

FACULTY SENATE MEETING MINUTES

May 13, 2016

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

Absent: Dave Boden (Proxy: Scott Huber), John Frederick (Proxy: Brandi Scarnati), Erin Frock (Proxy: Jay Jorgensen), Brian Ruf (Proxy: Eddie Burke), Corina Weidinger (Proxy: Thomas Kearns).

Guests:

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

Please sign the attendance roster (Exhibit A).

Approval of Meeting Minutes from April 22, 2016 (Exhibit B)

To approve the meeting minutes from April 22, 2016 with the following changes.

Under Presidential Search, it should read interviews, not streamlined meeting. The spelling of Dr. Julie Leidi is incorrect. It should be spelled with a g at the end of Leidig.

Motion: To approve the Faculty Senate meeting minutes from April 22, 2016 as amended.

Movant: Senator Bouweraerts

Second: Senator Hampton

Vote: Passed unanimously.

Consent Agenda (Exhibit C)

Motion: To approve the Faculty Senate Consent Agenda as submitted.

Movant: Senator Hampton

Second: Senator Cardoza

Vote: Passed unanimously.

Chair Report—John Adlish

John split his report into two parts.

2016–2017 New members

- Senator Haley Orthel-Clark will also serve as the Chair of CAP now called the Curriculum Review Committee (CRC).
- Greg Ellis will be the new Chair of the Professional Standards Committee.
- The Part-Time Faculty Issues Co-Chair will be Engrid Barnett.
- Senators At-Large will be Yevonne Allen and Kate Kirkpatrick.
- The new Senator for Biology will be Meeghan Gray.
- The new Senator for Business will be Ben Scheible.
- The new Senator for Computer Technology will be Judy Fredrickson.
- The new Senator for English will be Beth Baines.
- The new Senator for Math will be Anne Flesher.
- The new Senator for Physical Science will be Patrick Guiberson.
- The new Senator for Visual & Performing Arts and the Chair of the Library Committee will be Corina Weidinger.

Chair Adlish explained that he would entertain the Committee Reports, proceed with the Chair-Elect Report and then the Administrator Report by Dr. Dalpe before he gave the second part of his report.

Committee Reports

- **Curriculum, Assessment & Programs Committee (CAP) – Melanie Purdy, Chair**
 - We passed approximately 100 Course Submissions and Gen Ed Reviews.
 - The CRC will be taking up the new AAS Gen Ed requirements next semester.
 - We are looking at a more robust submissions process in terms of measures.
 - The Capstone criteria was submitted will be revisited in the Fall as well.
 - I encourage you to join the committee.
 - Any submission after today will be considered in the fall.
 - The next meeting is August 26, 2016.
- **Student Learning Outcomes & Assessment (SLOA) – Eddie Burke for Brain Ruf, Chair**
 - The committee met May 6.
 - Discussed the final review of bylaw changes from the SLOA Committee to the ASA Committee.
 - Chair-Elect Cardoza came to the meeting and explained the proposed changes.

- The PUR & CAR Review processes were also discussed. It was suggested that the PUR & CAR be split into two subcommittees branching from ASA for final approval before coming to the Faculty Senate.
 - The ASA Committee is going to need new members for the Fall.
 - Brian Ruf was elected the Chair of the ASA Committee.
 - Melissa Deadmond discussed some General Education objectives that span multiple disciplines to see if there is a Rubric that can be used to evaluate GE Curriculum.
- **Recognition & Activities – Olga Katkova**
 - The Distinguished Faculty Service Award went to Elena Bubnova.
 - Outstanding Faculty Teaching Award went to Dr. Kathleen Kolbet.
- **Library Committee – Thomas Kearns for Corina Weidinger**
 - No report.
- **Student Government Association**
 - No report.
- **Classified Council**
 - No report.
- **Part-Time Faculty Issues – Brandi Scarnati for John Frederick, Chair**
 - Brandi reported the Part-Time Faculty Issues Committee met. They reviewed survey questions used years ago which they plan to revise and send to the Professional Standards Committee for review. The PT Instructor survey will be available in Fall.
- **Professional Standards Committee - Eddie Burke, Chair**
 - Last Professional Standards meeting was on May 6.
 - We discussed the Academic Calendar. A new version has come through again. This is on the agenda as an action item.
 - There is also a new Classroom Peer Evaluation form also on the agenda as an action item.
 - We discussed the part-time instructor email issues. Often part-time instructors receive emails; they do not always answer them or use the TMCC email account provided for teaching here. We discussed having some type of policy or contract language stating that part-time instructors must use or communicate TMCC business via the TMCC email account. HR was at the meeting.
 - Administrator Evaluations – We evaluated the Dean last year. This year there is a plan to evaluate the VP's. Chair-Elect Cardoza has said she would form the committee to develop the questions and the document for those review questions. These will be based off the job description of each of the VP's.
 - The next committee meeting will be in the Fall.

