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# INSTITUTIONAL ADVISORY COUNCIL MINUTES

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## Institutional Advisory Council Meeting

Friday, May 29, 2015

9 a.m.-Noon

SIER 200

Call to Order of the Truckee Meadows Community College Institutional Advisory Council Meeting: 9 a.m.

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## 1. Roll Call

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**Present:** Councilmembers: Chair Collie Hutter, Vice-Chair Michonne Ascuaga, Knute Knudson, Nancy McCormick, John Thurman, Bradley Woodring.

**Ex Officio Members:** Ron Marston, Faculty Senate Chair; Donna Clifford, Classified Council Chair; Henry Sosnowski, Nevada Faculty Alliance Representative; Stephanie Prevost, Student Government Association President.

**Staff:** Dr. María C. Sheehan, President; Dr. Kyle Dalpe, Associate Dean/Chief of Staff; Dr. Rachel Solemsaas, Vice President of Finance and Administrative Services; John Albrecht, General Counsel; Dean Estela Gutierrez; Dean Marie Murgolo-Poore; Dean Jim New; Elena Bubnova, Institutional Research.

**Absent:** Councilmembers: Chris Bender, Marissa Brown, Traci Davis, Michael Hernandez, Mike Kazmierski.

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## 2. Public Comment

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Chair Hutter called for public comment. There was none, public comment was closed.

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## 3. Approval of Minutes – February 4, 2015

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Councilmember Woodring **moved to approve the minutes of February 4, 2015 as presented.** Councilmember McCormick seconded the motion. The motion was **approved** by a vote of 6-0-5

Absent: Bender, Brown, Davis, Hernandez, Kazmierski.

ITEM 7 was heard next.

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## 4. Presentation – Community College Student Profile: Goals, Challenges, and Support

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This item was heard after ITEM 7.

Mrs. Elena Bubnova, Executive Director of Institutional Research, started off the presentation (Attachment 1) providing an overview about the types of students served by TMCC. Dean of Student Services, Mrs. Estela Gutierrez continued the presentation to discuss the initiatives the college has undertaken to better serve the needs of the student body: Success First, Jacobs Presidential Scholars Program, Re-Entry. Faculty Senate Chair Ron Marston addressed some of the challenges TMCC faces with such a diverse student population. Student Government Association President Stephanie Prevost wrapped up the presentation by sharing what it is like to be a community college student. She shared her personal story of how she got to TMCC and how it has changed her life. Ms. Prevost would be completing her Associate of Arts in Secondary Education in the Fall and currently applying to universities in Oregon and Washington. She emphasized how important it was to utilize the services provided by the college.

Discussion followed the presentation about remediation and the relationship TMCC has developed over the last seven years with the Washoe County School District (WCSD). TMCC was working with WCSD and the University of Nevada, Reno to identify students needing remediation as early as the end of students' 10th grade year. Dean Gutierrez said there were new efforts underway to identify ESL students in order to provide them additional assistance during their Junior year to prepare them to come to the college. Chair Hutter suggested that an agenda item in the future be dedicated to further discussion about remediation.

### 5. Presentation – First Baccalaureate Degrees for Truckee Meadows Community College

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President Dr. María C. Sheehan introduced Dean Jim New, Technical Sciences and Dean Dr. Marie Murgolo-Poore, Business Division who gave a presentation (Attachment 2) about the introduction of two bachelor of applied science degrees geared toward addressing specific workforce needs. The two degree programs were proposed to be Homeland Security/Emergency Management and Logistics Operation Management. Staff would be bringing this to the June Board of Regents meeting, Dean New thought they would be viewed favorably.

Chair Hutter said this was very exciting, it was a wonderful step forward. With the loss of a logistics program at the University, she was thrilled to see the program and the transferability of the degrees.

### 6. Presentation – TMCC Budget Update, Including but not limited to: Funding Formula and all Revenue Sources

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Vice President of Finance and Administration, Dr. Rachel Solemsaas, gave a presentation (Attachment 3) at the request of the Council to have a deeper discussion about funding and sustainability for the future. Dr. Solemsaas recapped how the funding formula was implemented and how the impact of adoption has affected the overall TMCC budget. Enrollment was down, consistent with national trends. This has resulted in significant reductions for the college. President Maria Sheehan explained TMCC's reductions have been small, approximately \$400,000 this year, but when you add in the reductions for students who withdraw from courses, the impact is more severe. The college was seeing reductions from reduced enrollment, withdrawals, and not meeting requirements for performance pool dollars.

