TMCC
Truckee Meadows Community College
Faculty Senate

FACULTY SENATE MEETING MINUTES

September 30, 2016

Faculty Senate Chair: **Cheryl Cardoza**	Faculty Senate Chair-Elect: **Mike Holmes**	Executive Committee member, Academic Standards and Assessment Chair **Brian Ruf**
Executive Committee member, Curriculum Review Chair **Haley Orthel-Clark**	Executive Committee member, Professional Standards Chair **Scott Huber**	Executive Committee member, Salary, Benefits and Budgetary Concerns Chair **Steve Bale**
Library Committee Chair **Corina Weidinger**	Part-Time Faculty Issues Committee Chair **Brandy Scarnati for John Frederick**	Recognition & Activities Committee Chair **Olga Katkova**
Senators At-Large: **Yevonne Allen** **Erin Frock** **Kate Kirkpatrick** **Brandy Scarnati**	Senators for Allied Health: **Julie Muhle** **Patti Sanford**	Senators for Applied Industrial Technology: **Clifford Bartl** **Mike Schulz**
Senators for Biology: **Meeghan Gray** **Dan Williams**	Senator for Business Division: **Ben Scheible**	Senators for Computer Technology: **Steve Bale** **Judy Fredrickson**
Senators for English: **Elizabeth Baines** **Robert Lively**	Senator for History, Political Science & Law: **Fred Lokken**	Senators for Humanities: **Tom Cardoza** **Wade Hampton**
Senators for Math: **Anne Flesher** **Blisin Hestiyas**	Senator for Physical Sciences: **Dave Boden** **Patrick Guiberson**	Senators for Social Sciences: **Haley Orthel-Clark** **Micaela Rubalcava**
Senator for Visual and Performing Arts: **Candace Garlock** **Corina Weidinger**		

Absent: Cliff Bartl, Dave Boden (Proxy: Scott Huber), Erin Frock (Proxy: Kate Kirkpatrick), Olga Katkova (Proxy: Corina Weidinger), Starr Litton, Ben Schieble, Mike Schultz

Guests: Hieu Do, Karin Hilgersom, Dan Hooper, Leslie Jia, Rich Olson, James Phillips, David Turner II

The meeting was called to order at 12:34 p.m.

Approval of Meeting Minutes from September 2, 2016

Motion: To approve the meeting minutes from September 2, 2016 as submitted.
Movant: Senator Haley Orthel-Clark
Second: Senator Wade Hampton
Vote: Passed unanimously, with two abstentions.

Consent Agenda

Motion: To approve the consent agenda as submitted.
Movant: Senator Ben Scheible
Second: Senator Steve Bale
Vote: Passed unanimously.

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Chair Report—Cheryl Cardoza

- **Update – Hank Sosnowski**: Hank has moved out of ICU and is responding to stimuli. Cheryl Cardoza was very hopeful about his progress. Kate Kirkpatrick reported that Marketing & Communications Office took all of the poems that came over email, paired them with his photos of favorite places and sent it to him. Steve Bale suggested a get-well card from Faculty Senate.

  Motion: To send a Get-Well card on behalf of Faculty Senate to Hank Sosnowski.
  Movant: Senator Thomas Cardoza
  Second: Senator Steve Bale
  Vote: Passed unanimously.

- **Appointments – Part-Time Faculty Issues Chair and Senator from History, Political Science and Law**: Cheryl Cardoza appointed Marynia Giren-Navarro as PT Faculty Issues Chair effective September 30, and the appointment will be for one year. Elections for the committee chair should be held in Spring per the bylaws. Fred Lokken was appointed the History, Law and Political Science Senator to fill Paul Davis' vacancy. He will serve for two years.

- **Welcome to Pamela Thomas**: Cheryl Cardoza introduced Pamela Thomas who will work in Faculty Senate Office as an Office Assistant while Tara Lewis is on leave and after to help Tara get caught up with her work. She invited the senate to welcome Pamela to TMCC.

