

FACULTY SENATE MEETING MINUTES

November 3, 2017

Faculty Senate Chair: Cheryl Cardoza	Faculty Senate Chair-Elect: Mike Holmes	Executive Committee member, Academic Standards and Assessment Chair Anne Flesher
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
WebCollege Faculty Advisory Committee Candace Garlock	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: Jonathan Reddick-lau	
Classified Council Representative Cynthia Olivo	Student Government Representative Kimberly Tran	

Absent: Amber Burroughs (Proxy: Staci Miller), Judy Frederickson (Proxy: Cathy House), Candace Garlock, Wade Hampton, Cynthia Olivo (Proxy: Heather Combs-Salley), Mike Schultz

Guests: Amber Anaya, Roni Fox, Dan Hooper, Dr. Karin Hilgersom, Marie Murgolo-Poore, Jim New, Neil Siegel

The meeting was called to order at 12:35 p.m.

Approval of Meeting Minutes October 6, 2017

There was one correction to be made on the minutes: It was noted by Thomas Cardoza in Dr. Hilgersom's Administrative Report the abbreviation CAN should be CNA.

Motion: Approval of the minutes for October 6, 2017 as amended.

Movant: Senator Fred Lokken

Second: Senator Arnold Brock

Vote: Passed unanimously with 1 abstention

Consent Agenda

The Consent agenda was presented. A mistake was noted: The new members of the Professional Standards Committee are Warren Hejny and Cheryl Woehr. They were listed as additions to the Academic Standards and Assessment Committee erroneously.

Motion: To approve the Consent Agenda as amended.

Movant: Senator Kate Kirkpatrick

Second: Senator Fred Lokken

Vote: Passed unanimously

Administrative Report – Dr. Karin Hilgersom

Dr. Hilgersom opened her report thanking Ana Douglas, Kate Kirkpatrick, Elena Bubnova and Patricia Bouweraerts for the painstaking work they have done preparing the application for the Aspen Institute award of \$1 million. TMCC is in the top 150 schools for the prize. If won, the award money will go towards student success projects including existing successful initiatives. Dr. Hilgersom also noted that NSHE will be visiting on November 15 to find out what TMCC would like to see placed on the priority list for the 2019 legislative session. Dr. Hilgersom created a listing of items and ideas that were forwarded by or to administration which she shared with Faculty Senate. Dr. Hilgersom will be making a presentation to NSHE with our collective input. She asked senators to be sure to contact Lisa Farmer no later than November 7 with any further suggestions. Dr. Hilgersom reviewed the ideas gathered to date which included: general allocations, pay and compensation and capital projects and deferred maintenance. A noted capital project idea is a shared science and technology building with DRI featuring a lecture auditorium for community events seating 500-700. Chair Cardoza asked what the state allocation on the debt service entails. Dr. Hilgersom said the state allocates money. The idea focuses on working on a private-public-partnership to better utilize a recurring state allocation.

Chair's Report – Cheryl Cardoza

Chair Cheryl Cardoza reminded faculty that instructor evaluations go live November 6 and asked senators to please remind students to respond to the evaluation since we decided as a group to turn off the lockout feature on CANVAS.

- **Board of Regents (BOR) Update:** A special meeting was held in October. The BOR worked on a robust self-evaluation that met the accreditation suggestions at both TMCC and CSN. A report was generated and will likely be shared at a later date. The BOR is working on a master plan and will include input from governing groups such student governments and faculty senates.
- **Listserv All Discussions:** The subject of the All Discussions Listserv was brought up at the Joint Executive Board due to the confusion between the All Mailboxes and All Discussions Listserv. The president asked if faculty had any feedback for other names we could call these servers to help distinguish them. All Mailboxes is for business

purposes and All Discussions is for discussions. One suggestion brought up at the Joint Executive Board was WaterCooler for the All Discussions listserv and BulletinBoard for items for sale or trade. Chair Cardoza asked if senators send an email if they have better suggestions for the All Discussions Listserv and she will forward that to the Administrators requesting the feedback.