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

- No report.

- **Summer School Policy**

Chair Adlish: There have not been any changes in the Policy for the Summer School Contracts.

The Ad Hoc Committee agreed to keep the .01875% of pay. This is a huge victory from where we were 3 years ago. If you are teaching Summer Session, it should be tabulated this year at that .01875% rate, times the credits for the course.

Low enrollment courses have also been discussed with both VP's.

Chair Report—John Adlish

- **All Discussions:** Dr. Dalpe held a forum yesterday regarding the "All Discussions" e-mail group. John added that he had opted out of the All Discussions but there are some concerns.
- **President Search Committee:** In that committee, we discussed academic freedom and expression. Dr. Davis served on this committee but ended up leaving before the work was finished.
- **Police Department Consolidation:** John reported that Faculty Senate did not need to convene an ad hoc Reorganization Committee for Tony Futia's position in the Police Department. When TMCC made the Police Consolidation agreement, it was agreed he would move to Student Services as the Director of Student Conduct. All of the Executive Committee, including Chair-Elect Cardoza and Chair Adlish were informed. John did not feel this was something that needed a committee because this was part of the redirected money saved from the Police Department Consolidation.
- **Department Chair Elections:** Faculty Senate is sending out notices regarding the Department Chair Elections for Social Sciences and English. Chair-Elect Cardoza will report on the English Chair Election.
- **Performance Awards:** The Chancellor has drafted a policy for schools regarding performance awards. Five individuals from each institution can be identified by the President. These would be cash bonuses that do not go to the base salary. It would not increase the base pay in case there is merit pay again.
- **Chancellor Dan Klaich resignation:** Dan Klaich has stepped down effective June 2 with his contract ending July 30, 2017.

Chair-Elect Report—Cheryl Cardoza

- **Summer School:** Cheryl is working with Dr. Buchanan very closely on the Summer School Schedule. Faculty Senate asked that faculty get full pay for sections (.01875% times the credits for the course), no cut-rate classes. The compromise entails ensuring low enrollment classes do not run unless they are viable. Classes will be combined or canceled if they do not meet minimums. These strategies make working Summer School reasonable and the college responsible. Department chairs and Advising have been asked to strategize in advance when classes have low enrollments. Dr. Buchanan is permitting classes with 12 students per class, which is very generous. This does not include those classes that have a max cap of 12–14 students. Exceptions will include special provisions for classes in someone's major and needed to graduate, jumpstart classes and gateway classes. The Ad Hoc Summer School Committee worked hard to ensure that these policies are fair. If you feel this is not the case, please come and talk with Cheryl and Dr. Buchanan.
- **Chair-Elect election:** Chair–elect elections have been completed. Mike Holmes was the one nominee. He won in a landslide!

- **English Dept. Chair:** The current English Department Chair is leaving to become a Dean at Pasadena City College. The department decided to appoint Hugh Fraser and Cheryl Cardoza for one year. Department Chair elections will be moved to Fall semester.
- **Academic Calendar:** Senator Lars Hansen and Shannon McCool deserve our thanks. They found that the calendar was incorrect. Faculty were scheduled to work more days than we are contracted for. The error occurred due to the calendar having been moved to the VPAA's office. Some of the premises were not fully understood. Even though we voted last meeting to approve the calendar, because it is incorrect, that vote is null and void and today we will need to vote again. Chair-Elect Cardoza requested a motion to rescind the previous vote.