- **Board of Regents Updates**: At the last Board of Regents meeting, the NSHE Faculty Senate Chairs brought up concerns that the Chancellor search was not being conducted according to code. The code states that the advisory committee for the search should include the institution presidents, the Faculty Senate Chairs, and the leaders of the various student governments. The proposed advisory committee includes just the Chair of Chairs for Faculty Senate, two institution presidents, and one student government leader. The Faculty Senate Chairs felt that this and the fact that WNC had no representation at all and TMCC had only a foundation member who also represents UNR did not meet code. In the Chairs meeting with BOR Chair Trachok, Vice-Chair Wixom, Dean Gould, and Acting Chancellor White when this was brought forward, Trachok indicated that he interpreted the code differently. He thought the search committee should be streamlined to expedite the process. He then shut down the Faculty Senate Chair protests to his decision. Students raised the same concern in a separate meeting but were also shut down. The following day, three Faculty Senate Chairs and TMCC's SGA President commented about this decision and its failure to follow code during public comment. In response to the comments made through public comment, the institution presidents, the Faculty Senate chairs, and the student government leaders received invitations from Chairman Trachok to attend the final chancellor search meeting as part of an advisory committee. Cheryl Cardoza pointed out the power of public comment and encouraged senators to use it when met with opposition from the regents on issues.

  The policy on Extraordinary Performance Awards has been pulled by the Vice Chancellors Crystal Abba and Brooke Nielsen and is being revamped. Cheryl Cardoza promised to bring it forward once it is ready. The Absence policy is the subject of one of the action items for the day's agenda, so Cheryl said she would wait to discuss it until that action item.

- **TMCC Survey Policy**: Discussion was held at length regarding the Survey Policy, which would require any survey to go through Institutional Research for approval prior to distribution. Many disagreed with this being mandatory and felt it could result in censorship. The benefits of having surveys go through Institutional Research before posting include avoiding duplication, ensuring surveys are delivered in a voice that appropriately represents the college, avoiding having too many surveys go out at once and helping college representatives build more effective surveys. Cheryl Cardoza promised that concerns from Faculty Senate would be taken to the Planning Council to suggest language changes.

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Chair-Elect Report—Mike Holmes

- **Reorganization**: Deans, Directors and Chairs met to discuss reorganization ideas for the Academic Affairs division that started last Spring. Plans and discussion at that time were put on hold until the new President arrived. The primary objective was to consider ways to divide equitably duties between the four deans and to streamline efficiencies. A proposal is expected to come out when the Vice President of Academic Affairs returns from personal leave. Mike is organizing an ad hoc committee to consider the reorganization plan. If you are interested in serving on the committee, please contact Chair-Elect Mike Holmes. We will also be holding forums. Be sure to let your constituents know that these are coming. Mike also encouraged senators to get feedback from their departments on what they would like to see out of a reorganization. Once the proposal passes through Faculty Senate, it will be forwarded to the President's Office and then the Board of Regents. At this time, there is no firm timeline on completing this work.

- **Sabbatical Awards**: Six sabbaticals have been awarded to TMCC. Six sabbaticals are defined as six individuals taking sabbaticals, not based on how long those sabbaticals are. Applications are due October 10, 2016. After applications are received, the committee will be created.

NFA Report—Scott Huber

Scott reported we need to consider changing the Board of Regents by using our power to vote in the upcoming elections. He also suggested that the upcoming legislative session will require some discussions with legislators and encouraged senators to take on that task.

Administrative Report—President Karin Hilgersom

- **Reorganization**: President Hilgersom gave an overview of the reorganization process. She discussed her initial ideas about reorganizing her direct reports. At first, she was concerned that the college does not have a CFO and was looking at reorganization only as it related to her Executive Leadership Team. She was especially keen on revising the VPFA position into two positions: A CFO and a VP of Administration. She also questioned the necessity of a Chief of Staff. After careful thought, she has decided to wait on reorganizing her area. A national search will take place for VPFA and depending on results; a search may be needed for a permanent replacement of the Dean of Technical Sciences.

  The reorganization Mike discussed is a reorganization of the Academic Affairs area, between the Deans and the VPAA. President Hilgersom does not currently have any suggestions but has ideas on ways of utilizing the reorganization to change how we handle business on campus by not only looking at it as a way of managing workload but how it can improve innovation/develop resources. The timeline should be aggressive so we would like faculty and staff to get involved right away. The timeline is to have a plan done by the end of November so the college will have time to make adjustments. Any plan would not begin until next Fall.

