

FACULTY SENATE MEETING MINUTES

September 1, 2017

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 Amy Cavanaugh	Executive Committee member, Salary, Benefits and Budgetary Concerns Chair Ron Marston
Library Committee Chair Josh Shinn	Part-Time Faculty Issues Committee Chair Marynia Giren-Navarro	Recognition & Activities Committee Chair Michelle Montoya
Senators At-Large: Yevonne Allen Amber Burroughs Kate Kirkpatrick Staci Miller	Senators for Allied Health: Julie Muhle Mike Schultz	Senators for Applied Industrial Technology: Clifford Bartl Paul Seybold
Senators for Biology: Meeghan Gray Virginia Irintcheva	Senators for Computer Technology: Arnold Brock Cathy House	Senators for English: Elizabeth Humphrey Robert Lively
Senators for History, Political Science & Law: Fred Lokken Ben Scheible	Senators for Humanities: Tom Cardoza Wade Hampton	Senators for Math: Hieu Do Anne Flesher
Senators for Physical Sciences: Ed Corbett Judy Frederickson	Senators for Social Sciences: Julia Hammett Micaela Rubalcava	Senators for Visual and Performing Arts: Ron Marston Corina Weidinger
Senator for Part-Time Faculty: Election in progress	Classified Council Representative Cynthia Olivo	Student Government Representative Kimberly Tran

Absent: Arnold Brock, Amber Burroughs, Paul Seybold, Mike Schultz

Guests: Amber Anaya, Elena Bubnova, Gwendolyn Clancy, Yuli Chavez, Michael Dalton, Roni Fox, Andy Hughes, Tommie Guy, Barb Painter, Jim New, Kim Studebaker, Joan Steinman, Nicole Shimabuku, Cheryl Scott, Sharon Wurm

The meeting was called to order at 12:37 p.m.

Approval of Meeting Minutes May 12, 2017

There were two corrections to be made on the minutes: Senator Yevonne Allen asked if the president said the word *promise* in the Administrative Report. Ron Marston clarified the word *stated* is a better representation of what the president said. It was also noted the word *and* is used twice on page four, sixth paragraph. It was agreed these changes would be made and Chair Cheryl Cardoza proceed with a call to approve the minutes.

Motion: Approval of the minutes for May 12, 2017 as amended.

Movant: Senator Wade Hampton

Second: Senator Fred Lokken

Vote: Passed unanimously.

Consent Agenda

Motion: To approve Consent Agenda with updates to the committee membership lists.

Movant: Senator Virginia Irintcheva

Second: Senator Robert Lively

Vote: Passed unanimously.

Administrative Report – Jim New

Jim New, VPFA read a letter to Faculty Senate from Dr. Hilgersom.

Dear Faculty Senate,

Please accept my apologies for not being with you today during the first senate meeting of the year and I appreciate that Jim New can present this report on my behalf.

First, I want to say how much I respect our excellent faculty (teaching and administrative). I got to know many of you this past year, including your excellent dedication to TMCC students. Thank you.

I also appreciate your openness to participate in the fall 2017 Kick-Off event and I hope that you enjoyed learning about all the amazing projects, initiatives, and achievements occurring at each one of our campus locations. The leadership team and I really wanted to design a positive and uplifting start of the 2017–18 academic year and I hope that for most of you that heartfelt intention was clearly demonstrated.

Now for my report:

1. As the year unfolds I will continue to encourage departments on campus to continue to improve upon our TMCC organizational culture. Like the fish in water, culture is the water that surrounds us—the fish does not see the water as it swims along, but it can feel the temperature and without that water the fish could not swim at all. One colleague during the workshop a couple of weeks ago also pointed out that water has a taste too, bad or good, and of course good is preferable. Speaking for the Leadership Team, we want to support your important work with students as best as we can and we want you to enjoy coming to work. So let's figure out together as the year progresses what the ideal culture can be and how we can get there. Cathy Brewster will assist with the coordination of these efforts. It is a long term project. You will hear more about this from your Dean or director, your Chair, or both.
2. The Board of Regents meeting is next week and there are two capital related items on the BOR agenda. At the May Senate meeting we made a commitment not to bring the SGA Sports Complex item to the BOR during the summer and not until the college was ready to do so. When the second team of "new" SGA leaders voted unanimously at their July meeting to move the project forward by requesting that TMCC bring the project to the BOR at the \$5 per credit price, we decided that we were ready for the BOR Fall meeting scheduled for September. The student voice is primary on a project related to student activities and engagement, and I am proud of these student leaders for their commitment to our campus. Considering their brave leadership and considering the precedent their action sets for an inclusive model of shared governance at TMCC, I am compelled to encourage you, the faculty senate, to support their process and their authority to govern and to lead a reasonable project (using past and future student fees) even if you do not support this specific project. Please also consider, that many employees on this campus do support a sports field and a fitness center for a variety of reasons that were expressed at two forums and several meetings.
3. The second item going before the BOR is permission to spend approximately 2.2 million to continue to phase two of the Learning Commons renovations. If you have not checked out the furnishings and new charging options on floor one you are in for a treat. I popped in on day one and I was amazed how busy the space was. That space captures a colorful, edgy, modern TMCC identity and brand where space is tailored for what an individual student needs at any given moment in the academic day. I am so thankful to the committee (thank you Fred Lokken) and to our facilities staff for their great work. A special thank you to Teresa Golden for bringing her remarkable design talents to TMCC and for being so excellent at her craft.
4. Communication is always difficult in an organization this size and especially when our various roles in this complex college contrasts greatly. In addition to notes from the president and office hours, I count on the Vice Presidents and the Marketing and Communication Office to share the important work and accolades occurring at TMCC. If you can, please reach out to the MCO or to your VP when you have something that needs to be shared. You will hear more about how your colleagues are working toward Gateway Goals, expanding Dual Credit/Jumpstart, planning

the EATS building and more renovations, expanding the numbers of international students and other international opportunities, improving our marketing message and distribution of that message, and there is more, but I suppose Jim is running out of breath at this point in this report!

5. Finally, I close by adding that I hope we can continue to improve upon faculty senate processes. I have concerns about the level of detail in the minutes that are best expressed in person at a later time. I am thankful that the agenda and the minutes were shared at least three days in advance. Thank you, Chair Cardoza, for that change. I am delighted to work together on a rank based advancement system for faculty and other ideas from Faculty Senate committees. I appreciate the time that faculty dedicate to these important initiatives and believe the faculty voice is primary when it comes to academics, professional development options, and advice related to improving teaching, learning, and the tools needed to advance the great work at TMCC. Let's make this the best year in the history of TMCC. Why? Because we can!

Respectfully Submitted, President Karin Hilgersom

Capital Project Update – Jim New

Vice President New also provided an update on capital projects at TMCC which could be followed on using a BlueJeans link provided at the meeting. The projects included in the update: Applied Technologies Center Phase III updates, Learning Commons Phase II, office moves for part-time faculty support staff, the Health and Sports Complex, dental expansion and the EATS Building. Vice President New also discussed large meetings and whether or not we would have room to host future Board of Regents meetings with the proposed renovations to our library. The CNA program will move to the North Building at the Meadowood Campus. A memorandum of understanding will be taken to the Board of Regents for approval to enter into a public-private-partnership to fund the costs for the EATS Building at a later date.

Workday – Tommie Guy

Tommie Guy, Program Manager updated the senate on the Workday implementation. Ms. Guy gave us a tour of Workday that included how to log in, navigate from the homepage and what features each employee can access and update. She also showed us worklets (icons) for functions such as p-card reconciliation, travel and expense reporting.

