

FACULTY SENATE MEETING MINUTES

October 5, 2018

Faculty Senate Chair: Mike Holmes	Faculty Senate Chair-Elect: Anne Flesher	Executive Committee member, Academic Standards and Assessment Chair Mark Maynard
Executive Committee member, Curriculum Review Chair Virginia Irintcheva	Executive Committee member, Professional Standards Chair Melanie Purdy	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 Dan Hooper	Senators At-Large: YeVonne Allen Amber Burroughs Kate Kirkpatrick Staci Miller	Senators for Allied Health: Heidi Himler Mike Schulz
Senators for Technical Sciences: Wes Evans 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: Elena Atanasiu Eric Bullis
Senators for Math: Hieu Do Becky Porter	Senators for Physical Sciences: Ed Corbett Judy Fredrickson	Senators for Social Sciences: Julia Hammett Micaela Rubalcava
Senators for Visual and Performing Arts: Ron Marston Ted Owens	Senators for Part-Time Faculty: Edwin Lyngar Andre Walton	
Classified Council Representative Cynthia Olivo	Student Government Representative Ahtziry Vasquez	

Absent: YeVonne Allen (Proxy: Kate Kirkpatrick), Arnold Brock, Elizabeth Humphrey (Proxy: Rob Lively), Melanie Purdy, Mike Schulz

Guests: Amber Anaya, Elena Bubnova, Roni Fox, Dr. Karin Hilgersom, Marie Murgolo-Poore, Hallie Madole, Brian Ruf, Tina Ruff, Jim New, Sharon Wurm

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

Chair Holmes established quorum was met, who today's proxies are, and introduced our new part-time senators Edwin Lyngar and Andre Wilson.

Approval of Meeting Minutes August 31, 2018

Motion: To approve the minutes for August 31, 2018.

Movant: Senator Fred Lokken

Second: Senator Ben Scheible

Vote: Passed unanimously

Consent Agenda

Motion: To approve the Consent Agenda.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed unanimously

Administrative Report – Dr. Karin Hilgersom

Dr. Hilgersom opened her report welcoming everyone to Fastober. At a recent retreat hosted by Vice Chancellor Nate McKinnon and attended by the community college presidents five priorities were discussed and later finalized at a meeting prior to the September Board of Regents. The five priorities are: every student must be advised, utilizing a student success management system (Starfish), guided pathways to success, admissions goals, and shared association memberships to save money.

Tina Ruff, TMCC's new athletic director was introduced. Dr. Hilgersom noted Tina is also fundraising for the new program.

On October 22-23 the Northwest Commission on Colleges and Universities (NWCCU) will be visiting the campus for their mid-cycle visit. They will be verifying the report submitted by Melissa Deadmond and will look at the Planning Council activities, the student learning assessment, and the budget planning process.

Dr. Hilgersom met with SGA and discussed capital improvements that are going to the Board of Regents.

Upcoming events are the Legacy Scholarship Awards tonight, Beetles and Beer event on October 18, and the Student Services Forum is Friday, October 12 to discuss the strategic plan.

Salary, Benefits, & Budgetary Concerns Committee Bylaw Change (First Read)

Chair of Salary, Benefits, & Budgetary Concerns Committee chair, Ron Marston introduced the background on this proposed bylaw change. The committee felt the name was too long and the word "concerns" is not necessary.

The proposed committee name change is "Salary, Benefits, and Budget Committee."

There was no discussion or questions on this first reading of the bylaw change.

Action Items

WebCollege Faculty Advisory Committee Online Faculty Standard 2.8.: Dan Hooper, Chair of the WebCollege Faculty Advisory Committee presented the proposed change to the Online Faculty Standard 2.8 noting that many online classes start on days other than the first day of the semester. Dan is asking the senate to approve changing Standard 2.8: "Online courses must be published on the first day of the semester by 12:01 a.m." (This is what is currently online) to "Online courses must be published by 12:01 a.m. on the first day of class." Chair Holmes called for a motion. There was no discussion.

