

INSTITUTIONAL ADVISORY COUNCIL MINUTES

Truckee Meadows Community College
Institutional Advisory Council Workshop
Friday, August 10, 2018

Truckee Meadows Community College
7000 Dandini Blvd.
Reno, NV 89512
Red Mountain Bldg, Room 255/256

Call to Order of the Truckee Meadows Community College Institutional Advisory Council Meeting: 8:34 a.m.

1. Roll Call

IAC Members: Vice Chair: Nancy McCormick; Council Members: Michonne Ascuaga, Debra Biersdorff, Marissa Brown, John Madole, Clifton Maclin, and John Thurman.

Ex Officio: Julie Muhle, Nevada Faculty Alliance Representative

In attendance: President Karin Hilgersom; Vice President of Finance and Administration, Jim New; Vice President of Student Services and Diversity, Estela Gutierrez; Vice President of Academic Affairs, Dr. Marie Murgolo; Associate Vice President of Institutional Research, Marketing and Communications, Elena Bubnova; John Albrecht, Legal Counsel; Gretchen Sawyer, Executive Director of Foundation and Institutional Advancement; Sharon Wurm, Executive Director, Financial Aid; Yuli Chavez, Program Director, Access, Outreach, and Recruitment; Sidney Sullivan, Manager, Career Center; Lisa Farmer, Executive Assistant, Office of the President - Recording Secretary; and Valerie Kelley, Administrative Assistant IV, Office of the President.

Absent:

Council Members: Chair Elmar Davé-Excused; Gigi Chisel-Excused; Collie Hutter-Excused; Mike Kazmierski-Excused; Joseph Nannini-Excused; Susan Schilling-Excused; Brad Woodring-Excused; Cynthia Olivo, Classified Council President; Ahtzir Vasquez, Student Government President; Mike Holmes, Faculty Senate Chair-Elect

2. Public Comment

Vice Chair McCormick called for public comment. There was none, public comment was closed.

3. Approval of Minutes – February 9, 2018

Council Member Maclin moved to approve the minutes from February 9, 2018. Council Member Thurman seconded the motion. The motion was approved by a vote of 7-0-7 Absent: Davé, Chisel, Hutter, Kazmierski, Nannini, Schilling, and Woodring. Item 9 was discussed next.

4. College Highlight Presentation: TMCC Diversity Initiatives

Estela Gutierrez, Vice President, Student Services & Diversity gave a presentation (Attachment B) outlining TMCC's diversity initiatives. A similar presentation was given at the June Board of Regents meeting. Vice President Gutierrez shared statistics on the ethnic diversity of TMCC students, faculty and staff. As of Fall 2017, students of color comprised 42.3% of the total student population. It continues to be a goal for TMCC to mirror faculty population with the student population. There are efforts in place to recruit and hire more diverse faculty.

TMCC is designated as a Hispanic Serving Institution (HSI) which means TMCC has maintained a population of 25% of Hispanic students. It is the only HSI in northern Nevada. This designation opens up outside grant and funding opportunities for the college.

Mr. Miguel Martinez took over the presentation to discuss the Men of Color program. The program aims to inspire, guide, and motivate underrepresented high school sophomores to attend college. Through educating mentees and their families about different career paths and college opportunities, the program hopes to empower students to become leaders in the community. The current program consists of 40 high school students. TMCC would like to expand the program to 80 students this academic year. There is no cost to the mentee. The institutional cost is \$2,000. Students in the program spend one class period per month with their mentor and are constantly in contact via phone, text, and email.

Vice Chancellor Nate Mackinnon asked about funding for the expansion. The cost is expected to remain relatively the same with the additional students. Council Member Ascuaga asked how the students are recruited. Mr. Martinez is a recruiter and works with high school counselors and career technology centers to identify students. Discussion continued regarding recruitment. Vice Chair McCormick suggested the use of media releases or some type of ask to the community to help garner support and to identify students that may benefit from the program. Council Member Thurman asked how many Washoe County School District students fall into this category. Council Member Biersdorff said it was a significant number. She asked if this presentation could be provided at an upcoming WCSD Board of Trustees meeting. She thought it would be a great way to not only inform the Board about the program, but also an opportunity to find more mentors. Discussion followed about mentoring through the Nevada Promise Scholarship program and by faculty and staff at the college. Currently, there was not a centralized mentoring program at TMCC, mentors are overseen by the individuals that run specific programs. Council Member Maclin said this was a good program and suggested there be future discussion about a more general crisis, underperforming male students. European males are falling behind at the same rate which was historically true for African American males. If the college has a mentoring program, he hoped there was some way to address this as well.

