

# FACULTY SENATE MEETING MINUTES

September 13, 2019

Faculty Senate Chair: <b>Anne Flesher</b>	Faculty Senate Chair-Elect: <b>YeVonne Allen</b>	Past Faculty Senate Chair <b>Mike Holmes</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>	Administrative Faculty Committee Chair <b>Diane Nicolet</b>	Library Committee Chair <b>Rob Lively</b>
Part-Time Faculty Committee Chair <b>Marynia Giren-Navarro</b>	Recognition & Activities Committee Chair <b>Lauren Gatto</b>	WebCollege Faculty Advisory Committee <b>Dan Hooper</b>
Senators At-Large: <b>Kate Kirkpatrick</b> <b>Jose Torres-Jasso</b> <b>Staci Miller</b> <b>Adine Stormoen</b>	Senator for Allied Health: <b>Heidi Himler</b>	Senators for Technical Sciences: <b>Sam Byington</b> <b>Wes Evans</b>
Senators for Biology: <b>Jinger Doe</b> <b>Virginia Irintcheva</b>	Senators for Computer Technologies: <b>Steve Bale</b> <b>Cathy House</b>	Senators for English: <b>Elizabeth Humphrey</b> <b>Karen Wikander</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>Rebecca McCleary</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>Paula Reynolds</b>	Senators for Visual and Performing Arts: <b>Candace Garlock</b> <b>Ron Marston</b>
Senators for Part-Time Faculty: <b>Edwin Lyngar</b> <b>Andre Walton</b>	Classified Council Representative <b>Tina May</b>	Student Government Representative <b>Alexandra Patri</b>

**Absent:** Mike Holmes, Diane Nicolet, Andre Walton (Proxy: Gwen Clancy), Melanie Purdy

**Guests:** Amber Anaya, Natalie Brown, Elena Bubnova, Dr. Julie Ellsworth, Dr. Karin Hilgersom, Roni Fox, Estella Levario Gutierrez, Dr. Marie Murgolo, Jim New, Kofi Poku, Dr. Tina Ruff, Joan Steinman, Candice Vialpando, Cecilia Vigil

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

Chair Anne Flesher welcomed everyone to the meeting.

## Approval of Meeting Minutes May 3, 2019

There was one correction to the minutes in Dr. Murgolo's report. The "Strategic Master Plan" should have been written as the "Academic Affairs Strategic Plan."

**Motion:** To approve the minutes for May 3, 2019 as amended.  
**Movant:** Senator Ben Scheible  
**Second:** Senator Fred Lokken  
**Vote:** Passed, as amended, with 3 abstentions and no oppositions.

## Consent Agenda

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It was noted the term of the special hearing committee is from the first senate meeting of the year to the first senate meeting of the next year.

**Motion:** To approve the September 13, 2019 Consent Agenda.  
**Movant:** Senator Ben Scheible  
**Second:** Senator Fred Lokken  
**Vote:** Passed unanimously

## Administrative Report – Dr. Karin Hilgersom, TMCC President

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Dr. Hilgersom opened her report welcoming everyone back and sharing the most current (as of Sept. 4) enrollment numbers:

- FTE Enrollment is up 4.5% versus Fall of 2017,
- Headcount is up 7% (this is a 5% increase from last year),
- Gateway English up 3%,
- Gateway Math up 6%,
- Web FTE up 12%,
- Minorities comprise 47% of the student body,
- Hispanic enrollment is 32%.

NSHE has a performance-based funding model. Enrollment is the secondary driver; the primary driver is completed weighted student credit hours. TMCC receives funding for completed credits. Dr. Hilgersom gave high praise to faculty and staff for a job well done.

The next Planning Council Meeting is Monday, September 16. Dr. Hilgersom reviewed the agenda with senate noting the early notification incentive program for retirement so faculty are aware. The second reading is scheduled for October. The early incentive program for retirement would begin between Nov. 1-15. The program would offer \$1,500 incentive to commit to a notice of retirement a year in advance to allow departments to plan. This does not include phase-in retirement and administrative faculty would have a different timeline. The finer details are being ironed out. Dr. Hilgersom requested to please share any input with Chair Flesher or Chair-elect Allen.