Motion: To change Online Faculty Standard 2.8 from "Online courses must be published on the first day of the semester by 12:01 a.m." to "Online courses must be published by 12:01 a.m. on the first day of class."

Movant: Senator Julia Hammett

Second: Senator Meeghan Gray

Vote: Passed unanimously

Letters of Appointment (LOA) for Administrative Faculty & Classified: Chair-Elect Anne Flesher introduced the LOA drafts and the reasoning behind the proposed policy. An audit trail is needed for tracking regular hours versus hours worked outside of a regular work day. Anne reviewed the recommendations and issues that arose with the draft. Ron Marston summarized the changes and intent of the documents. There are two versions of the policies to address administrative staff and classified staff. The intent is to establish teaching classes is outside of the regular work day and not interfering with the staff member's regular job. The concerns were to make the policy less restrictive, with no written

approval, and HR would be notified but do not have to have permission. One recommendation is to raise the credits to 6 which match the grant-in-aid policy.

A hearty discussion and question period ensued. Senator Julia Hammett asked why the credits were doubled on non-instructional assignments. Roni Fox said some assignments are not credit-based and this was done to be proportional. Dr. Hilgersom noted concern being able to justify to legislators when asking for raises with the concern legislature would build the overages into the staff salaries. Dr. Hilgersom also noted concern with overloads conflicting with the employee's regular work load. She asked how the department chairs/supervisors can oversee employees whose regular performance may be suffering. Ron Marston said we should be consistent in overload amounts to both administrative and classified faculty. Ron noted the annual evaluations address employees not meeting standards. Julia Hammett said this is extra time of the employees and can be justified to legislature by noting they are effective members of the TMCC workforce and many employees are wanting to earn extra money to support their families or enhance their resumes. Hallie Madole noted the biology labs are 4 credits. Anne asked how many classified have LOA's. Roni Fox said there are 2 classified employees and 6 administrative faculty who have LOA's. Anne suggested changing section 2 to say "shall discuss" instead of "shall notify" their supervisor. Dr. Hilgersom will create language for science labs and suggests having the supervisor be a part of the discussion. Senator Ben Scheible noted the version received in the packets was not the same. Ron said the difference is from Classified Council, who had a meeting yesterday. Senate wanted to include the most current revisions. Dr. Hilgersom noted this is not a time-sensitive item.

VPAA Marie Murgolo asked if an employee can use grant-in-aid and receive an LOA at the same time. Ron said it's possible. Mike Holmes suggested Anne and Ron get the final details and bring back to senate next month. Ron suggested an alternative to approve the spirit of the edits to inform the Planning Council as the senate is a recommending body and we are not responsible to draft these policies. Senator Kate Kirkpatrick, proxy for Senator YeVonne Allen read a statement from YeVonne that the college must address the impact on the departments and suggests taking the drafts to the administrative group. Senator Fred Lokken noted we should have language to address taking grant-in-aid and receiving an LOA at the same time. Two senators noted teaching faculty are not restricted and we should not restrict classified. Roni Fox noted there are work labor laws to consider with the classified staff as well due to overtime issues. Roni does not want to restrict anyone and is trying to find a way to make it work. Fred Lokken suggests language clarification to separate the employee's regular job versus their LOA.

Chair Holmes called for a motion to defer any action on this policy until the next senate meeting for all constituencies to have a chance to absorb all of the changes in the drafts.

Motion: To postpone approving the Letters of Appointment drafts for Classified and Administrative employees until the next senate meeting in order to give all constituencies time to review the changes.