5. President's Update:

Dr. Hilgersom discussed retreats and college-wide meeting and training sessions occurring in the next few weeks, before the start of the Fall semester. Students would return to campus on August 27. TMCC would be welcoming 400 Nevada Promise students of which 200 qualify for other forms of financial aid. These are students that are eligible for up to three years of significantly reduced tuition. TMCC was already starting to recruit students for the next cohort. Applications were open now until the October 31, 2018 deadline.

For the August 16th kickoff, which is the first day faculty are back on campus. TMCC will have internationally known speaker, Mr. Ian Jukes on campus to talk about digital age students and how to reach the always-on generation. Mr. Jukes would be presenting three different times with different groups. Please notify Lisa Farmer if you would like to attend.

TMCC was launching the new Hospitality & Tourism program, and it was generating a lot of excitement. Students seeking a Bachelor of Science in Dental Hygiene will start this year. TMCC was expecting to have many former Dental Hygiene students to return and complete their bachelor's degree.

The Sports and Health Complex and soccer field were on schedule. Concerns had arisen associated with price increases related to labor shortages and possible supply concerns. TMCC did have to cut the field house due to costs, but is still moving forward. The groundbreaking would be in the Fall, the complete project would take 12 months to complete.

The next capital project was the Entrepreneurship, and Hospitality & Tourism, ActionLink Center, Theatre, and Sierra Culinary Arts Institute (EATS) project in the works, planning and design work are in process. The TMCC Theatre located on Keystone Avenue has been a problem for the college. The cost of the lease and concerns about the safety of the

area were growing concerns. It was important to move forward with EATS, for theatre productions, programs, etc. A financing plan has been sketched out, TMCC will soon start working on fundraising for the project.

Vice Chair McCormick and Council Member Ascuaga congratulated TMCC and the Nevada Promise staff for their involvement in the scholarship program. Discussion followed about tracking the cohorts as they progress.

6. Chairman's Update

a. Discussion and Possible Action to Add a Seat to the TMCC IAC

Vice Chair McCormick, on behalf of the Chair Davé, asked the Council to consider moving forward with the addition of one more seat on the IAC. Council Member Thurman asked if the seat was for a specific sector. Dr. Hilgersom relayed that Chair Davé would like to add a seat as a further connection to the university.

Council Member Thurman moved to approve the minutes from February 9, 2018. Council Member Ascuaga seconded the motion. The motion was approved by a vote of 7-0-7 Absent: Davé, Chisel, Hutter, Kazmierski, Nannini, Schilling, and Woodring.

Vice Chair McCormick stated the overall energy level of the interactions with TMCC continues to be amazing. They are extremely focused on results and outcomes, which makes EDAWN's job a lot easier. EDAWN will be pulling individuals from all the colleges and universities to collectively track participation with the business community. Results will be published quarterly or bi-annually, it was yet to be decided. It will contain a community metric of the educational institutions to track progress in areas like internships and partnerships. EDAWN is using TMCC as the model for information collection.

7. Community Directions:

Items under this heading will address the following NSHE Strategic Plan Goals – Goal 1: Access; Goal 2: Success; and Goal 3: Closing the Achievement Gap

a. Update from TMCC Foundation and Institutional Advancement

Gretchen Sawyer, Foundation Executive Director, gave a presentation to share updates and inform the IAC about some **recent initiatives. The IAC was provided with the Foundation's** annual report and information about a new Corporate Partners program. TMCC with help from the IAC formed the 1971 Society, a giving community united in support of TMCC students and innovative college programs. A new event, titled Beatles and Beer was scheduled for October 18th. The event would include a guest speaker, Mr. Ian Wright, an internationally known photographer who worked with the Beatles during their formative years and the unveiling of a new brew from Great Basin Brewery, specifically created for TMCC. Director Sawyer thanked the IAC for their support. She would be reaching out to the IAC to help potential donors for the EATS project and for continued advocacy for the college.

