

# FACULTY SENATE MEETING MINUTES

December 7, 2018

Faculty Senate Chair: <b>Mike Holmes</b>	Faculty Senate Chair-Elect: <b>Anne Flesher</b>	Executive Committee member, Academic Standards and Assessment Chair <b>Mark Maynard</b>
Executive Committee member, Curriculum Review Chair <b>Virginia Irintcheva</b>	Executive Committee member, Professional Standards Chair <b>Melanie Purdy</b>	Executive Committee member, Salary, Benefits and Budget Chair <b>Ron Marston</b>
Library Committee Chair <b>Josh Shinn</b>	Part-Time Faculty Committee Chair <b>Marynia Giren-Navarro</b>	Recognition & Activities Committee Chair <b>Michelle Montoya</b>
WebCollege Faculty Advisory Committee <b>Dan Hooper</b>	Senators At-Large: <b>YeVonne Allen</b> <b>Amber Burroughs</b> <b>Kate Kirkpatrick</b> <b>Staci Miller</b>	Senators for Allied Health: <b>Heidi Himler</b> <b>Mike Schulz</b>
Senators for Technical Sciences: <b>Wes Evans</b> <b>Paul Seybold</b>	Senators for Biology: <b>Meeghan Gray</b> <b>Virginia Irintcheva</b>	Senators for Computer Technology: <b>Arnold Brock</b> <b>Cathy House</b>
Senators for English: <b>Elizabeth Humphrey</b> <b>Robert Lively</b>	Senators for History, Political Science & Law: <b>Fred Lokken</b> <b>Ben Scheible</b>	Senators for Humanities: <b>Elena Atanasiu</b> <b>Eric Bullis</b>
Senators for Math: <b>Hieu Do</b> <b>Becky Porter</b>	Senators for Physical Sciences: <b>Ed Corbett</b> <b>Judy Fredrickson</b>	Senators for Social Sciences: <b>Julia Hammett</b> <b>Micaela Rubalcava</b>
Senators for Visual and Performing Arts: <b>Ron Marston</b> <b>Ted Owens</b>	Senators for Part-Time Faculty: <b>Edwin Lyngar</b> <b>Andre Walton</b>	
Classified Council Representative <b>Spencer Schultz</b>	Student Government Representative <b>Ahtziry Vasquez</b>	

**Absent:** Wes Evans (Proxy: Meeghan Gray), Fred Lokken (Proxy: Ben Scheible), Micaela Rubalcava (Proxy: Julia Hammett), Mike Schulz

**Guests:** Amber Anaya, Elena Bubnova, Eddie Burke, Amy Cavanaugh, Roni Fox, Hallie Madole, Dr. Karin Hilgersom, Dr. Marie Murgolo, Jim New, Barb Painter, Joan Steinman

**The meeting was called to order at 12:30 p.m.**

Chair Mike Holmes called the meeting to order.

## Approval of Meeting Minutes November 2, 2018

**Motion:** To approve the minutes for November 2, 2018

**Movant:** Senator Ben Scheible

**Second:** Senator Fred Lokken (Proxy: Ben Scheible)

## Consent Agenda

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**Motion:** To adopt the time limits set forth on the Faculty Senate Agenda

**Movant:** Senator Ben Scheible

**Second:** Senator Fred Lokken (Proxy: Ben Scheible)

**Vote:** Passed unanimously

## Agenda Format

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Senator Scheible brought up the new agenda format citing a point of order and motioned for Faculty Senate to accept the time limits set forth on the agenda. Chair Holmes noted he has received complaints on the length of discussions and wants to ensure the meeting runs efficiently. Senator Ron Marston noted confusion with the time limits set in parenthesis on the agenda and whether or not they are cumulative or per each item. Chair Holmes called for a vote.