On Sept. 25 NSHE Regent Chair Geddes and Regent Mark Doubrava are coming to TMCC to get input for the chancellor search. The regents will explore with us whether we should do a national search for the next chancellor, appoint an interim chancellor, or an acting chancellor. Several constituency groups have been invited which will make this meeting subject to open meeting law.

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

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Dr. Murgolo welcomed everyone back to the new academic year and reported we have 17 new faculty, a new Dean of Liberal Arts, a new Learning Commons Director, and a new pilot learning community comprised of English and Political Science in the Fall and English and Theater in the Spring. The cohort has forty-one students enrolled; a smaller number of enrollments was expected. There is a new ACUE cohort of 30 faculty members. Dr. Murgolo will provide a summary report at the next meeting of last year's ACUE pilot. Dr. Murgolo will also share some of her report time with the Faculty of Color to provide updates to the senate.

## Division of Sciences Realignment – Dr. Marie Murgolo, Vice President Academic Affairs

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Dr. Ellsworth currently has 85 direct reports. With the corequisite policy going into effect a realignment will give focus and attention to everyone and make follow through of the policy easier.

Dr. Murgolo has met with constituencies and is going to the Board of Regents in December. Once this is approved, the position will be posted to be filled by July 1 for the 2020 academic year Marie called for any questions. It was commended that this was brought to senate for a vote as the only requirement is for senate to be consulted.

**Motion:** To approve the proposed Division of Sciences Realignment presented to senate on September 13, 2019.  
**Movant:** Senator Ron Marston  
**Second:** Senator Ben Scheible  
**Vote:** Passed unanimously

## Chair's Report – Anne Flesher

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Chair Flesher welcomed and thanked everyone for attending, provided an update from the Board of Regents meeting which include a handbook change for salary schedules, and other coming handbook, the taskforce on Performance-based compensation was approved and Anne asked to get feedback to her as quickly as possible.

The Chancellor will be here October 1 to gather budget priorities and talk with faculty and students. An informational email will be forthcoming.

Chair Flesher also noted we are a recommending body, everyone will have a chance to speak and participate in civil discourse without fear of retaliation.

## Annual Plan Resolution/Statement

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Chair Flesher brought forward and read a resolution crafted by the Faculty Senate Executive Board in reference to the Academic Faculty Evaluation.

“In the spirit of collaboration, collegiality, fairness, and shared governance, substantive revisions to the Academic Faculty Evaluation form or process should be vetted and agreed upon by the appropriate standing committees of the Faculty Senate, the deans, and the office of the Vice President of Academic Affairs, and the Evaluation process should be administered equally to all faculty in all Divisions.”

Chair Flesher called for a motion on the resolution.

**Motion:** To approve the senate resolution regarding the Academic Faculty Evaluation.  
**Movant:** Senator Ben Scheible  
**Second:** Senator Fred Lokken  
**Vote:**

Senator Scheible suggested an amendment to include “agreed upon by the Faculty Senate”

“In the spirit of collaboration, collegiality, fairness, and shared governance, substantive revisions to the Academic Faculty Evaluation form or process should be vetted and agreed upon by the appropriate standing committees of the Faculty Senate, the Faculty Senate, the deans, and the office of the Vice President of Academic Affairs, and the Evaluation process should be administered equally to all faculty in all Divisions.”

**Motion:** To approve the senate resolution regarding the Academic Faculty Evaluation with the added text “agreed upon by the appropriate standing committees of the Faculty Senate, **the Faculty Senate**, the deans,…”  
**Movant:** Senator Fred Lokken  
**Second:** Senator Julia Hammett  
**Vote:** Passed unanimously

Yet another amendment was suggested: to replace the word “equally” to “consistently” in the last sentence.

In the spirit of collaboration, collegiality, fairness, and shared governance, substantive revisions to the Academic Faculty Evaluation form or process should be vetted and agreed upon by the appropriate standing committees of the Faculty Senate, the Faculty Senate, the deans, and the office of the Vice President of Academic Affairs, and the Evaluation process should be administered consistently to all faculty in all Divisions." There was also discussion of using the word "equitably", a further amendment was not made.

