

FACULTY SENATE MEETING MINUTES

November 2, 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 Budget Chair Ron Marston
Library Committee Chair Josh Shinn	Part-Time Faculty 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 Spencer Schultz	Student Government Representative Ahtziry Vasquez	

Absent: Arnold Brock, Julia Hammett (Proxy: Micaela Rubalcava), Mike Holmes, Cathy House (Proxy: Henry Sotelo), Mike Schulz, Ahtziry Vasquez

Guests: Amber Anaya, Elena Bubnova, Gwen Clancy, Julie Ellsworth (For: Marie Murgolo-Poore), Roni Fox, Dr. Karin Hilgersom, Jonathan Lam, Hallie Madole, Jim New, Gary Skibinski

The meeting was called to order at 12:32 p.m.

Chair-Elect Anne Flesher called the meeting to order. Chair Mike Holmes is out of town and asked Anne to say "Go Gators" for his portion of the chair report.

Approval of Meeting Minutes October 5, 2018

Motion: To approve the minutes for October 5, 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 reported on four items: NSHE workplan, campus speech, accreditation visit, and the EATS Facility.

The NSHE workplan was developed with the Vice Chancellor of Community Colleges, Nate McKinnon and the community college presidents. The workplan was developed over the Summer and is still in draft form, soon to be finalized. Five priorities were identified in the workplan: advising models/methods, student success management system, guided pathways to success, college admission applications, and association memberships.

Campus speech was discussed due to stickers that were stuck to walls and glass in the Red Mountain Building encouraging white privilege. This brings forward the discussion of the difference between free speech vs. loaded speech vs. hate speech. Administration is working to create a protocol for these types of issues. Please send any ideas to administration. It was noted that YeVonne Allen and Elena Bubnova are on the NSHE Free Speech Committee and the Faculty of Color Committee are also working on dialogs for these types of situations.

The accreditation visit was successful and a draft of the accreditation team's report was provided to TMCC. The report will be shared when the Vice President of Academic Affairs is available. The accreditation team was impressed with the bachelor programs offered at TMCC. The team did recommend TMCC have fewer indicators in its strategic plan.

The architects for the EATS Building, VanWoert Bigotti, have begun the site selection review process. The site has been narrowed down to two possible sites. Forums or a charrette will be held at a later date. The fee schedule was approved on the Board of Regents consent agenda. The architects are working on a design package that can be used to showcase the building to entice private donations.

Chair-Elect's Report

Chair-Elect Anne Flesher reported to the senate the following items: the Adhoc Taskforce met and has finalized the bylaw revisions that are up for a first read in today's senate packet, Classified Council presented their draft of the LOA at the last Planning Council meeting, the administrative faculty LOA draft is in today's packet, the Planning Council still has two vacancies, the Background Check is included in today's packet as an informational item, and to please bring any questions to Anne. Anne also reported Amy Cavanaugh is serving on the NSHE Retirement Plan Committee.

Draft Background Check Policy – Anne Flesher

Included in the packet is the draft Background Check Policy as an informational item. Please bring any questions or concerns to Anne or Mike.

All Discussions Listserv – Anne Flesher

The AllDiscussions Listserv will move to a listserv called Watercooler which is voluntary. The end-user would manually opt-in. Discussion ensued regarding faculty response and possible pushback. It was suggested to bring this discussion to faculty senate. Dr. Hilgersom noted this discussion has been occurring for over a year with JEB and other groups. Dr. Hilgersom noted the survey results of the faculty showed that a listserv was wanted but, to have it as an opt-in. Dr. Hilgersom also stated as she understood it, this change is supported. If not, she recommended to send this to the senate. Melanie Purdy, Professional Standards Chair, offered to take the issue to Professional Standards to review and create a resolution. The next meeting of Professional Standards is November 16.

First Read of Two Bylaw Changes – Anne Fleisher

Anne introduced the first read of two bylaw changes: creation of a new standing administrative faculty committee and changes to the terms of service for officers and the addition of a past chair office.

Anne provided rationale on the changes to the terms of service for officers and the addition of a past chair office. This change would bring more continuity to the senate with a chair-elect, a chair, and a past chair each serving a one year term rather than a chair-elect serving a two year term and the chair serving a two year term. This would also bring a more robust pool of candidates to run for chair-elect due to a shorter commitment and more continuity with senate leadership.

Ron Marston noted he would add this service to options for planned activities on the annual plan.