Dr. Solemsaas finished her presentation with what the college was doing to balance the budget. TMCC would be approximately \$2 Million short in the upcoming fiscal year, FY16. Dr. Solemsaas reviewed actions the college was taking, with input from the Budget Reduction Committee, to sustain operations. President Sheehan added that small cuts have been required since 2008, she was concerned about how much more could be cut before the college was not able to provide services, which would negatively affect the funding formula and performance pool funding even further.

Discussion related to how the 60% attendance was rule was calculated and how it related to regulations set by Federal Department of Education and Federal regulation of Financial Aid. There was significant discussion about how revenues are affected by withdrawals and the funding formula.

**Chair Hutter called a recess at 10:40 a.m. The meeting reconvened at 10:55 a.m.**

ITEM 8 was heard next.

### 7. Presentation – Overview of Burning Glass: Careers in Focus

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This item was heard after ITEM 3.

Frank Woodbeck, Executive Director, Nevada College Collaborative, gave a brief introduction to the new data technology system purchased by the Nevada System of Higher Education (NSHE) in partnership with the Department of Employment, Training, and Rehabilitation (DETR) to act as a bridge between demand and supply in terms of employment in the State of Nevada. It is the first of its kind nationwide that jointly links workforce agencies and higher education. The majority of the upfront and implementation costs were being covered by a TAACCCT grant. Each institution would be required to pay

\$130,000 annually. Mr. Woodbeck reviewed the tools provided within the system which could be used by students, faculty, and alumni.

Councilmember McCormick asked if the regional development authorities would have licenses or access to the software in hopes of getting employers to post and use the system. Mr. Woodbeck said through DETR that opportunity would be available. Expected rollout was tentatively planned for the Fall for training and system set up. DETR's PIO would be introducing the new system, they hoped to involve local employment associations. Councilmember Woodring requested a follow up on the project at the next meeting.

ITEM 4 was heard next.

### 8. Presentation – 2015 Legislative Update

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This item was heard after ITEM 6.

Dr. Kyle Dalpe, Associate Dean/Chief of Staff, relayed the Nevada Legislature would be wrapping up the following Monday. As the college's Legislative Liaison, he would be keeping an eye on key bills that would have an impact on the college. A handout was provided (Attachment 4) with the NSHE funding priorities. One concealed weapons bill still active, along with bills related to the Millennium Scholarship and need based financial aid for community and state college students (Silver State Opportunity Fund). The college was closely watching bills related to the STEM challenge and rapid response workforce development fund which were still seeking funding.

Discussion followed regarding how Institutional Advisory Council Members could act as advocates and share the goals and vision for the college with others. It was agreed that work was needed on the funding formula, Dr. Dalpe thought discussion on that topic would start soon after the close of the session. Participation in interim session work would allow everyone to be ready for the 2017 Legislature. When asked by Vice-Chair Ascuaga how long the college could survive making reductions, Dr. Sheehan estimated it would take four years making further cuts before the college was no longer solvent. President Sheehan was hopeful though that the Legislative session and creation of the College Collaborative had brought awareness to the issues and was happy to hear talk from Vice Chancellor Constance Brooks about making the next session the year of the community college.

### 9. Board Discussion on Description and Operational Guidelines of the Truckee Meadows Community College Institutional Advisory Council:

#### What is the Council's Role in the Community, College and Nevada System of Higher Education

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Chair Hutter asked the Council to have a discussion that would result in an understanding of the Council's role, how they could act, and how would they go about implementing that agenda. This discussion would give the Council guidance in terms of how they wanted to move forward, what the goals are, and how to represent their individual constituency while also bringing TMCC's message back to their constituency and the community at large.

Each Councilmember briefly introduced themselves and gave a description of who they were representing. After the introductions, President Sheehan reviewed the charge given to the IAC. As a result of the first IAC meetings, the IAC Description and Operational Guidelines were drafted and provided to the Council. Dr. Sheehan wanted to ensure the Council that she was interested in providing information about the college but she didn't want to have it be a one way discussion. She recognized the caliber of those sitting on the Council, their skill sets were invaluable in terms of the sustainability of the institution. President Sheehan thanked Councilmembers McCormick and Woodring for attending the recent Washoe County School District meeting related to the addition of the technical pathways for TMCC High School. These types of opportunities and support show the college connected with the workforce and community needs.

