
INSTITUTIONAL ADVISORY COUNCIL MINUTES

Institutional Advisory Council Meeting
Friday, May 13, 2016 9 a.m.-Noon

William N. Pennington Health Science Center
18600 Wedge Parkway, Building B, Room
Reno, Nevada 89511

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

1. Roll Call

Present: Chair Collie Hutter; Vice-Chair Michonne Ascuaga; Council Members: Scott Bailey, Chris Bender, Mike Kazmierski, Knute Knudson, Nancy McCormick, Susan Schilling, and John Thurman.

Ex Officio Members: Dr. John Adlish, Faculty Senate Chair; Henry Sosnowski, Nevada Faculty Alliance Representative.

Staff: Dr. J. Kyle Dalpe, President; Dr. Barbara Buchanan, Vice President of Academic Affairs, Dr. Rachel Solemsaas, Vice President of Finance and Administrative Services; Vice President of Student Services Estela Gutierrez; John Albrecht, General Counsel; Elena Bubnova, Executive Director Institutional Research and Analysis; Gretchen Sawyer, Executive Director of Foundation and Institutional Advancement; Rich Olson, Interim Director of Human Resources; Kate Kirkpatrick, Director of Marketing and Public Information; Dean Jim New, Technical Science Division; Sharon Wurm, Director, Financial Aid; Joan Steinman, Director, Disability Resource Center.

Absent: Councilmembers: Marissa Brown, Bradley Woodring. Ex Officio: Dee Dee Segal, Classified Council President, Spencer Schultz, Student Government Association President

2. Public Comment

Chair Hutter called for public comment. Marketing and Communications Director Kate Kirkpatrick was happy to announce that the following Friday 1,326 students were slated to graduate with 85 different types of degrees and/or certificates. Commencement would be held at the Peppermill Casino on Friday, May 20 and would begin at 10 a.m.

3. Approval of Minutes – February 5, 2016

Councilmember McCormick moved to approve the minutes of February 5, 2016 as presented. Councilmember Ascuaga seconded the motion. The motion was approved by a vote of 9-0-2.

Absent: Brown, Woodring.

4. President's Update:

A) Welcome

Dr. Dalpe thanked everyone for their participation and engagement during the President search activities. This would be his last meeting as the Acting President, he relayed his gratitude to all the Council Members for their continued involvement.

B) Report on Changes to in Administration and Senior Faculty

Dr. Dalpe relayed that Chancellor Daniel Klaich announced his retirement, he would be leaving June 2, 2016. TMCC would be seeing some personnel changes as well. Vice President Finance and Administration Dr. Rachel Solemsaas accepted a position as Chancellor of Hawaii Community College and would be leaving the end of June. Dr. John Adlish, Microbiology Professor and Faculty Senate Chair would be leaving this summer to take a position at Nevada State College, where he would serve as Dean of Sciences Division.

C) TMCC by the Numbers

Dr. Dalpe gave PowerPoint presentation (Attachment 1) called TMCC by the Numbers, a high level update on student population, enrollment and funding.

D) Institutional Master Plan Update

President Dalpe **would be presenting the college's annual master plan** update at the June Board of Regents meeting. A full update would be provided to the IAC at their next meeting.

E) Budget

Dr. Dalpe provided a brief update on the budget preparations for Fiscal Year 2017. The college would be putting forward funding requests for more gateway courses. TMCC is asking for an increase in the Weighted Student Credit Hours (WSCH) for Applied Technology courses. These courses accommodate smaller enrollment and require more extensive resources. **The College was asked by the Governor's office to look** at a possible 5% reduction in their base budget going into the next biennium.

Council Member Knudson asked what other institutions were looking at possible 5% reduction. Dr. Dalpe clarified that the 5% base budget reduction was for all state agencies, the reduction would equate to \$1.5 million for TMCC for each of the two years.

5. Presentation – Focus on K-12: Understanding the Pipeline to TMCC

a) Washoe County School District Signature Academies and Career Technical Education (CTE) Programs presented by Dr. Dana Ryan

b) Discussion Regarding Strategies for the IAC to Help Increase Enrollment at TMCC by WCSD Students

Dr. Dana Ryan, Washoe County School District, Director of Signature Academies gave a PowerPoint presentation (Attachment 2) with an overview of programs connecting the Washoe County School District (WCSD) programs and the College and eventually four year degrees. Their focus was to graduate kids, who go on to other things to form their adult persona. It was the job of WCSD to give the students all the pieces they need to take on whatever they happen to choose in the future.

Dr. Ryan have an overview of Signature Academies and Career and Technical Education programs. There are programs in nine high schools and two signature schools, Wooster High School and the Academy of Arts, Careers and Technology. Dr. Ryan reviewed the WCSD initiative for expansion of the Signature Academies and Career and Technical Education (SACTE).