Academic Calendar—Rescind

Motion: To rescind the last vote for the Academic Calendar.

Movant: Senator Cardoza

Second: Senator Orthel-Clark

Vote: Passed unanimously.

Chair Burke then presented the new calendar with this introduction: This is the new Academic Calendar with Senator Jensen's stamp of approval.

Academic Calendar

Motion: To accept/amend the Academic Calendar as submitted today with the investigation of whether the campus will be open on Sat. October 29, 2016 & on Sat. Nov. 12, 2016. If open, those corrections will be made to the Academic Calendar.

Movant: Senator Cardoza

Second: Senator Bouweraerts

Vote: Passed unanimously.

Bylaws Update

Cheryl started with a reminder that any changes to the proposed bylaws must be focused on the specific changes proposed by the Bylaws Committee. Senator Jensen has suggested a bylaws change on how votes are counted for Faculty Senate Chair and his/her proxy, and Senator Scarnati has offered a new Standing Committee for Web College. Cheryl asked them to wait until the Fall since neither of these was considered by the bylaws committee which focused on standing committee charges. An ad hoc bylaws Committee will review the suggestions at that time. Ron Marston submitted some changes to the proposed bylaws presented to Senate by the Bylaw Committee. These were presented at the last Faculty Senate meeting, and then sent out in advance with the Bylaws for review and thus meet the requirements for two reads for bylaw changes. Committee Chairs were asked to address the bylaw changes to their committees. Cheryl asked each committee to report on the feedback from their committees. All the committees reported approval for the changes of the bylaws and the additions suggested by Ron Marston. Marston pointed out that the SBBC committee chair had an issue with one of his suggested changes, but that the committee voted to approve. The Part-Time Faculty Issues committee did not discuss the bylaw changes but had previously approved them. Cheryl requested any changes or comments on the proposed Bylaws by the Senators. There were no suggestions so she said they should move onto Ron Marston's changes.

- 1st change: 9.2.A.3. "All Standing Committee members shall have voting privileges in Committee actions" changed to "All Standing Committee members except ex officio members shall have voting privileges in committee actions." No senator had a comment or concern; Cheryl added this clause to the bylaws.
- 2nd change: 9.2.C.2 Standing Committee Chair Duties:

Ron Marston suggested adding this duty: Ensure meeting agendas are created and published in advance of the meeting and meeting minutes are taken for all meetings. Cheryl described a review of Robert's Rules regarding the Agenda. An Agenda sent out in advance does not need to be approved or changed in order for a committee to

follow it. It simply states what will be covered in meetings. When faculty do not get those agendas in advance, they cannot always know when something important will be discussed in that committee. Faculty want to know about these things and would like to attend these meetings, so an agenda helps present that information in a timely manner.

Senators asked two questions: how much in advance should the agenda come out and where would these agendas be published. Senator Jensen suggested that the agendas be published within 24 hours of the meeting. Cheryl Cardoza said that they could be published by sending out to All Mailboxes. This would entail Chairs sending their materials to Faculty Senate so they could be sent out to everyone. These amendments were accepted and added to the bylaws.

- 3rd Change: 9.9.C.5 Recommend salary proposals for biennial budget requests in order to promote parity with appropriate merit increases and cost of living adjustments (COLAs) within the salary schedules.

This change entails removing the above stricken information. Ron argued that the original SBBC charges and the proposed wording of the new bylaw allow the SBBC to supersede this body and do work without reporting to this body. By taking that wording out, the committee would report to the Faculty Senate first. As SBBC is a Standing Committee of the Faculty Senate, Cheryl argued that this was a reasonable change.

Chair-Elect Cardoza asked if there was any discussion of this in the SBBC. Ron Marston reported that Chair Bale explained that this was appropriate because he has a relationship with the Chancellor that permits him to do this. Marston explained to Chair Bale that it is not appropriate for him to bypass this body and go directly to the System Level. Ron also reported that the SBBC never voted on either his proposed changes or the original changes due to not having a quorum.