Chair's Report – Cheryl Cardoza

- **Welcome:** Chair Cheryl Cardoza welcomed and thanked everyone for attending and reviewed senator and committee chair duties. These duties include communicating with your constituents and obtaining feedback. Chair Cardoza also reminded senators to designate a proxy to attend in their place if unable to attend. Chair Cardoza provided an update on the ongoing part-time senator election and suggested that given the number of volunteers to run for the Part-time Senate seat, we might need two part-time senators in future. She encouraged senators to think about how this is working and consider another bylaw change in future to increase part-time senate representation.
- **Recordings of the Meetings:** Chair Cheryl Cardoza discussed whether the Faculty Senate should continue to record meetings. It has been noted by the State of Nevada Attorney General, faculty senates are not subject to open meeting law. Cheryl also reported that she had addressed the issue with the Vice Chancellor for Legal Affairs and he had offered two solutions: to stop recording, or to record and provide those recordings as public records. The senate was clear that they prefer to record as a non-record and have the right to dispose of the recordings once the minutes (the official record) has been approved. A motion was proposed by Senator Marston that we continue to record meetings to assure the accuracy of the minutes, and this body does not release those minutes. Senators felt they needed to consider a motion after some research. They made the following suggestions: destroy the recordings after a set amount of time, obtain consent to record at each meeting or maintain the senate's position; recordings are a stenographic record used for reference for the official record – the minutes. Discussion ensued and a question of whether the senate could destroy the recordings arose. Chair Cardoza said the bylaws could be amended and a more specific procedure created. It was agreed that Chair Cheryl Cardoza and Ron Marston would research best practices at other institutions, how a motion could be implemented, how to obtain consent and what are the requirements. They will report back to the senate at a future meeting.
- **Board of Regents Agenda:** Chair Cardoza reported on the upcoming Board of Regents meeting in Elko, NV and the pertinent agenda items.
 - **Great Basin College** is celebrating its 50th anniversary.

- **Sports complex agenda item #13.** Chair Cardoza reported TMCC administration is going forward to get planning approval for the concept for construction of a soccer field and sports complex. The floor was opened to debate and it was noted this is a good idea; however, many of our students are food and housing insecure. Adding an extra fee per credit hour to the many students who are already struggling to afford basic things is wrong. Chair Cardoza will make a public statement at the Board of Regents meeting and requested the senators to brainstorm a best approach and tone for her statement that accurately voices that the faculty are both for and opposed to the sports complex. The following suggestions and points were made: UNR's fees for their new sports complex are the same regardless of how many credit hours are taken, that she should divide speaking time between pros and cons of the facility, note lack of specifics for sustainability initiatives and costs of construction, share examples of poor planning, discuss results rather than rehashing flaws in the plan and note that there were open sessions to discuss the plan with administration. There was special concern about the actions taken to put this item on the Board of Regents agenda, and that these actions were taken while faculty were off contract despite the president's assurances at our May meeting.
- **Organizational Culture Survey**
The survey was completed over the summer and leadership down to the department chairs were included in the survey. Chair Cardoza showed a graphic that demonstrated some good ideals by top leadership, but the overall survey indicated a lot of work is needed in areas to do with shared governance, encouragement of faculty and staff, focus on achievement and promotion of innovation and self-actualizing.
- **Shared governance at TMCC**
Chair Cardoza and the Executive Committee are working with Dr. Hilgersom and her leadership team to come up with a joint statement on Shared Governance for TMCC. Chair Cardoza opened the floor for senators to voice their ideas.
- **Progressive discipline process for faculty**
The NSHE code, Title 2, Section 6 defines the process for disciplining faculty under certain circumstances. TMCC's bylaws and processes don't seem to be following the code. The senate will research ways to tighten the language and ensure the process is accurately followed. Cheryl has asked Professional Standards to take on this project.
- **Chair elections**
A department chair election is currently running for the Applied Industrial Technology department. Results will be announced at the next Faculty Senate meeting. The Humanities Department Chair was removed and a special election was run. Administration is complaining that the NFA contract is not being followed, but Cheryl contends that she has followed the contract. Faculty Senate hopes to announce the results at the next meeting.

Chair-Elect's Report – Mike Holmes

Chair-Elect Holmes updated the senate on the work he has done with the administration on the reorganization plan. The organizational charts showed many overlaps and many canyons where there was either too much or not enough representation. Chair-Elect Holmes is creating an organizational chart to accurately show representation.

Action Items

- **Honor's Designation:** Amy Cavanaugh, Chair of the Professional Standards Committee reported the motion to acknowledge and return the honor's designation back to Faculty Senate. Professional Standards agrees with the Academic Standards and Assessment Committee to honor students with designations by accumulative GPA as follows: 3.60 or higher = Cum Laude; 3.75 or higher = Magna Cum Laude; 3.90 or higher = Suma Cum Laude.

Motion: To approve honoring student designations by accumulative GPA as proposed originally by the Academic Standards and Assessment Committee.

Movant: Senator Anne Flesher

Second: Senator Wade Hampton

Vote: Passed unanimously with no abstentions.