- **Legislative Session**: President Hilgersom announced that the legislative session starts soon, her first in Nevada. She has not yet received the talking points documents from the system, but she expects requests for salary increases, including some discussion of caseload growth. There is a rumor that the cut to institutions is now projected to be 10%, not 5%. She cautioned that we will have to wait until elections are complete to know if this is the case.

- **Capital Projects**

    - Soccer/Track Field – Students are asking for some sports facilities. The current request is for a soccer field/track though there is also talk of a multipurpose facility for other sports. There have been discussions about a swimming pool, though the president is doubtful that will be financially feasible given upkeep costs. The President does feel confident that Chairman Trachok will support the soccer field project if the students show marked support in the survey they are currently conducting. If students vote on a fee increase they will be able get funding from a bond and from private donations.

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- Theatre – We are spending about $10k/mo at Keystone in a dangerous part of town. The goal is to move the theatre to Dandini as soon as possible. Regents, however, are not enthusiastic about approving a theatre on campus. The regents recently approved a $5 million expansion of the second floor of the current Student Center. Instead of expanding the second floor of the Student center and possibly ruining the natural light of the original architectural design, we need an event space so that we don't keep encroaching on a space that was originally developed for the students. The president is looking at making a new building with a focus on entertainment/hospitality programs. Her focus is on expanding the culinary offerings. That program already serves 175 students. If we could build a state of the art facility, we could create the Sierra Nevada Culinary Institute. The new building would house that institute, a top-floor restaurant, and a terrace. It would also provide event and theatre space as well as classrooms and offices. The current estimate for this building is $30 million with half expected to come from investors.

Action Items

- **SGA Presentation on Early Syllabus Release—David Turner II**

  David Turner presented arguments about how early syllabus release would benefit students by allowing them to change classes to match their learning style. He claimed that this also helps students to avoid having to withdraw or audit classes. He admitted that the ideas were still in planning at this time and that he was taking into consideration potential obstacles such as protecting intellectual property, late Faculty assignments and possible impact on the bookstore. Senators were concerned with making such a thing mandatory, pointing out that often teaching assignments change at the last minute because of enrollment issues. They suggested coming up with a plan to publish syllabi that protects faculty intellectual property rights, but also helps students. There were a number of ideas about how this could come about. David said that he would look into some of the suggestions.

  Motion: No motion was made.

- **Resolution: Raider's Stadium in Las Vegas—Mike Holmes**

  Recommended that we encourage others to voice opinions on the bill for $750 million to build the Raider's Stadium in Las Vegas. There have been three new appointments for this special session. At this time, it is not clear who pays any shortfall if the $750 million is not met. There was some grumbling about this being the year of education.

  Motion: No motion because Mike made the item for information only.

- **Resolution: Absence Policy—Ben Scheible**

  Senator Ben Scheible presented his resolution against the proposed BOR policy regarding Student Classroom absences. He felt that classroom management, including any absence policy, is the purview of the instructor, not the system, the institution, or administration. He also said that it is impossible for a one-size-fits-all approach to work. He further pointed out that the new policy "unfairly distinguishes an absence for the observance of a religious holiday." Senators pointed out that the religious holiday exemption is part of federal law and must be upheld. Ben's proposal would be to simplify the policy to two points: that students must consult with the instructor concerning absences, they would still be held accountable for all missed work allowed by the instructor, and that the policy should be published in catalogs and handbooks.

  Motion: To accept the resolution on the Absence Policy and present it to the Board of Regents.
  Movant: Senator Ben Scheible
  Second: No Second
  Vote: Motion died on the floor.

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- **Range Enhancement Task Force—Steve Bale**

  Steve discussed how his committee had been handling the Range Enhancement proposal in the Salary, Benefits, and Budgetary Concerns Committee. In his work on that project, he approached President Hilgersom to discuss the plan and get her take on it. The president thought it was a good idea and asked why there wasn't a task force involving administrators. She thought that would help to make such a proposal more acceptable to all parties. Steve decided to go ahead with this after discussing it with Chair Cheryl Cardoza.