- **Pre-Tenure for Grant Funded Positions:** Chair Cardoza noted when a faculty member is hired into a grant-funded position which later becomes funded with "hard money" and becomes a tenure track position, that employee has to reapply for his or her job in a national search and start the tenure clock after that. Vice President New has suggested that we consider hiring grant funded faculty into pre-tenure positions, so that if positions are funded with hard money, the faculty members hired into them could be considered for the tenure-track appointments. The discussion included giving credit for time already worked/served in that position. Senator Julia Hammett noted that she began her career at TMCC as part-time faculty and worked her way to full time tenured. If the grant process is identical, it is reasonable to have a transferable process; however, we should not break the established processes. Chair Cardoza promised to update the senate on any further progression of this topic.
- **Bottled water use:** Chair Cardoza requested the Sustainability Committee propose a resolution on reducing bottled water use. One idea that came from the Executive Committee was to add a hydration station in RDMT 256 as it is used for many large meetings. Chair Cardoza also referred anyone needing a refillable water bottle to Senator Yevonne Allen. Discussion ensued if the wet wall will carry water to RDMT 256. Other excellent suggestions included placing the hydration station outside RDMT 256 so it would be accessible to students and having a water cooler with refillable bottles placed in heavy use multi-purpose rooms. Vice President New said he could look into other solutions for RDMT 256.

Chair-Elect's Report – Mike Holmes

Chair-Elect Mike Holmes updated the senate on the current tenure policy on the VPAA's website and the continuing difficulties with ensuring proper Faculty Senate representation due to the reorganization of academic departments. Chair-Elect Holmes noted that the wording of the tenure binder requirements is outdated with inconsistent timetables, dates and deadlines. Chair-Elect Holmes has done extensive markup and troubleshooting and will be working with Amy Cavanaugh and the Professional Standards Committee to create suggestions for a cleaner process. Chair-Elect Holmes is also continuing his work on faculty representation.

Library Commons Update – Fred Lokken & Michelle Montoya

Senator Fred Lokken updated the senate on the changes in the library. Senator Lokken noted a tentative completion date of August and wanted faculty to be sure to plan use of the library in your syllabi. Michelle Montoya also discussed working on the collaboration between tutoring and the library with research and information literacy initiatives. Jim New, VPFA also spoke and let the senate know that because other ongoing construction is behind schedule, August is a tentative completion date for the library. He promised to expedite other projects as much as possible, but also preferred to remain realistic about deadlines.

Proposed Bylaw Changes – First Read

- **Recording of meetings:** Chair Cardoza read a memo from UNR's General Counsel, Mary Dugan, who is representing TMCC while John Albrecht is on medical leave. Dugan's memo ruled that the proposed bylaw on meeting recordings was not legal and asked that Senate not pass it. Chair Cardoza reminded the Senate that she had argued that Faculty Senate meeting recordings are a temporary non-record and should not be subject to NV Open Records Act. The Senate had asked to continue recording at the September meeting. Chair Cardoza opened the floor for discussion. Senator Ron Marston moved and Senator Ben Scheible seconded the bylaw changes. Senator Jonathan Reddick-Lau asked what the purpose of not keeping the recording is. Chair Cardoza stated that faculty who are tenure track felt they could not speak freely. Senator Virginia Irintcheva said we should record to resolve any trust issues. Ed Corbett asked if this was a public meeting, Chair Cardoza said no. Senator Ed Corbett said minutes are the public record for our meetings. Senator Thomas Cardoza asked who requested the memo. Senator Ron Marston argued that we should continue to record meetings. Chair Cardoza pointed out that she had

asked the system if our recordings were subject to the NV Open Records Act and was still waiting for a definitive answer. In September, the Faculty Senate Chairs had asked Vice Chancellor of Legal Affairs, Nick Vaskov, where the information in the NSHE Records Retention and Disposition Policy. Fred Lokken suggested tabling the motion. Dr. Hilgersom stated that Faculty Senate is subject to public meeting law and that she asked Mary Dugan to issue a memo. Her request for recordings would allow her to listen to meetings she had to miss due to other obligations. TMCC's attorney sent a letter last Spring advising Chair Cardoza we would be fined for not providing recordings. Chair Cardoza clarified there is no public meeting law per NSHE Vice Chancellor for Legal Affairs Nick Vaskov, and that if the records retention policy is coming from state law and the recording is a non-record then the minutes are the official record. Senator Julia Hammett asked for clarification on the fining process. Chair Cardoza said legal action would need to occur prior to fining. Chair-Elect Holmes stated based on legal advice we have been given he will vote no. Chair Cardoza posed the question to the Senate: Should we continue to record? Senator Tom Cardoza said to continue recording and suggested inviting Chancellor Vaskov to December's meeting to mediate the discussion. Senator Elizabeth Humphrey stated recording is important to secure accuracy. Senator Fred Lokken agreed we should we continue recording. There seemed to be a consensus to continue recording.