Vice Chair McCormick called a recess at 10:25 a.m. The meeting reconvened at 10:42 a.m.

8. Student Directions:

Items under this heading will address the following NSHE Strategic Plan Goal 2: Success; Goal 3: Closing the Achievement Gap; and Goal 5: Research

a. Presentation: Success First Program

Program Manager Yuli Chavez, Access, Outreach and Recruitment, provided a presentation on TMCC's Success First Program which includes Summer Bridge and Math Wizards, both offer six weeks of instruction for incoming Washoe County High School graduates. Funding for this program is provided by donors. President Hilgersom would be asking for support from NSHE to fund this and other summer school courses during the next legislative year.

9. Industry/Employer Directions

Items under this heading will address the following NSHE Strategic Plan Goal 4: Workforce

- a. Outline of Process for New Courses
- b. Discussion Related to Development of Programs in the Following Areas:
 - i. Quality Assurance Program
 - ii. Smart City Technologies Program
- c. Possible Action to Adopt Action Plans to Move Forward with:
 - i. Quality Assurance Program

This item was discussed after item 3.

Dr. Melissa Deadmond, Associate Vice President, Assessment and Planning, gave a presentation (Attachment A) outlining the process for new curriculum, certificates, and degrees. Whether programs are new or TMCC is making revisions to existing programs, they must first go through an internal curriculum review committee and are then forwarded to the Faculty Senate for approval. For approval at the Nevada System of Higher Education (NSHE) level, to make sure there are no redundancies, all NSHE institutions review the additions or revisions and either provide support or bring up concerns about possible overlap. For degrees and certificates after the Faculty Senate, the program goes to the Academic, Research and Student Affairs Committee of the Board of Regents, the timeline is 3 to 6 months for approval, if there are no concerns. After the Board of Regents approves, the program has to be approved by the **Northwest Commission on Colleges & Universities (NWCCU), TMCC's accrediting body.**

Dr. Hilgersom summarized that it takes many months to get new programs approved. The process takes several months of proactive work before the college can submit any program for approval. If there is a need to get the program established sooner, the college can offer non-credit courses and programs to meet industry needs.

Sharon Wurm, Executive Director, Financial Aid, added that once the program is approved, it still takes several months for a program to be approved for disbursement of financial aid. The college has to get the approval of the U.S. Department of Education before TMCC can offer financial aid on the program.

Council Member Ascuaga asked what was in the pipeline for new programming. Dr. Murgolo, Vice President, Academic Affairs said the next program being considered is an Associate of Arts in Graphic Arts and Media Technology that would be a three plus one program with a four year institution. Dr. Kyle Dalpe, Dean, Technical Science, added that after the needs assessment on Quality Assurance (QA) showed it was feasible in the marketplace, TMCC has been meeting with employers. A qualitative survey was being developed to help define the business industry needs. In their discussions, businesses responses to the question about whether a QA program ranged from yes **it's** needed in all areas, in differing forms from a certificate to two year program. The survey would help to vet all types of pathways. Dr. Dalpe reported that in regard to Smarter Cities Technology, **TMCC hasn't proceeded with any specific action yet. They will continue to watch the market and see if an increased need emerges.** Staff will continue with the guidance from the June 15 workshop and will work to better define a possible a program in this area for technology deployment.

Item 4 was discussed next.

10. TMCC Directions

Items under this heading will address the following NSHE Strategic Plan Goals — Goal 1: Access and Goal 2: Success.

- a. Update on NSHE & TMCC Budgets for Upcoming Legislative Session

Vice President Jim New, Finance and Administrative Services, gave a brief presentation, explaining the basis for TMCC's budget, the impact of weighted student credit hours (WSCH), and the impacts on funding due to lower enrollment with increased graduation rates, and the introduction of more short-time, non-state funded training for industries like Panasonic and Tesla. Discussion followed regarding the funding formula and how the IAC could help carry a message to NSHE and to legislators requesting they consider the factors mentioned above that are impact community college budgets.