President Sheehan relayed the college needs to look at every dollar carefully and seek out opportunities to create a synergy with others to be able to connect with K-12; using these types of connections to best leverage the available

funding will help the college fulfill its mission and meet the needs of the community. Chair Hutter requested that the next meeting allow time for discussion on what each Councilmember can do to carry out the charge of the IAC. She appreciated the college's effort to call upon the Councilmembers to testify and speak to people on their behalf. She asked the Councilmembers to really think about how to make the documents provided (the IAC charge and description and operational guidelines) really work. How can the Council be the most effective? Both as a group and within each individual's sector?

Discussion followed regarding outreach efforts to relay information about the types of programs available. Vice Chair Ascuaga thought the Council could help with those types of efforts, helping to educate the community. Councilmember Woodring said that as the Foundation Board President for TMCC, he was having one on ones with key individuals in the community or specific industries in order to provide information, but also find out who they serve and how best to reach them.

President Sheehan said outreach was really dependent on external dollars. Due to budget reductions, the Marketing and Communications department has a very small staff with a large workload. They do as much as they can to promote programs on a shoestring budget. More discussion followed regarding communication and development of an action plan. Chair Hutter hoped by the end of the next meeting the Council would be at a point to take a vote on an action plan complete with metrics. Councilmember McCormick hoped that the plan would include steps to engage and connect with businesses/employers. Mr. Sosnowski added that it should also include a means of connecting with those who most need the assistance, as often when there is outreach the audience is one that is already informed. It was agreed that finding the individuals that need the information is crucial. Chair Hutter thanked everyone for the discussion and hoped that it would carry over to the next meeting where a more developed plan will be discussed.

### 10. Discussion and Possible Action to Determine Dates and Times for Future Institutional Advisory Council Meetings

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Chair Hutter introduced the calendar for IAC meetings for the remainder of 2015 and 2016.

Councilmember Woodring **moved to approve the schedule originally given to us with the provision to that we have the ability to cancel based on member attendance.** Councilmember McCormick seconded the motion. The motion was **approved** by a vote of 6-0-5 Absent: Bender, Brown, Davis, Hernandez, Kazmierski.

### 11. Future Agenda Items (New Business)

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President Sheehan reviewed items she heard throughout the meeting for follow up:

- Remediation and Outreach – Partnerships with the Washoe County School District (what TMCC is doing in English and Math in the pathways for remediation and what happens with ESL students and pre-remedial students)
- Update on Performance Based Funding, Nationally (what are the statistics, who is doing well, what are the changes occurring)
- Work Plan Template (to be reviewed and amended at next meeting)

Dr. Sheehan then suggested the following items:

- Presentation on Other Funding Sources: Grants, Capital Funding, Foundation Efforts (where is the grant money, what it is funding, when do they sunset; discussion on revenues for capital projects including current projects at Edison and the Redfield sites and future renovations for Dandini campus; where is Foundation money being raised and what is going to support)
- Presentation on Shared Services (what is shared services, how does it work)

Councilmember McCormick asked if it would be helpful to have a presentation from the EDAWN Economic Planning Impact Committee (EPIC), which was evaluating the impact of forecasted job growth. Chair Hutter asked that it be added to the next agenda.

### 12. Public Comment

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Dr. John Gwaltney, former President of TMCC, thanked IGT for their efforts to create the Edison site. They had put up a considerable amount of money for the project. Dr. Gwaltney thanked the Councilmembers for serving on this board. He also thanked Dr. Sheehan and complimented her and her staff for doing a superb job telling the Council about the shortages that have been created by the technique of funding that was implemented. Dr. Gwaltney said there were many who felt the study on which the Legislature acted on to create the funding formula is badly flawed. He believed it did not reflect the information provided by the states that participated. He had spoken to individuals in two of the states who felt the researchers had missed the mark. There was substantial doubt about the base formula, which would distort the outcomes.

### 13. Adjourn

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Councilmember Woodring **moved to adjourn**. Councilmember McCormick seconded the motion was **approved** by unanimous vote 8-0-0.

The meeting adjourned at 11:56 a.m.