  Motion: To create a task force on Range Enhancement involving both faculty and administrators to facilitate the implementation of such a policy.
  Movant: Senator Steve Bale
  Second: Senator Candace Garlock
  Vote: Twenty-two senators voted for the motion. One voted against. There was one abstention. The motion passed.

- **Resolution: Disability Resource Center Checklist for DRC—Haley Orthel-Clark**

  Haley Orthel-Clark presented an issue from the Curriculum Review Committee. They have been facing some problems with course submissions not reflecting the Disability Resource Center's course accommodations checklist. The CRC committee moved that course submitters be required to confirm that they have actually reviewed the DRC form.

  Motion: To include the Disability Resource Center Checklist as part of class submission process so that the material in it is more visible to Faculty.
  Movant: Senator Haley Orthel-Clark
  Second: Senator Wade Hampton
  Vote: Twenty-three senators voted for the motion. One voted against. The motion passed.

Committee Reports

- **Student Government Association – David Turner II**
  - Reported good student involvement in the survey for athletics.
- **Classified Council – Starr Litton**
  - No Report
- **Recognition & Activities – Corina Weidinger for Olga Katkova**
  - The Committee met September 8. Jeremy Deadmond was awarded September Professional of the Month at a celebration on September 30. The Committee is currently accepting nominations for October and November.
  - The annual Pumpkin Carving/Decorating Contest will be held Wednesday, October 26 in the Student Center.
  - Meetings have been held with Jill and Cathy regarding faculty retention events. The first event will be Friday, October 14 for the opening of Dracula.
- **Professional Standards Committee – Scott Huber**
  - Committee has discussed the issue of no merit and junior faculty not being able to move up the scale. Discussion held on need for a revision to the annual plan.
  - Committee is working with John Albrecht regarding intellectual property.

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- Andy Hughes is proposing a plan to ensure everyone uses TMCC email to eliminate communication issues.
- The Extraordinary Award Policy has been tabled. The committee will meet again on October 14 and revisit at that time.

- **Salary, Benefits & Budgetary Concerns Committee - Steve Bale**
  - The Committee met September 9. The primary discussion was regarding Rank Advancement which will be turned over to the task force.
  - The committee discussed the Bylaws shift moving travel claims to the Salary, Benefits, and Budgetary Concerns Committee.

- **Curriculum Review Committee – Haley Orthel-Clark**
  - The committee has met and a subcommittee has been developed to review proposed general education materials.
  - Haley reminded senators of catalog deadlines for the 2017–2018 calendar year.

- **Academic Standards and Assessment – Brian Ruf**
  - The Committee met September 9. The Committee discussed the General Education Academic review process. It was suggested that if a class is general education that a form that uses a four-point rubric be attached to show that it is being reviewed. The suggestion was not approved, but the college still needs a General Education Assessment tool and process. The committee will revisit this topic at its next meeting.
  - The next meeting will be November 7 at 10 a.m.

- **Part-Time Faculty Issues – John Frederick**
  - The Committee met September 30.
  - Cathy Brewster discussed the PT Certificate program update – she has filled 24 of 25 seats.
  - Questions have been finalized on PT Faculty Survey and it is ready to send to IR.

- **Library Committee – Corina Weidinger**
  - No report at this time. Committee has not met since last Faculty Senate Meeting but is scheduled to meet Thursday, October 6.

Unfinished Business

- **Police Consolidation Update –** Adam Garcia will be invited to the next meeting.

New Business

- A senator asked about contracts: Senators worried that not all have been signed. Rich said that an email was sent out from Human Resources saying that not everyone would need to sign. Only contracts with changes need to be signed at this time and almost half fall into that category. If you would like a copy of your contract, they are available by contacting Human Resources.
- Senator Anne Flesher asked that Faculty Senate consider discussing the effect of purges and encouragement to re-enroll them as a workload issue for Administrative Assistants in particular. The purge dates do not seem

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consistent. It can also be unfair to students who pay when unpaid students are left in the class. Cheryl Cardoza directed Scott Huber and the Professional Standards Committee to take up the issue.

- There is a new Adult Recruitment Committee currently seeking members from faculty to serve. Anyone interested should reach out to Amber Burroughs.

- Faculty and Student Services are working on a registration campaign. There will be a Professional Development session Friday, November 4 in SIER 105.

Adjournment at 2:57 p.m.

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