**Motion:** To adopt the time limits set forth on the Faculty Senate Agenda

**Movant:** Senator Ben Scheible

**Second:** Senator Fred Lokken (Proxy: Ben Scheible)

**Vote:** Passed unanimously

## Administrative Report – Dr. Karin Hilgersom

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Dr. Hilgersom had a visual of TMCC Practices with a focus on inclusion of part-time faculty and highlighting the Meadowood Campus. Dr. Hilgersom also wants to encourage department discussions of priorities. These handouts came from the NSHE Chancellor. The presidents have received a template for the Student Success Summit on January 17 to be completed by January 3. Dr. Hilgersom also asked to share ideas and thoughts on what targets to set. She also noted we are likely not receiving any additional resources to accomplish this. She ended her report noting she would like to receive input and imaginative ideas. Chair-elect Anne Flesher asked about the number of conferred awards and why they were reported as a number and not a percent. Dr. Hilgersom said the number will be projected as a percentage.

## Administrative Report - Vice President Academic Affairs, Dr. Marie Murgolo

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Dr. Murgolo spoke about clarifying the 4 rankings used in tenure: Unsatisfactory, Satisfactory, Commendable, and Excellent. These rankings need to be documented and used consistently across all committees. She also noted there is more work on the annual plans to be done.

Dr. Murgolo noted recent curriculum changes: certificates added, deactivations, eliminations, and new degrees now awarded.

Faculty is the center of persistence for student success and gave kudos to student services for their work. Dr. Murgolo asked faculty to share philosophies and practices for student success and would like to convene a workgroup to explore this matter.

Dr. Murgolo also noted her meeting with the Institutional Advisory Council (IAC) Chair, Clifton Maclin. Part of their meeting they discussed artificial intelligence (AI), its impacts, and how to help students.

## Chair's Report – Mike Holmes

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Chair Holmes attended the Board of Regents meeting in Las Vegas, a system senate chair meeting, and the NSHE Community College Subcommittee. The chancellor will be serving on Governor-elect Sisolak's transition team and the current Governor's Chief of Staff will remain in the Governor's cabinet. The chief of staff is very supportive of community colleges. TMCC Faculty Senate will have the Chancellor at the February Faculty Senate meeting and will likely discuss persistence goals. In January there will be a workshop on persistence goals and there will also be training for NSHE

representatives. A workshop will be held in Arizona in February for online instruction. NSHE representatives from each institution will be attending. TMCC's program is strong and this is an opportunity for all NSHE institutions. PEBP will have their annual meeting December 12 to discuss benefits. Ron Marston noted there are suggested changes to the benefits on the agenda. Chair Holmes noted there were North-South issues with the HMO's. Ron Marston has a summary of the proposed changes for the PEBP meeting if anyone is interested. Vice Chancellor Brooks has resigned from the system and there is currently a vacancy in Government Relations at the system.

Chair Holmes also noted the memo from Governor-elect's Sisolak's office and is requesting input from the faculty senate by December 14 in order to provide input for a briefing from all of the faculty senate chairs for the Governor-elect.

## Chair-Elect's Report – Anne Flesher

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Chair-elect Flesher presented the Service Animal Policy as an informational item that came from Planning Council. Anne is requesting any input before the December 17 Planning Council meeting. Roni Fox said she would incorporate any suggestions or comments. Relevant suggestions and comments that were not stated in policy already were: we do not have a Dean of Student Services and a more cordial tone in the first page third paragraph welcoming service animals. Jim New said this policy is to back up faculty and provide a point of reference. Animals were being brought on campus for recreation. Chair Holmes suggested to contact Roni Fox with any input or questions and provide a reference to the federal law concerning a service animal.

## Committee Reports

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- **Professional Standards – Melanie Purdy**

Melanie has two resolutions to put forward. The first is a resolution to the alldiscussions ListServ. Professional Standards suggests to have two email lists. One called TMCCEvents for campus events and announcements and to keep alldiscussions as it is for emails such as employees selling furniture or highlighting an article they recently read. The exact name of the alldiscussions list will be determined by marketing. Senator Julia Hammett suggested to clarify reply email will default to the sender only. Chair Holmes called for a vote on the resolution as amended to state default replies go back to the sender. The vote was unanimous and the motion carries.