Chair-Elect Cardoza put this question to the Senators asking if there was any debate. Senator Tom Cardoza agreed with Ron Marston's change, but pointed out that the bylaw doesn't say to whom they would report. This opens it back up for the possibility of it being reported directly to the Chancellor. Chair-Elect Cardoza responded that all of the charges for standing committees say different things about recommending but it is all intended to mean recommend to Faculty Senate. It is assumed in every single charge.

Motion: Motion to approve the Bylaws as they are amended. including the following additions:

9.2.A.3. All standing committee members except ex officio members shall have voting privileges in committee actions.

9.2.C.2. Standing committee chair duties: Ensure meeting agendas are created and published at least within 24 hours in advance of the meeting, and meeting minutes are taken for all meetings.

9.9.C.5. Recommend salary proposals for biennial budget requests in order to promote parity with appropriate merit increases and cost of living adjustments (COLAs) within the salary schedules.

Movant: Senator Hampton

Second: Senator Bouweraerts

The motion was then amended.

Bylaws amended motion:

Motion: Motion to approve the bylaws as they are amended with the change that committees must meet at least three times a semester and at least six times a year.

Movant: Senator Rubalcava

Second: Senator Orthel-Clark

Vote: 22 senators in favor. The motion passed.

Chair Adlish thanked Chair-Elect Cardoza and the Ad Hoc Bylaws Committee for their work.

Adlish then thanked Acting President Dr. Dalpe for working with the Senate, the committee and TMCC. Before having him give his report, John asked senators for a round of applause for Dr. Dalpe.

Administrative Report—Acting President Dr. Dalpe

- **Board of Regents meeting:** This will take place June 9–10 at TMCC.
- **New President of TMCC:** Karin Hilgersom is scheduled to come to the June Board of Regents meeting to observe the meeting. Her first day as president is June 15. Dr. Dalpe's last day as Acting President will be June 14.
- **Chancellor Resignation:** Chancellor Klaich's resignation has been accepted. His last day is June 2. President Dalpe understood that we would have an Acting Chancellor and do a national search.
- **VPFA Position:** Rachel Solemsaas is leaving to serve as Chancellor in Hawaii and the VPFA position will be vacant before the end of the fiscal year. This search will be on hold until the New President is on board to run this search.
- **Budget:** This is on hold. Most of the meetings we had scheduled at the system office were bumped at the board meeting yesterday. There is still a possibility of a 5% cut. Dr. Dalpe thanked everyone who participated in the forum, pointing out that many good ideas were generated. The president indicated that he is really looking forward to the time when he can go up to the Council of Presidents or to the Board Meeting and say "If nothing, please exempt the Community Colleges from the 5% and take it from somewhere else." All state agencies have been asked to do that for us. This represents a \$3 million cut over the Biennium. At the same time, we are being asked how we can expand and how much money we need to do that. We have a \$5 million and a \$2 million proposal on the table. All of that sits below any discussion of salary increases or COLA.

He thanked Senate for supporting him while serving as acting president and stated he will still be here returning to his position as Chief of Staff.

Dr. Dalpe then recognized John Adlish for his years of service here at TMCC, in particular over the past year leading the Faculty Senate as its Chair and working with the president's office. He has worked tirelessly to bridge the gap between administration and faculty for the betterment of TMCC's students and mission to serve them.

Some of these seemed easy while others were difficult, board meetings, campus discussions, online campus discussions, and that nagging question of "Can we just get some keys?" Dr. Dalpe then presented John with the first ever Key to the Campus.

Teaching Evaluation—Observation of Teaching Effectiveness (Action Item)

Chair Burke presented a continuation of the observation forms from the last Senate Meeting. The Senate approved the Teaching Evaluation for Online Classes and for Clinical Classes. This third Teaching Effectiveness Evaluation is for everyday in the classroom evaluations. This form came through the VPAA's Office, then through Professional Standards and to the Senate.

Another version of this form has come through from Micaela Rubalcava but the changes were not received in time for the last Professional Standards meeting. It will come through the first Professional Standards Meeting in August. The changes are edits to the second page, adding more language in the text boxes. I would suggest that the Senate deny this form, return it to Professional Standards Committee since there will be another version of this form in Fall. Senators disagreed with Chair Burke's proposal.