Action Items

Resolution to Support a Smoke and Tobacco Free Campus: Halle Madole, Chair of the Tobacco-Free Committee introduced the resolution. She provided background on the committee and its achievements. Halle outlined the resolution changes which include designated smoking areas. A suggestions received was to provide an awning for inclement weather. Halle noted the committee also has several resources to assist smokers in quitting. Other comments received were how to stop people smoking in their cars and marijuana use. Cars are personal property which is difficult to govern. Marijuana use is federally illegal. Senator Ben Scheible noted the word “cessation” implies we want to stop being smoke free and suggested that word be removed from the resolution. Senator Scheible also noted the state statute is not aligned with this policy. The statute already designates us a smoke-free campus. The statute allows owners of establishments where smoking is permitted to voluntarily set aside designated smoking areas. Senator Fred Lokken noted he would like to see the statute reflected correctly and motioned to postpone the resolution to clarify the language.

Motion: To postpone the resolution to clarify the language.

Movant: Senator Fred Lokken

Second: Senator Ron Marston

Vote: Passed unanimously

Letter of Appointment for Administrative Faculty: Anne introduced the Letter of Appointment Policy and called for a motion. Senator YeVonne Allen said there were two items that are not consistent with the recommendations from administrative faculty. The first item is to remove or strike Section 1F. The second item, Section 3 has two viewings at Planning Council and Faculty Senate does not approve policies. Anne noted the policy says “in consultation with Faculty Senate.” Senator Ron Marston also noted this matches other TMCC bylaws regarding policy changes. Dr. Hilgersom noted the policy draft mirrored WNC’s policy and we would likely not do that again. Dr. Hilgersom said she would like to see a shorter policy.

Motion: To approve the Letter of Appointment for Administrative Faculty.

Movant: Senator Ron Marston

Second: Senator Amber Burroughs

Vote: Motion died

Discussion ensued on wording and implementation. Anne suggested a motion could be made to change the wording and amend the motion. Shorter version as read by Senator Allen: *“TMCC administrative faculty employees may assume LOA assignments at TMCC, or at other NSHE institutions, that fall outside of their regular work assignments. The employee will perform all LOA duties outside of the employee’s normal workday. Written approval from the supervisor and appropriate Vice President must be obtained before the employee agrees to an assignment that falls within the employee’s normal workday.”*

Motion: To amend the motion to approve the Letter of Appointment for Administrative Faculty to a shorter version proposed by YeVonne Allen.

Movant: Senator YeVonne Allen

Second: Senator Fred Lokken

Vote: Did not pass

Further discussion ensued. It was pointed out that many elements were not addressed in the shorter version Senator Allen proposed. Senator Allen suggested withdrawing the motion and proposed to return to the initial document. Since the motion was already on the floor Chair-Elect Fleisher called for a vote. The motion did not pass.

It was motioned to return to the original draft and amend it with the suggested changes: Include at the end of the sentence the wording “at TMCC in Section 1F, and strike Section 3 bullet point 2 (see excerpts below).

Section 1 F:

- F. Full-time administrative faculty will be limited to 3 6 instructional units per semester or 6 12 hours per week on average for non-instructional assignments at TMCC.

Section 3 Bullet Point 2:

- ~~It is understood that the terms of this policy can be changed or altered only with the written approval of the College President in consultation with the Faculty Senate.~~

Motion: To return to the original document and incorporate the recommended changes.

Movant: Senator Virginia Irintcheva

Second: Senator Fred Lokken

Vote: Passed with 16 for 2 opposed and 3 abstentions

Second Read Bylaw Change: Committee name change from "Salary, Benefits, and Budgetary Concerns Committee" to "Salary, Benefits, and Budget Committee:" Ron Marston Chair of the Salary, Benefits and Budgetary Concerns Committee introduced the second read of the committee name change.

Motion: To change the name of the "Salary, Benefits, and Budgetary Concerns Committee" to "Salary, Benefits, and Budget Committee."

Movant: Senator Micaela Rubalcava

Second: Senator Fred Lokken

Vote: Passed

Phase-In Retirement Resolution: Ron Marston introduced the Phase-In Retirement. He discussed the Excel spreadsheet, some of the possible scenarios, and provided background on the Phase-In Policy. The intent of the policy is to show that the college saves money by allowing Phase-In Retirement as long as the department and college has its needs met.

Motion: To support the Phase-In Retirement Resolution presented.