NFA Report – Julia Hammett

Julia reported there are ongoing legal matters the NFA attorneys are working on and that she has asked Dr. Hilgersom if the results of the climate survey will be shared. Julia has not received a response from Dr. Hilgersom at the time of her report.

Committee Reports

- **Student Government Association (SGA) – Kimberly Tran**

Kimberly updated the senate on recent SGA activities during welcome back week and the SGA senate resolution to support the sports complex on July 19. Kimberly had to leave the Faculty Senate meeting at 2:15 p.m. to attend class.

- **Web College Advisory Committee – Candace Garlock**

The Web College Advisory Committee met prior to Faculty Senate today and had a great membership turnout. Candace updated the senate on the topics that were discussed. Bill Gallegos and Nancy O'Neal are currently working to complete their QM certification. Delivering Effective Online Instruction was discussed with a request for ideas to add to the module. Andrea Sabiniano has asked for submissions to the faculty newsletter. Tamara Anderson utilized a texting blast campaign, with great success, to prompt first-time online students to log in to their courses. A subcommittee was created to form templates and best practices for online instruction.

- **Classified Council – Cynthia Olivo**

The new officers of the Classified Council are Heather Coombs-Sally, President; Cynthia Olivo, Vice President; Jose Torres-Jasso, Secretary; and Helen Scott, Hospitality; Araceli Cuevas, Treasurer. Classified Employee of the Month winners for June, July, and August will be announced soon as well as more upcoming activities.

- **Part-Time Faculty Issues – Marynia Giren-Navarro**

As the committee has not yet met, Marynia offered no report.

- **Professional Standards – Amy Cavanaugh**

The first Professional Standards Committee (PS) meeting was on August 18, 2017. Amy reported the committee does not have representation from the Business Division. A discussion on Dean evaluations and creating a mechanism for deans to evaluate department chairs, was started and will continue at future meetings. The FERPA training video is being reviewed for updates and further potential FERPA situations that could be added. The current training video has a few antiquated location statements and needs more specification in various FERPA situations. The PS committee is also working with Ron Marston's Salary, Benefits and Budgetary Concerns Committee on the Annual Evaluation Plan.

- **Salary, Benefits and Budgetary Concerns – Ron Marston**

The first meeting of the Salary, Benefits and Budgetary Concerns Committee (SBBC) was on August 18, 2017. Ron updated the senate on the new sabbatical forms, revision of the annual plan in collaboration with the PS committee and establishing a rank advance policy and a task force to include administration and faculty. Other items that may be addressed this year are a return to the step system, capital projects at TMCC, sliding pay scale for low enrollment classes and summer pay formula.

- **Academic Standards and Assessment Committee – Brian Ruf**

The first meeting of the Academic Standards and Assessment Committee (ASA) was today. Nominations for committee chair are being accepted. The committee received a presentation on TOEFL exam updates, and discussed the expected PUR schedule for AY 2017-2018, and a revision process for the general education rubrics.

- **Recognition and Activities – Michelle Montoya**

The first meeting of the Recognition and Activities Committee is September 14 at 3:30 p.m. Michelle is looking forward to a great year chairing the committee. Initiatives she wants to pursue are memorial plaques and obtaining more committee members.

- **Library Committee – Josh Shinn**

Chair Cheryl Cardoza reported for Josh, who was unable to attend the Faculty Senate meeting today. Baby Shinn was on his way. The Library Committee will meet on September 7 and will be discussing upcoming events such as the Monster's Panel and possible expansion of the library databases.

- **Curriculum Review Committee – Haley Orthel-Clark**

Brian Ruf reported for Haley, who had to leave the Faculty Senate meeting. The Curriculum Review Committee (CRC) met on August 25. Brian reported the committee received training and tested the LeapFrog curriculum software, the [CRC webpage](#) was updated and includes submission dates.

- **Old Business**

None

- **New Business**

Senators asked that faculty be reminded about the Faculty Art show starting the 20th of September, upcoming presentations from a Fullbright scholar from Chile, and the new theme for FREE: Humanimals. Senator Rubalcava, who recently received a Fullbright scholarship, encouraged faculty to offer to help anyone who wants to turn in a Fullbright application. The deadline is in December.

Meeting adjourned: 3:10 p.m.