HR
    - Equity and Diversity
  - We need to make sure that the faculty is aware of Article 7, (the contract language) and this Recommendation Committee Manual.
  - Bottom line is that we need to officially take ownership of this manual.

- Should Faculty Senate or HR own it?
- Should there be a new Sub-Committee to rehash it again?
- We need some answers on these.

**Chair Adlish:** We will discuss this at the November meeting. My personal believe on this is that HR should own it and the Faculty Senate should be updating it with them.

- Sabbatical Committee
  - Chaired by Steve Bale
  - Will review the Sabbatical Applications
  - Forwarding their recommendations to the President.
  - This is a confidential committee.
  - Steve Bale does not report back to Faculty Senate. He reports directly to the President.
  - The President determines when the Sabbaticals will be announced. Usually tells us at the December meeting of the Faculty Senate. It is up to her.
- Evaluation of Administrators
  - Going forward in the Spring.
  - Last year we evaluated the Deans.
  - Determining who will be evaluated next Spring.
  - Will do the Deans again in the Spring.
- Next meeting is Nov. 13, 2015 10:00 a.m. in RDMT 307.

**Chair Adlish:** Thank you.

### **Salary, Benefits & Budgetary Concerns Committee - Steve Bale, Chair**

- Next meeting Nov. 6<sup>th</sup> 12 pm SIER111.
  - Summer School Compensation again.

**Chair Adlish:** Thank you.

### **Curriculum, Assessment & Programs Committee - Melanie Purdy, Chair**

- Met 2 weeks ago.
- We passed the 1<sup>st</sup> 300-400 level courses for our Institution.
  - We had a lot of good submissions and robust discussion.
- Task Force put together to come up with some additional guidelines for submitters and reviewers to use.
  - When these are ready I will put an announcement out on the webpage.
- Deadlines for November Submissions
  - Deadline is today.
  - Also for new degrees that need to go through NSHE.
  - Get them in by midnight tonight to me.
- Catalog Deadline
  - December is the deadline for everything else for the catalog.
- CAP Charges
  - We are doing a lot of what is in the SLOA Charges.
- AAS General Ed Framework

- Passed at the last Faculty Senate Meeting.
  - Technical issues getting those up.
  - Next CAP meeting we will start a proactive review of those courses.
  - If you have course that is an AAS Gen Ed Quantitative Reasoning Course we will be looking at it. If we have recommendations for you to update it and change it to make so it meets the new requirements. We will forward those to you.
  - Once the forms are up you are more than welcome to do those submissions yourself.
  - If you have new course you would like to put in under the new criteria, you are more than welcome to do those as soon as the forms are up.
  - The new forms will up by Monday
- Associate of Arts and the Associate of Science Gen Ed Forms
    - Passed minor changes in the Consent Agenda.
      - Humanities/Fine Arts
      - Social Science
    - It will not impact anyone who has courses in for those because we just did that review a year ago.
    - It should make it clearer for submitters to know what they are actually submitting for.
      - Thank you Tom, Dan and Bob who worked on these to come up with some additional information to help clarify.
  - Next meeting is Nov. 6, 2015

**Chair Adlish:** Thank you.

### **Student Learning Outcomes & Assessment (SLOA) – Melanie Purdy for Brain Ruf, Chair**

- Thank you to Senator Purdy for stepping in last Faculty Senate meeting and giving my report
- Our last meeting was on Oct 9, 2015 was cancelled.
- Next meeting is Nov. 6, 2015 at 2 p.m. in SIER209.
- I will forego the rest of my report for time.

**Chair Adlish:** Thank you.

### **Part-Time Faculty Issues Committee – Brandi for John Frederick, Chair**

- I would like to thank Brandy for stepping in for me last month's meeting.
- Committee Meet today.
- Michele Turner from Admissions and Records come in.
  - Admission and Records wants to have representation on the Part-Time Faculty Issues Committee Board going forward.
  - It will be Lee Raubolt.
- Discussion about grades
  - Faculty don't know when their grades have been submitted successfully.
  - Michele is taking back to Admissions and Records. She believes they can put in a job where they will get a popup that says "your grades have been submitted successfully," or an email.
  - No sure if it can be implemented by the end of this semester but is hopeful that next semester it will be put in place.
- Chair of the Committee

- We discussed whether it would be best to have a faculty member represented as Chair. Everyone agrees but no one is will to step forward.
- We did have someone who is interested he had some other things currently going on and he will keep us posted. He may look at it in January or February.
- I will continue on until relieved.
- Continue moving forward in getting more participation at Part-Time with Orientation & Professional Development.
- Contacting Part-Time Faculty
  - A student went all the way up to the President stating they were having trouble contacting a Part-Time Faculty Member.
  - We tried to get approved to have a list on our Webpage with all of the contacts for the Part-Timers.
    - Unfortunately IT was not able to do this as it is not possible to keep the data up to date and didn't want to give the students bad information.
    - They were concerned it would be updated or they would get misinformation.
    - Brandy Scarnati and I are going to develop another pages that kind of details how to get ahold of each Part-Time Instructors.
- Part-Time faculty newsletter will go out next week.
  - If there anything that you would like to be added please email it me.
  - My Supervisor Brandy will review it before sending out to the All Part-Time Faculty List Serve.
- We spoke about the importance some sort of mentoring program. Something for new Part-Time Instructors coming in.
  - It has been expressed that they would like a mentor or a panel of some sort so that they have a better idea of what to expect as they come into teach with us.
  - We are working with Cathy Brewster in Professional Development and Dr. Buchanan to see if there is something we can develop.
  - It will be for any Part-Time Instructor that new.
  - Survey was sent out last year to the Part-Time Instructors that asked what were some of the things that they felt would improve their working experience here and help them become a better teacher.
    - Mentoring came up several times.
  - Panels where we have students and Full Time Instructors to address all of the Part-Time Instructors during Orientation.
- Best Practices
  - We have a living document on Google Drive right now that we are sharing amongst the Part-Time Faculty Issues Committee on best practices for Part-Time Instructors as they come in.
- Adjourned at 1:30 p.m.

Chair Adlish: Thank you.

## Motion to extend the Meeting

**Motion:** To extend the meeting by 10 minutes.

**Movant:** Senator Hampton

**Second:** Senator

**Vote:** Passed unanimous.

## Library Committee – Corina Weidinger, Chair

- Met Oct. 8, 2015.
- Finishing touches on the Monsters Panel Family Event. We would like to encourage you to send you students over. There will be Academic yet entertaining talks on Vampires, Werewolf's, Frankenstein, Grimm Reaper and Biological. Will take place on Oct. 29, 2015 from 12:30-2pm in SIER108. We have extra credit tickets if your students come we can hand those out for extra credit.
- Organizing a Book Drive with the cooperation of the WCSD. There are 2 green bins located in the Student Center for donations of books.

**Chair Adlish:** Thank you.

## Unfinished Business

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**None**

## New Business

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**Chair Adlish:** Is there any new business?

Discussion regarding grade submissions.

## Motion to adjourn the meeting

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**Motion:** To adjourn the meeting.

**Movant:** Senator

**Second:** Senator

**Vote:** Passed unanimous.

**Adjournment at 2:35 p.m.**

*\*Adjournment time will run no later than 2:30 p.m. unless approved via motion by the Senate.*