Movant: Senator Ron Marston

Second: Senator Ben Scheible

Vote: Passed

Travel Form: Ron Marston provided background on Faculty Senate travel procedures. Requesting travel funds from Faculty Senate has been confusing since the Workday implementation. Ron and his committee created a simplified form with instructions and requirements. Discussion ensued on why only faculty can request travel funds. The policy has always been faculty only; however, Ron is happy to bring this back to the committee to discuss including administrative faculty as well. Michelle Montoya, an administrative faculty member, said she was approved for travel. Other comments received were how confusing the process is and it's a lot of work for often a small dollar amount. Ron said he will discuss ways to get more funding as well as including administrative faculty in the travel policy. Jim New said there are other sources of monies that could be made available for travel to those parties not included in the current travel policy, such as RAP requests, operating funds, and speaking to the deans. Virginia Irintcheva said it was nice to have any funds available to use for travel where she did not at a previous workplace. Senator Judy Frederickson also noted she had travel and seminars paid by her dean simply because she asked. Anne called for a vote and the senate approved the form unanimously.

Bookstore Resolution: Chair Melanie Purdy of Professional Standards brought forth a resolution concerning the bookstore contract. She cited issues such as students under age 18 not being able to enter into a rental agreement and instructors not being able to recommend to students other less-costly sources to obtain their textbooks. Melanie is asking we begin the requests for proposals (RFP) in 2019 rather than auto-renewing and waiting until the contract ends in 2020. Discussion ensued and Jim New pointed out there are many moving parts to this contract. TMCC are partners with Western Nevada College (WNC) and Great Basin College (GBC) any changes we make would affect WNC and GBC. Proceeding with the RFP in 2019 is too soon. Jim New is happy to engage faculty and students in this as well. Dr. Hilgersom said she fully supports this and would like to go to a different model for textbooks. She further recommended we approve the resolution so she and Jim New can take this to the other college presidents involved in the contract. Anne called for a vote and the resolution passed unanimously.

Committee Reports

- **Student Government Association – Ahtziry Vasquez**

Ahtziry was not present, no report was given.

- **Classified Council – Spencer Schultz**

Spencer Schultz filled in for Cynthia Olivo today. The council is accepting nominations for classified employee of the month. He thanked Ron and Anne for the LOA policy recommendations. Spencer said he wants to build a stronger relationship and wants the classified council to be involved in any of the policies that go through the college.

- **Part-Time Faculty Issues – Andre Walton and Edwin Lyngar**

Andre and Edwin reported for Marynia. The committee streamed their first meeting this morning. The committee voted to forward to the senate to ask the departments to include part-time faculty names and information on the department websites. Edwin asked for a motion to encourage the departments to place the names and information of part-time faculty on the department websites. Dr. Hilgersom also pledged the support of leadership to assist. Discussion ensued and it was suggested to ask the Web Advisory Committee to discuss any further actions to accomplish this task. The Part-Time Faculty Committee also voted to work towards awarding grant-in-aid to dependents of part-time faculty.

Motion: To encourage the departments to include part-time faculty names on their website.

Movant: Senator Edwin Lyngar

Second: Senator Ben Scheible

Vote: Passed

- **Professional Standards – Melanie Purdy**

Professional Standards met today. The committee is continuing to work with the Salary, Benefits and Budgetary Concerns committee regarding activity usage on the annual plan. The committee also discussed the textbook contract and receiving input for the upcoming NFA contract negotiation. The committee will be discussing the AllDiscussions Listserv at the next meeting of Professional Standards on November 16, 2018.

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

The committee last met on October 12. There were 5 sabbaticals awarded from the system. The sabbatical subcommittee is reviewing the applicants. The SBBC is continuing to work with Professional Standards on the annual plan activities. The committee is also discussing the summer pay formula.

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

The committee last met on October 12. There is a survey from the accreditation visit available. The committee is reviewing its charges and is reviewing the Academic Dishonesty Policy and Academic Calendar. The WICHE Passport Subcommittee will also provide a report at the next ASA meeting on November 16.

- **Recognition & Activities – Michelle Montoya**

The Recognition & Activities Committee moved their meeting dates. TMCC Night at the Theater is tonight. Professional Employee of the Month, Neil Siegel, was awarded this morning. Random Acts of Recognition is being revisited at the next Recognition & Activities Meeting November 27.

- **Library Committee – Josh Shinn**

The Library Committee met yesterday. The Monster Panel was successful. The Great War panel discussion is coming up November 14. An essay contest will be held during the event by Phi Theta Kappa. The committee discussed creating a textbook taskforce and decided against it due to the recommendations currently under review in Professional Standards. An Earth Day event may be held in Spring.

- **Curriculum Review Committee – Virginia Irintcheva**

The deadline for course submissions for the catalog is due November 23.

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

The WebCollege met this morning. A plagiarism software company provided a demonstration to the committee and textbook accessibility was discussed for ADA needs.

- **Old Business**

None

- **New Business**

None

- **Announcements**

The WWI Panel: "The Great War: How, Why, Its Impact & Horrors" Wednesday, November 14, 2018, 2-3:30 p.m. in SIER 108.

Meeting adjourned: 2:50 p.m.