Movant: Senator Ben Scheible

Second: Senator Fred Lokken

Vote: Passed unanimously

Faculty Hearing Panel: Chair Holmes was notified at the beginning of this week TMCC is required to establish and maintain a standing hearing panel (Title 2, Chapter 6) for any future disciplinary actions. The panel is to contain 15 members. Once the panel is approved, Chair Holmes will have more latitude to remove and add members due to scheduling conflicts. Chair Holmes provided a list of 20 potential members (listed below) from all four divisions that were Dean recommendations or volunteers. The membership is one academic year and panelists will be granted administrative leave if called to serve. A permanent committee will be formed through a bylaw change in the future. Chair Holmes opened the floor for questions. Senator Hammett asked if all the potential academic faculty panelists were tenured. Chair Holmes said tenure and non-tenure are not considered and there are no academic issues due to the confidentiality of the panel. Chair Holmes further clarified he did not confirm who is tenured and who is not. Senator Hammett also noted the smaller diversity in the Business and Social Sciences Division and Liberal Arts Division. Chair Holmes noted he quickly had to get a potential membership ready for senate. Chair Holmes called for a motion to approve.

Motion: To approve the potential list of administrative and academic faculty to serve on a Faculty Hearing Panel

Movant: Senator Ben Scheible

Second: Senator Ron Marston

Vote: Passed with one opposition and one abstention.

NSHE Code, Title 2, Chapter 6
Faculty Hearing Panel
Committee Members

Business and Social Sciences Division

Robert Kirchman – Business (AF)
Fred Lokken – History, Political Science (AF)
Nancy O’Neal – Management (AF)
Paul Davis – Political Science (AF)

Liberal Arts Division

Ana Douglas – Dean, Liberal Arts Division (A)
Julie Armbrecht – English (AF)
Bridgett Blaque – English (AF)

(A) Administrator
(AF) Academic Faculty

Sciences Division

Catherine (Cate) Edlebeck – Nursing (AF)
Warren Hejny – Radiation Technology (AF)
Julie Muhle – Dental Assisting (AF)
Rebecca (Becky) Porter – Math (AF)
Kyle Sadanga – Math Skills Center (A)
Virginia Irintcheva – Biology (AF)
Anne Flesher – Math (AF)
James Kuzhippala – Community Health Science (AF)

Technical Sciences Division

Wes Evans – HVAC/R (AF)
Kreg Mebust – Construction and Design (AF)
Cliff Bartl – Diesel (AF)
Barb Walden – Director, Technical Sciences Division (A)

Chair’s Report

Committee Composition: Chair Holmes showed the committee composition worksheets and the intent to get more diversity in each committee, where representation is coming from, and an attendance roster for each committee. It was noted the years of service were incorrect for some employees and one date cell “jumped” on the Faculty Senate worksheet. Those corrections will be made.

Chair-Elect’s Report

Chair-Elect Anne Flesher provided an update on the Administrative Faculty Adhoc taskforce. The taskforce met on September 28 and discussed issues of administrative faculty. Many administrative issues are not vetted through the standing committees. The issues are brought directly to senate. Administrative faculty feels they are reacting to issues and policies rather than being proactive on issues and policies. The committee reviewed pros and cons of creating a standing committee, getting more voting representation in senate, or forming an administrative senate. The Adhoc taskforce favored forming a standing committee of the senate. This is similar to other institutions. The Adhoc taskforce is currently drafting bylaws for a standing committee.

Committee Reports

- **Recognition & Activities Committee – Michelle Montoya**

The committee met on September 18 and discussed changing the meeting schedule and is actively finding a time that works for all the committee members. The committee will be catching up on the Professional Employee of the Month awards. Michelle also noted upcoming events: Pumpkin Decorating Contest on October 31, Random Acts of Recognition, and Night at the Theater coming in November.

- **Student Government Association – Ahtziry Vasquez**

The SGA is working with student alliance to promote the alliance and attendance. The SGA goals are communication, outreach, awareness, sustainability, wellness, student organizations, access (transit to TMCC), culture events, and healthier options in the vending machines. SGA is also looking at charging stations/lockers.