President Hilgersom shared her frustration with the funding formula. TMCC, at the direction of the Governor, provided training for record numbers of students in manufacturing for Panasonic and Tesla, over the summer in order to rapidly respond to industry needs. However, TMCC lost Full Time Equivalents (FTEs) with the addition of the ramped up summer training for high demand workforce areas. The same students enrolled in those programs for Fall or Spring, would have garnered TMCC significant increases in FTE that would have been reflected in a benchmark year that sets future funding.

Discussion followed regarding drops in enrollment, which Vice President New said is typical for community colleges in times of low unemployment. Community colleges are a much different dynamic than the universities and it significantly affects the state allocation derived from the funding formula that encompasses both two year and four year institutions. When compared to universities, community colleges have a much larger portion of part time students, which means they do not have the same rate of completion as the universities. The funding formula is built on completion. Dr. Hilgersom said a priority for the TMCC Leadership team is how to keep part time students really engaged. We all understand life happens, and **it's easy to step away if** a student is taking 6 credits for example. After that stop out occurs, it's much harder to get the student to re-engage. TMCC will be working faculty to help them get students to commit to completion, the faculty will become retention leaders.

Vice Chair McCormick said as more and more companies shift to employing permanent part time employees, this might help with enrollment.

Council Member Biersdorff asked what the message is was from the community colleges to NSHE. President Hilgersom explained that these concerns have been discussed with NSHE leadership. Once NSHE adopts their budget platform for the upcoming legislative year, TMCC will follow and advocate for those priorities. **But it's important to share some of** these details about TMCC's concerns with individuals who interact with legislators, because these concerns it might be outside the message of NSHE's message and the statewide platform.

Discussion continued about completion rates. TMCC had the highest completion rate of the two year institutions at 31%, NSHE average was 15% according to 2015-16 IPEDs information. Council Member Maclin asked if there were patterns to the types of courses students enroll in, but not complete and the types of courses people remain in and successfully complete. Dr. Hilgersom replied that the greatest challenge for students in our country is preparing for the language of math, algebra or college level statistics. She recently read that 30% of advanced high school diploma earners, still need remedial math. Remediating this would require a culture shift in the President's opinion, teachers from an early age need to engage and get buy in from students.

11. New Business (Future Agenda Items)

Vice Chair McCormick asked to discuss the transfer process and look at possible articulation sticking points.

12. IAC Council Member Take-Aways

An opportunity to discuss what Council Members have learned, how they can circulate information about programs and/or courses at TMCC, and/or discuss next steps. (2 minutes max, per person)

Council Member Maclin thanked the staff for insight into job evolution and the development of curriculum.

Council member Thurman announced the grand opening of the one stop workforce center on October 12, 2018. The thing that resonated with him was the identification of the skills gap between what the current working population has and what the current employer population wants.

Council Member Brown said every time she comes to these meetings, she's always amazed at what TMCC does. She will continue to help to promote healthcare programs, degrees and certificates.

Council Member John Madole said he had some views on funding, and understood concerns over legislative funding policies. He thought there should be more research done on funding.

Vice-Chair McCormick reported that EDawn was continuing to make connections with businesses and different TMCC departments, including one on one introductions. She would be happy to start scheduling tours to meet with Faculty and the Deans in areas like Logistics. She will continue to promote the CALM Center and ongoing education of the volumes of entry level Logistics employees within the region.

Council Member Ascuaga said she was really thinking about summer funding, as it was obviously very important to Dr. Hilgersom. She would be interested in helping TMCC build a bigger support group in those areas of employers needing employees. Not only for Summer Bridge but for CTE courses as well.

Council Member Biersdorff learned a lot about what TMCC is doing. She appreciated the presentation on diversity, as the Washoe County School District (WCSD) was forming an equitable access taskforce to look at possible barriers for ethnic students. Council Member Biersdorff gave kudos to Dr. Dalpe. As a result of previous conversations with Dr. Dalpe and TMCC, WCSD will have a full time position for dual credit.

13. Public Comment

Vice Chair McCormick called for public comment. There was none, public comment was closed.

14. Adjourn

The meeting adjourned at 11:56 a.m.