Council Member McCormick expressed her appreciation of **Dr. Ryan's help in the LEAP pathways program. She's always** where she needs to be when she needs to be there, those efforts are extremely appreciated **from EDAWN's point of** view.

Council Member Ascuaga inquired as to whether there had been any efforts for the higher education institutions near high schools to allow students to take advantage of college programming. Dr. Ryan indicated discussions had started regarding bringing the high school programs to the college sites. Discussion followed regarding the education of parents and students about all the options available to high school students.

Council Member Bailey thanked Dr. Ryan for the presentation. WCSD liked to **celebrate what's working**, he thought more of that needed to be shared. Council Member Bailey said the collaborations and partnerships with TMCC were wonderful. Dr. Ryan agreed, WCSD was very fortunate to have the working relationship with TMCC and its key staff.

6. Presentation – Perspectives on Workforce Development Needs:

a) Presentation by an Executive from a Long Established Reno Based Manufacturing Company: Presented by Matt LaBranch, International Game Technology

Council Member Knudson introduced Mr. Matt LaBranch, Senior Vice President – Production and Services and Global Operations at International Game Technology (IGT). IGT was a long standing, very well established manufacturer in the area. Council Member Knudson gave a PowerPoint presentation (Attachment 3) outlining the history of IGT; providing an overview of the the business and what they stand for; the types of products they produce; and the key attributes IGT looks for in an employee. Mr. LaBranch said he was finding from entry to senior level employees, there was an obvious lack in advanced math skills, collaboration and cooperation, and general problem solvers. Potential IGT employees should have the competence to perform the job duties, but also have the ability to interact with all the other employees locally and in other areas. Job qualifications for most jobs would include: Knowledge of hardware, software, mechanical systems engineering, motion, graphics, animation and mobile gaming (as it was the wave of future), network systems, sales and distribution, and knowledge of Industrial Standards Organization (ISO) and Six Sigma.

Mr. LaBranch sat on a committee in 2011 as part of an NSHE taskforce charged with looking at ways to refresh community colleges. He felt there were some valuable items that came out of that report: Evaluation of the Technology Plan as it Relates to the Community Colleges, Assess a Nevada Virtual University, Review Variable Student Tuition Pricing, Evaluate Student Counseling Programs and Coaching, Verify Standardization of Course Offerings, and Align Certification Programs with Actual Careers.

Council Member Knudson thought northern Nevada was fortunate to have IGT. As a member of that organization, he has enjoyed his association with the Council, especially his interaction with the students and faculty at the different sites. He would encourage opportunities to have more inter-relations with the students. He was happy to say he has his eye on a couple of the students he was met and will work to get them placed in jobs. Council Member Knudson thought the Council should find a way to develop more of these relationships with other organizations, a two way street in addressing the organization's needs and helping students succeed.

Dr. Dalpe thanked Mr. LaBranch the presentation and for the IGT donation that led to the initial development of the Applied Tech Center.

Chair Hutter called a recess at 10:21 a.m. The meeting reconvened at 10:31 a.m.

7. IAC Council Member Outreach Reports:

A) Report on NSHE Search

Vice Chair Ascuaga reviewed the process. Four candidates were brought to the Dandini campus and had opportunities to meet with students, faculty, staff, IAC, and anyone in the community. Those from TMCC attending these sessions, including IAC Members, had the ability to provide input and feedback online or during the actual sessions.

After the candidates met with people from TMCC, NSHE held two days of formal interviews. At the end of the interviews the Regents listened to all the feedback provided online, input from those attending the meeting, and comments from the Search Committee. The Chancellor and Regents on the Committee selected Dr. Karin Hilgersom as their recommendation to submit to the entire Board of Regents for confirmation. Vice Chair Ascuaga said it was quite a process and thanked all the Council Members that participated and all those that helped in the interview process.

B) Council Member Reports

Chair Hutter reported to the Board of Regents Community College Committee on February 25, 2016. During her report, she reinforced that IAC is here to support TMCC and their mission. The IAC had been working on engaging with employers and now was moving on to look at the pipeline. Chair Hutter did ask for a meeting of the four IAC Chairs from each institution. That meeting has been scheduled for June 2, 2016.

Council Member Thurman wished to give a public acknowledgement to TMCC staff for their cooperation with Nevadaworks. Their help to gather information for the Eligible Training Provider List, which is necessary to get Federal funding not only for the college but also for those participants that pay for services. The process has changed with recent legislation and TMCC staff has been very helpful with the process.