- **Classified Council – Cynthia Olivo**

Cynthia gave thanks for the assistance she received during the work done on the Classified LOA. Upcoming events are the Halloween Decorating Contest on Oct. 31, Collective Goods was here recently, Silent Auction, and the Street Fair. Vice President elections will begin soon and will be announced.

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

The Part-Time Faculty Committee met this morning. Marynia congratulated the new part time senators. The committee discussed the part-time of the month award form, professional development ideas for part-time employees, placing part-time faculty on website pages, one more member for Planning Council is needed. The committee will be streaming their meetings soon. A Facebook page will be started for part-time faculty. The next meeting is Nov. 2.

- **Professional Standards – Ron Marston for Melanie Purdy**

Ron Marston provided the Professional Standards committee report. They discussed the edits to the faculty annual evaluation regarding number of times an activity could be used. The committee will continue its work with the Salary, Benefits, and Budgetary Concerns committee on the evaluations. Scott Huber, NFA President attended the meeting to discuss the upcoming NFA contract negotiation and to receive input. The textbook report was discussed and revisited in an effort to assist faculty in choosing the best materials for their students.

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

The committee met on September 21. The sabbatical application deadline is Friday, October 12. Travel funds were approved on the consent agenda today. The committee will be creating a new form for the travel fund request to assist faculty. The SBBC committee is working with Professional Standards on the annual plan. Other suggestions Ron has received for the annual plan adding more weight to teaching activities, counting overloads as an activity, more space for narratives, and cleaning up dates. The committee is soliciting more feedback from deans and faculty. An Excel form has been created that will expand and collapse the activities as needed. Lars Jensen provided a phase-in retirements and a resolution to senate will be forthcoming. A faculty representative is needed for the NSHE RPAC committee. The committee is also looking at summer pay and rank advancement policy. The next meeting is October 12.

- **Academic Standards & Assessment – Mark Maynard**

The committee met on September 21. The PUR captains and their roles were discussed. PUR changes and updating the handbook were discussed. The PUR Captains received their captain pins. A WICHE Passport subcommittee was formed. They will be reporting at the next meeting of the ASA. The meeting was shortened in order for the committee to receive training on the E-Lumen software and reviewing the handbook. The next meeting is Oct. 12 and the committee will also receive a training session on E-Lumen.

- **Library Committee – Josh Shinn**

The Library Committee met on September 27. The committee continued discussing the standards and paring them down. Two panels are coming up: Monster Panel and WWI. The committee is still seeking a community member to join the committee. The committee is continuing to work to get books to the tech center. The committee discussed the textbook study and is searching for a fund for students to make emergency textbook purchases. The next meeting is Nov. 1.

- **Curriculum Review Committee – Virginia Irintcheva**

The course and program submissions are progressing. There were a lot of updates done to the website along with a curriculum submission button to get to course submissions faster. In Spring, the committee will be discussing course objectives, student learning outcomes, and the measures for student learning outcomes. The committee will discuss the need for all three and whether all of them are needed. Virginia asked to please provide any input on the outcomes and objectives. The next meeting is October 19 and it is the deadline to get published in the catalog.

Input Virginia received today regarding objectives, outcomes, and measures were to have less and measures and to still document what is being measured.

- **WebCollege Faculty Advisory Committee – Dan Hooper**

The committee met today and discussed standards for students. The committee is recommending to increase the prominence of how much time students should spend in online courses.

- **Old Business**

None

- **New Business**

Senator Edwin Lyngar asked to have the senate approve including part-time employees on their department websites. Chair Holmes asked to have the part-time committee submit it as an agenda item for the next senate meeting.

Senator Scheible announced the Nevada State Bar Association is seeking volunteers to serve on the Nevada State Bar Association Northern Disciplinary Panel. You do not have to be an attorney to serve.

Chair Holmes also announced to contact him if you would like a copy of the AB202 Final Report, there are two vacancies on the Planning Council to be filled, and the sabbatical application deadline is Oct. 12. There will be no edits after the application is sent to the senate office.

Meeting adjourned: 2:17 p.m.