**Motion:** To approve the senate resolution regarding the Academic Faculty Evaluation with the deletion of the word "equally" to "consistently" in the last sentence.

**Movant:** Senator Ben Scheible

**Second:** Senator Fred Lokken

**Vote:** Motion carries with 2 oppositions and 5 abstentions.

## Chair-Elect's Report – YeVonne Allen

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Chair-elect Allen made her thank yous and welcome greetings. Chair-elect Allen is working on an anti-bullying policy and will be working in collaboration with Professional Standards on the policy. Chair-elect Allen also made sure to invite the faculty senate to the September 25 chancellor forum to provide input.

## Committee Reports

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- **Academic Standards Committee – Mark Maynard**

The committee met August 23 and are working on the following items: drafting an academic dishonesty policy, reviewing general learning outcomes, a library assessment process, a syllabus template, PURS, and have formed 2 subcommittees: WICHE Passport and template committee. Five PURS will be reviewed this year and the captains have been selected. The next meeting is a joint meeting with the Curriculum Review Committee on Sept. 27.

- **Administrative Faculty Committee – YeVonne Allen for Diane Nicolet**

Inaugural Professional Development Days for the Administrative Faculty was a huge success. The committee is forming an adhoc committee for new employee welcome is ongoing the committee is working on a pilot program.

- **Curriculum Review Committee – Virginia Irintcheva**

The committee met on August 23 and approved several courses and programs, the webpages were updated over the summer with improved streamlined information, and updated deadlines. Monthly reminders of submission dates will be sent. A subcommittee was also formed for student learning outcome writing. The committee will have a joint meeting with the Academic Standards and Assessment Committee on September 27.

- **Library Committee – Rob Lively**

The committee met on September 5 and have begun looking at the textbook policy and preliminary research has begun. The committee will bring something to senate for review at a later date. The committee will continue with their most popular panels such as the Monster Panel and Earth Day Panel. Other panel topics discussed were the 100th Anniversary of women's voting rights and A peace, love, and understanding panel to celebrate the 50th anniversary of the 60's. The next meeting is October 3.

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

The committee met today and have many new members as well as former part-time faculty who are now full-time faculty. The committee discussed advertising the Part-Time Senator Election with flyers and possible candidate emails. Marynia also recommended checking out the part-time faculty resources on the TMCC Website. The committee is accepting nominations for Part-time Faculty of the Month. Cathy Brewster is working to create a mentorship program for new faculty to partner with full time faculty. Marynia also noted Kurt Ehlers was awarded a best professor award, Heather Haddox will serve on the Planning Council representing part-time faculty, and Sarah Jacobson has been a great resource for part-time faculty. The next meeting is October 4.

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

The committee met August 23 and has begun working on the Emeritus Policy and Procedure with a focus on formatting and correcting procedure, not any benefit change. The committee gathered volunteers for special

hearings to be used "on call". Course evaluations are also being discussed and best practices are being reviewed. Please contact Melanie if you have any input or suggestions. The next meeting is September 20, 2019.

- **Recognition & Activities – Lauren Gatto**

The committee met September 3 and discussed working with the foundation to possibly create a memorial wall. Lauren mentioned that Professional of the Month winners get to award a student a \$100 scholarship and the Foundation Office will keep a list of students in case the winner does not have anyone in mind. The Pumpkin Decorating Contest is October 30. The committee will next meet on October 1.

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

The committee met on August 23 and reviewed last year's accomplishments and work. Topics the committee will tackle this year include personal/flex days, reestablishing the Rank Advancement Taskforce (RAT) for performance-based pay, and discussions on procedure for phase-in retirements, and annual plan scoring. The committee is also in need of more members. The Sabbatical Pre-App is due today and the packet deadline is October 11. Ron also thanked Steve Bale for chairing the sabbatical committee. Ron also mentioned travel fund applications are due September 20 and reviewed the deadlines.