Motion: To table the first read of the Faculty Senate Bylaws concerning recording of meetings.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed unanimously

- **Extend Senate Terms to July 1:** The BOR holds a meeting in June that used to be a special meeting, but has become a standard meeting. Because of that, it is best to extend the Senate Chair and Chair-Elect terms to June 30 instead of June 1 in order for a seasoned chair to attend that meeting which is normally held at TMCC. There were no comments on this item. Chair Cardoza promised to bring the bylaw revision back for a second reading in December.
- **Adding an Additional Part-Time Senator:** Chair Cardoza presented the draft bylaw changes for an additional part-time senator. Chair Cardoza also brought forth renaming the Part-Time Faculty Issues Committee to Part-Time Faculty Committee. Senator Paul Seybold suggested section 4.1 should say two part-time senators. Marynia Giren-Navarro stated it does say that. Senator Thomas Cardoza said it should include specific numbering and wording due to possible interpretations. Senators suggested that the bylaws be returned to the Part-Time Faculty Issues Committee for another revision before coming before Faculty Senate for a vote. Senator Tom Cardoza was asked to work with the committee to draft the new bylaws.

Motion: To return the bylaw changes adding an additional part-time senator to specify the language and present a bylaw draft for the name change of the Part-Time Faculty Issues Committee to Part-Time Faculty Committee.

Movant: Senator Ben Scheible

Second: Senator Paul Seybold

Vote: Passed unanimously

Action Items

- **Proposed Changes to the Administrator Evaluation Policy:** Amy Cavanaugh, Professional Standards Committee Chair, provided background on this motion. The language of the revised bylaw was approved in Professional Standards with the exception of the inclusion of the word "inform" to replace the words "become a part of." The committee felt that the original wording was more specific and captured the views of senate more accurately. Chair Cardoza pointed out that Planning Council is now reviewing Dean Channing's version. A motion was made by Senator Anne Flesher and seconded by Senator Julia Hammett to approve the bylaw replacing the

word "inform" with the original language "become a part of." Chair Cardoza opened the floor for discussion. Thomas Cardoza asked if senate was considering Dean Channing's version. Chair Cardoza said we are reviewing the original version and not accepting the change from "become a part of" to "inform." Senator Yevonne Allen mentioned that all of the people she surveyed support Dean Channing's version. Senator Ron Marston noted that Dean Channing's version is clearer in her wording of "will consult" versus "inform" versus "become a part of." Discussion ensued on the relative merit of the different wordings. Senator Julia Hammett requested a restatement of the motion. Chair Cardoza reiterated the recommendation that Planning Council change the word "inform" back to "become a part of" and that the other revisions of the policy were fine. There was general consensus that Dean Channing's version was acceptable given the same wording change.

Motion: To recommend that the original wording of the bylaw be restored from "inform" to "become a part of," but that the other revisions to the Administrator Evaluation Policy were acceptable.

Movant: Senator Anne Flesher

Second: Senator Julia Hammett

Vote: Passed with 17 in favor and 8 opposed.

Chair Cardoza promised to inform Planning Council that this motion passed with much discussion and eight oppositions.

- **Tenure Binder Requirement of Student Evaluations:** Amy Cavanaugh, Professional Standards Committee Chair, provided background on the language in the tenure binder instructions located on the website. The instructions say to include student evaluations, but do not use raw data. The wording needs better descriptors indicating how the data should be compiled. Senators discussed the change in how evaluations have been summarized and how the wording in the instructions does not capture the reality of the evaluations currently provided to faculty.

Motion: To strike or change the wording in the tenure instructions to specify how student evaluations should be included in the tenure binder.

Movant: Senator Corina Weidinger

Second: Senator Tomas Cardoza

Vote: Passed unanimously

NFA Report – Dr. Julia Hammett

NFA President, Dr. Julia Hammett provided the latest NFA update. She reported that last week the NFA met with the Chancellor and his attorney regarding an ongoing grievance. The NFA is hopeful that Chancellor Reilly can assist the college in moving through the current legal entanglements and create a positive working environment for all employees.

Committee Reports

- **Library Committee – Josh Shinn**

Chair Shinn noted that the Library Committee met on November 1 and continued discussing best practices for library databases. With a lower library budget than in years past, the committee looked at a cost/benefit analysis. Many databases are currently underutilized which creates a greater cost to the library to continue subscriptions. For example, one database cost \$8,438 per year and had 396 visits resulting in a cost of \$21.30 per visit; whereas, other databases with heavier use cost less per year, per visit. The committee discussed a justification form to justify subscribing to the many databases. Josh received very little response when he contacted departments about what databases they use, want and any ideas for best practices. Josh asked senators to contact him with any suggestions. The Monster Panel occurred on October 19 with 162 attendees and Zambo, the special

guest speaker, was a hit. The committee co-hosted with the sustainability committee an environmental event on November 3 with 90 attendees and several noted speakers. The event included great discussion and participation. In March, the committee wants to host a family success event while WCSD is on Spring Break to get the families and children of students involved at TMCC.