Motion: Motion to vote to accept this evaluation and then we can vote on the changes on the evaluation when comes through. This is an improvement over what we have.

Movant: Senator Cardoza

Second: Senator Rubalcava

Vote: Passed unanimously.

Chair Adlish clarified that this will be the form used until we get the final version of the form upgrade.

Chair Report—John Adlish (continued)

- **IAC:** The IAC met today at Redfield. They discussed, within the next 3 years, there will be approximately 20,000 jobs to fill. There are currently 10,000 jobs coming into Washoe County. Only about a third of these have been filled. The discussion focused on whether or not we are offering the right degrees, training and emphasis that are necessary to fill these jobs.
- **Job Postings:** TMCC has a site where the companies who work with us post their jobs. The postings went from about 92 job postings to about 176 postings in the last 3 months. This has become an integral part of the IAC.
- **Discussion of how the IAC helps TMCC :** The IAC would be the Board that talks with the Community. They also need to get more involved with pressuring the Legislature. John explained to IAC members how the funding formula has hurt the Community Colleges in the system. He pointed out that it is the community colleges that teach just below 50% of the students enrolled in the system. John also informed the IAC about the movement by former Community College Presidents to introduce a bill to the Legislature when they meet in February to split the Community Colleges away from NSHE. TMCC held a Forum where three of the former Presidents showed up. They dispelled many of the rumors that we had like Senate Bill 391.

Senate Bill 391 passed a couple years ago. People thought the community colleges would be moved under the Department of Education. Senator Barbara Sagovski introduced this bill. This was not to put the Community Colleges under K-12. She was looking for a place to put the money for Community Colleges in the state.

The Bill, written by the three Presidents, proposes that part of the Community College funding is guaranteed by the state. Community colleges would have our own funding. They would fix the funding formula. Presidents would report to their IAC's who would supervise, hire, and fire the Presidents. These issues will be coming up in the next Biennium.

- **Faculty Senate Transitioning and changes:** Cheryl Cardoza will be the new Chair. Mike Holmes will be coming on board as the new Chair-Elect. The Bylaws for each of the Standing Committees have changed. There will changes in the committee memberships. Senate has had more participation this year than ever before.
- **Presidential Periodic Evaluations:** Due to change in the Presidents and Chancellor, depending upon who the interim Chancellor is will determine whether the policy drafted the Council of Senate Chairs will go forward. This will be discussed on May 19 with the current Chancellor before he leaves. All institutions need to do Periodic Evaluations of their Presidents. The only issue was of confidentiality. Once this is worked out, the hope is that every body of Faculty will complete a survey every 1–2 years about our Presidents.
- **Upcoming Changes to TMCC**
 - New President
 - New VPFA
 - New Dean of Arts & Humanities
 - New Budget Director
 - Department Chair Changes
 - New Senate Chair
- **Accomplishments over the 1–3 years**
 - Protecting TMCC's Police presence
 - Cheryl Cardoza and John Adlish spent a lot of time getting the TMCC Bylaws codified so that we could have the opportunity to survey our Deans and our VP's.
 - Next year's hope is to evaluate the VP's and the Presidents.
 - Shorten Notice of Termination changes from 30 days to 60 days in the first year

- Not consolidating our IT Department.
- Change the Senate so there is more leadership with the Chair, Chair-Elect and the Executive Committee. There is a lot more involvement than there has been in the past. Each had direct access to the President and VP's.
- Great changes over the last year regarding shared governance.

- **John's Final Say:** "Thanks to all of the Outgoing Membership for your Service. Good luck to everyone coming in and thank all of you for allowing me the opportunity to be the Chair of the TMCC Faculty Senate." John turned the gavel over to the new Chair Cheryl Cardoza and awarded her the plaque. Chair Cardoza responded: "My first duty as the new Faculty Senate Chair is to thank John for all that he has done" and award him the traditional gavel plaque and gift. "I would like to thank all of you for all of your hard work and John for all of his support."

Unfinished Business

None.

New Business

None.

Adjournment: 2:10 p.m.