- **WebCollege Faculty Advisory – Dan Hooper**

The committee met prior to today's senate meeting. The committee agreed to begin each meeting with a 10-minute sharing session where the members will share tips and tricks of how they teach online. The committee approved a homepage for Canvas which will be coming to senate in October as an action item. The committee also discussed an institutional syllabus for policies which will be a future agenda item for senate. The next meeting is October 4, 2019.

- **Student Government Association – Alexandra Patri**

Alexandra reported the SGA have begun their meetings and are looking for ways to be sustainable. The SGA has begun to use biodegradable utensils at events. Alexandra will be attending the Board of Regents Meetings.

- **Classified Council – Tina May**

The council last met September 5 and their next open meeting is September 19. Classified Council meet with other NSHE Classified Councils, and discussed morale boosting activities and classified events done at each institution. The next meeting will be Thursday, Sept. 26. On September 19 the council will discuss whether we want to change the TMCC Education Fund from a Scholarship to a Book Scholarship. Other items the council are working on are: Halloween Decorating Contest and a possible Spring Fling that will include team building, trainings, and classified benefit information.

## COLA Shortfall Funding – Jim New, Vice President Finance and Administrative Services

A cost of living allocation (COLA) was agreed upon but funded differently than in past years. Prior to this year the legislature had approved funding for 80% and the institution would fund 20%. The shortfall the school will pay is 3/10 of 1 percent. Mr. New listed some options which included travel budget cuts across the departments, reduction of force, attrition, targeted reductions of travel and service contracts. Mr. New recommends targeted reductions to travel, discontinue marginal contracts, reduction of force (hold positions vacant), evaluate other vacancies, reassign new vacancies to other funding, and grant funding.

Questions from the senate circled around travel budget and possible layoffs. Mr. New and Dr. Hilgersom noted travel budgets that are being reduced are Administrative and that events such as NISOD, TMCC will send fewer attendees or attend every other year, and layoffs are not being considered. Mr. New welcomes any suggestions. Chair Flesher requests we continue to discuss this at our next senate meeting.

## Budget Priorities Discussion – Dr. Karin Hilgersom

NSHE will visit TMCC for biannual budget input. Constituents are invited to participate and provide input. Every NSHE institution shares their list of budget priorities. A draft list was shared for senate to draw ideas from and add to.

- Increase funding for high need courses, IAC wants to help obtain funding for summer.
- Student Success: advising and Starfish,
- Special Populations: Men of Color, JIVE, Foster Youth,
- Salary Compression,
- Rank Advancement ,
- Capital Projects: ex. DRI Shared Sciences Building, 6 labs, and office space

Dr. Hilgersom detailed the chancellor's visit, the process the chancellor follows and turned over the discussion to senate. Chair Flesher supports the TMCC/DRI shared building and noted many of the classrooms will need infrastructure changes in order to implement the corequisite policy. Other questions revolved around which labs would stay on TMCC's campus and which would relocate to DRI, what the difference between rank advancement and salary compression is, and if they could be combined. Some of the answers were: Physical Sciences would be at DRI and live sciences would stay at TMCC, updates to salary schedule change starting pay for new hires and creates more inequity and compression, there is policy for how someone is placed on the schedule, but not how they move in the schedule, rank advancement is not the same as merit pay. The question posed by Dr. Hilgersom is what is the solution? A suggestion is a predictable pay schedule. Chair Flesher requested feedback from the senators and their constituencies to discuss with the other senate chairs and the executive board.

## Old Business

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Chair Flesher provided a genesis of the document which was passed in senate May 2018 to forward to constituency groups.

The Administrative Faculty Committee was also asked to provide input. This document will be considered a living document not tied to any other document or policy.

It was noted the NFA was not asked to comment on the document and it was requested to postpone approval until the next Faculty Senate Meeting in October.

**Motion:** To postpone motioning on the Shared Governance Document until the October 4, 2019 Faculty Senate Meeting.

**Movant:** Senator Julia Hammett

**Second:** Senator Ben Scheible

**Vote:** Passed unanimously

## New Business

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Chair-elect Allen requested to hear an athletics/soccer update at our next senate meeting.

**Meeting adjourned:** 2:25 p.m.