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

Chair Orthel-Clark reported that the Curriculum Review Committee had met today. There have been a lot of submissions and the committee is progressing and troubleshooting through the Leapfrog process. Haley reminded everyone to give themselves a lot of time prior to the deadline to get their submissions through. Senator Fred Lokken asked if we can move the submission date. Haley said we cannot because the dates are coordinated in conjunction with other committees. Senator Virginia Irintcheva suggested the submitter should take responsibility for his or her submission rather than leaving it to the committee to ensure the process moves forward at each approval step. Senator Paul Seybold suggested using a reminder button feature.

- **WebCollege Faculty Advisory Committee – Candace Garlock**

Ms. Garlock was not able to attend the meeting. The WebCollege Faculty Advisory Committee offered no report.

- **Student Government Association – Kimberly Tran**

President Kimberly Tran reported that the Student Government Association (SGA) is updating documents used in supporting clubs. Kimberly requested a few minutes in each instructor's class to introduce the SGA and let students know they are here. She mentioned that the SGA is also working to engage more students by hosting lip sync and Karaoke events.

- **Classified Council – Cynthia Olivo (Proxy: Heather Coombs-Salley)**

Heather Coombs-Salley updated the Senate on Classified Council's activities. She announced that the Craft Fair will take place from November 30 to December 1 and they will be hosting another fair in the Spring, likely at the end of April beginning of May. The winner of the Turkey Raffle will be announced at the Holiday Party. The council is also looking to have Collective Goods (the book sellers) come to campus four times a year.

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

Chair Giren-Navarro reported that the Part-Time Faculty Issues met on October 13 and Faculty Senate Chair Cheryl Cardoza attended to thank the committee for their service. The committee is working on amending the bylaws to add a second senator and would like to change the committee name from Part-Time Faculty Issues Committee to Part-Time Faculty Committee. The Part-Time Employee of the Month for October was Sue Malek. The Part-Time Faculty Employee of the Month for November has been selected, but was not announced. The committee also discussed ways to include and engage the part-time faculty of Sierra Nevada College. The committee has decided not to pursue wage increases at this time as TMCC is comparable to other institutions in pay. The committee is continuing work on the following: a standardized bio form for future part-time senator elections and listings of private areas at all TMCC sites where part-time faculty can work, take a break, or conduct personal business.

- **Professional Standards – Amy Cavanaugh**

Chair Cavanaugh reported that the Professional Standards Committee met on October 20, 2017. The committee is continuing troubleshooting the FERPA Training and looking for areas to recommend updates and additions. Amy is compiling a list of common FERPA violations that faculty may not be aware of. Amy requested that senators email her with any suggestions for the list. The committee is also reviewing the Annual Evaluation plan revisions. The next meeting of the Professional Standards Committee is November 17.

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

Chair Marston stated that the Salary, Benefits and Budgetary Concerns Committee (SBBC) met on October 20. He reported that sabbatical applications are currently being reviewed by the Sabbatical Subcommittee. Travel funds for Fall were awarded in the day's consent agenda. Ron said that the committee continues to progress on the revisions to the annual plan. Ron has created a list of suggested changes and who they came from. The committee continues to work on the rank advancement policy with the Rank Advancement Taskforce (RAT) meeting again in December. The goal is to have an implementation plan by Fall of 2018. Ron and Roni Fox, Director of Human

Resources are serving on an NSHE committee to discuss community college salary schedules. That committee will meet December 11. The next meeting of the SBBC is December 1.

- **Academic Standards and Assessment Committee – Anne Flesher**

Chair Flesher pointed out that the Academic Standards and Assessment Committee (ASA) met prior to this day's Faculty Senate meeting. The committee has finalized the GE rubrics with subtle adjustments. The revised rubrics will be made available, but we will still permit the use of the current rubrics for this year. The committee is also preparing for Program Unit Reviews coming in the Fall.

- **Recognition and Activities – Michelle Montoya**

Chair Montoya reported that the Recognition and Activities committee met on October 12, 2017. Michelle noted that anyone is welcome to join the committee as we need more members. Due to scheduling, the committee did not hold the Pumpkin Carving Contest this year. We are continuing to work with the Classified Council on recognitions and creating a way for employees to send gratitude notes to each other. Other suggestions are a traveling lizard and a webpage to showcase all of TMCC's recognitions. The committee also discussed where to hold traveling meetings of the Recognition and Activities Committee. The current membership represent all of TMCC's locations. She stated that the preparations for the holiday party are underway and future nominations for the Professional Employee of the Month have been received. The next meeting is February 8, 2018.

- **Old Business**

None.

- **New Business**

None.

Meeting adjourned: 2:45 p.m.