**Motion:** To create two distinct email lists to accommodate faculty and staff needs (TMCCEVENTSANDINFO-L) and a more general list to accommodate personal activities with default replies going back to the sender only.

**Vote:** Passed unanimously

The second motion concerns the use of activities on the annual plan. The Professional Standards committee discussed how often activities can be used. Professional Standards is making a resolution to modify the annual plan to clarify commendable or excellent under the rationale they do not want to limit activities.

Ron Marston said the committee he chairs (Salary, Benefits, and Budget Committee) does support this; however, he does not. Ron's issue is with the wording and exchanging the word "must" to "recommended" which is ambiguous and allows for creative ranking issues. Chair Holmes asked if Ron had voiced his thoughts to his committee or Professional Standards. Ron did not voice his personal opinion to his committee, but did mention it when he attended the Professional Standards committee as a guest. Chair Holmes suggests to return this policy back to Professional Standards and Salary, Benefits, and Budget to work on jointly. Dr. Hilgersom stated that this plan needs to align with the rank advancement policy. Chair-elect Flesher suggested to revisit the language pertaining to including activities from CE2 & CE3. Chair Holmes called for a motion to refer this resolution back to committee.

**Motion:** To refer the resolution to provide clarity to faculty and deans/chairs in terms of use of activities in annual planning back to the Professional Standards and Salary, Benefits, and Budget committees to work on jointly.

**Movant:** Senator Ben Scheible  
**Second:** Senator Meeghan Gray

**Vote:** Passed unanimously

- **Salary, Benefits, and Budget – Ron Marston**

Ron introduced the committee's resolution on Summer Compensation. The resolution arose from a professor noting he was not paid at the new COLA rate that went into effect on July 1. The basis of the resolution is to pay summer instructors at whatever rate is in effect on July 1 for classes that start on or after July 1. Dr. Murgolo spoke and noted TMCC pays what the NSHE Procedures and Guidelines Manual stipulates for summer pay. Ron said his committee will be working on the summer pay formula. Chair Holmes called for a vote.

**Motion:** To make effective July 1, 2019 all classes taught by full and part-time faculty that begin after July 1 should be paid at the rate effective on July 1.

**Vote:** Passed unanimously

Ron also noted his committee will be discussing senate travel funds and possibly including administrative faculty and zero rank faculty. Chair Holmes noted he asked the other system senate chairs how they fund travel. UNLV funds travel from summer school funds. The committee will also review the annual plan.

Ron also announced the Sabbatical Subcommittee has completed its work and has forwarded their recommendations on to administration.

- **Curriculum Review Committee – Virginia Irintcheva**

The committee met this morning had had several approvals.

- **Library Committee – Josh Shinn**

The committee last met on November 1 and discussed Sue Malek heading up a heritage and history event in the Spring. The Great War Panel was successful and had 150 -200 attendees. The committee next meets February 7, 2019.

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

Mark introduced the Academic Calendar and highlighted the changes:

- added the academic year 2022-2023,
- changed the graduation date in AY 2019-2020,
- the summer of 2021 and 2022 dates were changed to accommodate processing in financial aid and admissions and records.

Discussion ensued on what happened to the Wednesday before Thanksgiving being a school holiday. It was determined there was not an appetite for approving the holiday due to faculty contract days. Chair Holmes reigned in the discussion to focus on the changes at hand.

Ben motioned to amend and decrease the number of academic days consistent with the NFA contract and a second was made. Barb Painter outlined the methods and work she did with Lars on the calendar. Ben then suggested to defeat his motion to amend. The motion died. Chair Holmes called the original motion. There was more discussion on Spring break and why we do not align with Washoe County School District (WCSD). Mark answered that NSHE requires us to have the calendar planned out five years and WCSD is only required to plan out two years. Barb Painter confirmed NSHE's requirement. Chair Holmes called the vote to approve the Academic Calendar AY 18-19 thru 22-23 highlighted changes.