Council Member Kazmierski hoped all the Council Members were getting the EDawn executive summary. The last issue included a piece by Council Member Kazmierski about how community colleges not getting any respect and being overshadowed by the universities. After a month of the opinion piece being out, he was receiving feedback supportive of the need to adequately fund community colleges so that they could provide for the needs of employers. Council Member Kazmierski is hoping this support will reach the Legislature and help to realign resources. He would continue to lobby for greater support for community colleges in order to meet the needs of Nevada kids. EDawn can act as the conduit. EDawn recently rewrote their Strategic Plan with a very specific focus on workforce development and attraction as companies coming to the area need to be able to fill positions.

Council Member McCormick was working with the Workforce Consortium to clarify pathways to employment, making sure there are connections and clear directions from one step to the next. This allows students to find out about additional available services and creates a pathway to employment. The group is also working on the mapping of courses and certificates to actual workforce needs. A group of manufacturers are getting together to discuss what training is needed and what training is beneficial at the K-12 level. They are also discussing what certifications TMCC needs to provide and what certifications are important to manufacturers. This feedback comes directly from the manufacturers to better align curricula.

Vice Chairman Ascuaga expressed concern that with two high schools so close to the Health Science Center, there **wasn't much coordination between WCSd and TMCC. She suggested the college possibly reach out start to make that connection.** She thought there was great opportunity at the Pennington Health Science Center and the college should figure out how to build programming to utilize the existing resources at the Redfield site. Council Member Bailey replied that this topic was extremely timely. Galena High is starting to use the facility and more opportunities are in the works.

8. Review, Discussion, and Possible Action Related to the TMCC Charge, Including by not Limited to:

- A) Review of Discussion about Development of Community Outreach Marketing Materials and Possible Action to Select Media, and/or Procedures for Use

Council Member McCormick worked with Kate Kirkpatrick, Director of Communications and Marketing, to develop the materials provided in the black folders. They were seeking feedback and/or suggestions. **Council Member McCormick's** recommendation would be to take out the most important pieces and put them in an electronic pamphlet. Director Kirkpatrick reviewed the contents of the folder.

Discussion followed regarding the catalogs that get mailed out to the community. A suggestion was made to add a line inside the front cover, or somewhere very visible, expressing that TMCC is so much more than the workforce and community courses listed. It should include an easy link for someone to find more information on degrees and certificates. Director Kirkpatrick would work to create a digital format of the documents in the folder and get it sent out to the IAC.

- B) Review of Discussion Related to Development of TMCC IAC Metrics and Possible Action to Approve Structure of Metrics

Chair Hutter reviewed a handout she drafted from data pulled from the CareerLink program and Employer Solutions department. Highlights included:

- 20% increase in registered employers
- 12% increase in registered students/job seekers
- The number of job postings almost doubled.

Chair Hutter was excited to see the growth and felt using these statistics was a good way to track TMCC visibility among employers. Discussion followed about the types of employers and the types of jobs being offered and the tracking of interns.

- C) Discussion Regarding Future Path for TMCC IAC

Chair Hutter reported she would be meeting on June 2 with other IAC Chairs. She specifically asked to have the meeting to hold a discussion about the IACs' charge and to help define their place going into the next legislative session, which has been dubbed the year of community colleges. She would like to have a unified voice and be clear on what the NSHE expectations are for the different IACs.

Chair Hutter asked for input from the Council on topics to be discussed at the June meeting. Council Member Kazmierski would like clarification on how to coordinate the four groups to establish a singular voice and clarification on what was the freedom of this group to talk to legislators. Dr. Adlish suggested maybe a model similar to the Faculty Senate Chairs group.

- D) Discussion Regarding Information to be Reported to the NSHE Community College Committee at the June 2, 2016 Meeting

There were no other suggestions.

9. Discussion and Possible Action to Approve the Location of the Next IAC Meeting

Chair Hutter called for input on the next meeting location. There was consensus to hold the meeting at the Meadowood site.

10. New Business (Future Agenda Items)

Council Member McCormick asked to have a discussion to identify those individuals or groups that could be incorporated into the Council.

Council Member Kazmierski asked to look at how to refresh the Council.

Council Member Bender suggested that discussion consider inclusion of members from other industry types.

Mr. Sosnowski requested the IAC look at ways to help with what he called "brain drain". In the last twelve months there had been lots of transition and there was difficulty keeping staff, especially part time instructors. Discussion followed regarding a possible salary study, lack of incentives for faculty due to cuts and the restraints/results of the funding formula, and development of advancement levels.

10. Public Comment

Dr. Dalpe introduced Valerie Kelley, the new administrative assistant in the Office of the President. Dr. Dalpe thanked everyone for their assistance and cooperation during his six months as acting President. He also thanked all those that participated in the search process. He closed his comments by thanking everyone in attendance and those watching online, these meetings and the items discussed are truly important and will help to guide the future of the college.

11. Adjourn

Councilmember Thurman moved to adjourn. Councilmember McCormick seconded the motion, The motion was approved by a of vote 9-0-2. The meeting adjourned at 11:39 a.m.

Absent: Brown, Woodring.