**Motion:** To approve the Academic Calendar AY 18-19 thru 22-23 highlighted changes.

**Vote:** Passed

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

The committee last met Nov. 2 and did not have an update; however, they have unfinished business.

**Motion:** To recommend dependents of part-time faculty be extended grant-in-aid eligibility.

**Movant:** Senator Edwin Lyngar

**Second:** Senator Fred Lokken (Proxy: Ben Scheible)

**Vote:** Passed unanimously

Jim New mentioned a fee waiver that has been used in the past. The part-time faculty can transfer their benefit to the dependent. Jim pledged to research the wavier and report back before he commits.

Spencer Schultz said HR handles Grant-in-Aid which is not extended to part-time faculty.

**Motion:** To amend to the motion to recommend dependents of part-time faculty be extended grant-in-aid eligibility and call it "Tuition Wavier"

**Movant:** Senator Ben Scheible

**Second:** Senator Julia Hammett

**Vote:** Passed unanimously

Spencer Shultz asked if this is being run through the Part-Time Faculty office.

- **Recognition & Activities – Michelle Montoya**

The committee sent out an email this morning with printable cards attached to send to co-workers as a way to recognize them. These cards and a larger recognition will be on the website once the website migration is complete. The cards will also be available at the Holiday Party Tuesday.

- **WebCollege Faculty Advisory – Dan Hooper**

The committee met this morning. Testing is moving from RDMT 204 to the Testing Center. In future meetings the committee will look for additional ways to create convenience with online test proctoring. Hugh Frasier presented survey results of student opinions of online education. The committee will utilize the results to improve WebCollege.

- **Student Government Association – Ahtziry Vasquez**

Ahtziry was present, but had to leave the meeting before her report was given.

- **Classified Council – Spencer Schultz**

Spencer thanked everyone who donated to the silent auction and raffle tickets are still on sale.

## In It Together – YeVonne Allen & Amy Cavanaugh

Amy Cavanaugh introduced the campaign and provided background. The pamphlet came out of work done last year by the Professional Standards committee to show how each of us can create a more inclusive community. Amy reviewed the purpose and who we collaborated with: other community colleges, TMCC committees, and councils. Both Amy and YeVonne presented. The presentation was well-received.

## Old Business

### **Second Read of two bylaw changes – Anne Flesher:**

Chair Holmes introduced the agenda item.

**Motion:** To approve the bylaw change to add a new standing committee of the Administrative Faculty.

**Movant:** Chair-elect Anne Flesher

**Second:** Senator YeVonne Allen

**Vote:** Passed unanimously

**Motion:** To approve the changes to the terms of service for officers and the addition of a past chair office.

**Movant:** Chair-elect Anne Flesher  
**Second:** Senator Fred Lokken (Proxy: Ben Scheible)  
**Vote:** Passed unanimously

Discussion ensued if there will be an election every year and how much experience the Chair-elect will be able to get in only a year. The rationale is to engage the Chair-elect more and have a past chair to assist with institutional/historical knowledge.

**Resolution to Support a Smoke and Tobacco Free Campus:** Halle Madole, Chair of the Tobacco-Free Committee has returned with a revised resolution that incorporated the comments from the prior senate meeting.

**Motion:** To support the revised resolution to support a smoke and tobacco free campus.

**Movant:** Senator Rick Bullis  
**Second:** Senator Cathy House

**Vote:** Passed with 2 oppositions.

## New Business

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Senator Becky Porter brought up two items the mandatory requirement of employees to report any child abuse and asking sick students to leave class. Jim New responded to reporting child abuse citing Joe Paterno. Abuse was witnessed by classified employees and Paterno's assistant and they did not report. Jim pointed out we do have an obligation to report any abuse. Dr. Hilgersom echoed in support of Jim's statement all faculty and staff.

Jim said he did not know how to answer about asking an ill student to leave class. Dr. Hilgersom said if that question came to HR they would likely also not be able to answer that. Her preference would be for those discussions to occur at the department level with the department chair/dean. Senator Scheible also echoed he did not think we have authority to make a student leave class.

**Meeting adjourned: 2:37 p.m.**