

INSTITUTIONAL ADVISORY COUNCIL MEETING MINUTES

Friday, November 15, 2019

9:00 am to Noon

Truckee Meadows Community College

7000 Dandini Blvd, Reno, NV 89512

Red Mountain Building Room 256

1) Roll Call:

IAC Members: Vice Chair Nancy McCormick, Council Members: Michonne Ascuaga, Debra Biersdorff, Collie Hutter, Mindy Lokshin, Joseph Nannini, Steve Reid, and John Thurman.

Ex Officio: Julia Bledsoe, President, Classified Council; Anne Flesher, Chair, Faculty Senate; Julie Muhle, Representative, Nevada Faculty Alliance; Valeria Saborio, Vice President, Student Government Association

Administrators/Faculty/Staff: Dr. Karin Hilgersom, TMCC President; Dr. Marie Murgolo, Vice President, Academic Affairs; Jim New, Vice President, Finance and Administrative Services; Elena Bubnova, Associate Vice President; John Albrecht, Legal Counsel; Dr. Dana Ryan, Special Assistant to the President; Lisa Farmer, Executive Assistant to the President & Recording Secretary; Gretchen Sawyer, Executive Director, TMCC Foundation; Ashlyn Moreno, Grants Specialist; Laura Vargas, Grants Specialist; and Yevonne Allen, Program Director, Equity & Inclusion. Guests: Nate Mackinnon, Vice Chancellor of Community Colleges, NSHE and Caleb Cage, Assistant Vice Chancellor, NSHE.

Absent: Council Members: Marissa Brown, Dr. Sesh Commuri, and John Madole.

2) Public Comment

Chair North called for public comment, there was none. Public comment was closed.

3) Approval of Minutes

- a) November 9, 2018
- b) May 10, 2019
- c) August 9, 2019
- d) September 25, 2019

Legal Counsel John Albrecht informed the Council the minutes were being presented for approval again, a repetition from the last meeting, as there were some issues with the agenda being posted to the State of Nevada Public Meeting website. A motion to approve the minutes as made by Council Member Ascuaga, seconded by Council Member Nannini. The motion was APPROVED by a vote of 8-0-3. Absent: Brown, Commuri, Madole.

4) Election of Chair

Legal Counsel John Albrecht reiterated that action items from the previous meeting had to be acted on again due to the posting error, thus the election of a Chair needed to be held again. President Hilgersom asked for nominations. Council Member Nannini nominated BJ North as the next IAC Chair. There were no other nominations. A motion to appoint BJ North as Chair was made by Council Member Nannini, seconded by Council Member. The motion was APPROVED by a vote of 8-0-3. Absent: Brown, Commuri, Madole.

5) Discussion and Possible Action to Accept the TMCC IAC Meeting Schedule for 2020

Chair North presented the schedule for IAC meetings in 2020. A motion was made to approve the schedule for 2020 IAC meetings by Vice Chair McCormick, seconded by John Thurman. The motion was APPROVED by a vote of 8-0-3. Absent: Brown, Commuri, Madole.

6) **President's Update**

President Hilgersom relayed that the Collective Bargaining Agreement (CBA) between TMCC management and the Nevada Faculty Alliance (NFA) would be finalized soon. The NFA was in the process of ratifying the agreement. Dr. Hilgersom thanked members of both bargaining teams: Elena Bubnova, Jim New, Dr. Julie Ellsworth, Andy Hughes, Sharon Wurm, Scott Huber, Cheryl Cardoza, and Steve Bale. The new CBA language allowed for a pilot advising program, in which faculty advisors will volunteer for training and be assigned approximately 25 students per academic year. This model was beneficial all the way around and will help lighten the load of the professional advising staff, which is anticipated to increase in number within the next year.

Dr. Hilgersom announced that TMCC's Workforce Development and Community Education (WDCE) department had been renamed Educational Programs Inspiring the Community (EPIC). EPIC would still offer the same programs and opportunities; the name change was made to freshen up a name that could be confusing and to better reflect the services offered by the program. Vice Chair McCormick appreciated the change and asked if clearer delineation would be made in the materials sent out to the community to help them distinguish between credit, non-credit, and workforce training course offerings. President Hilgersom said similar prior advice and feedback was being used to develop new materials that clearly communicate the differences.

TMCC's Sculpture Garden held a grand opening earlier in the Fall. Artist David Boyer, a former student, and prominent Burning Man artist provided the artwork. The garden is located near the front entrance of the Sierra Building.

Dr. Hilgersom shared information on two upcoming Athletics events, the team banquet and an appreciation event for supporters and donors. The soccer programs and Sports and Fitness Center are attracting a whole new group of individuals to the College. Both the **Men's and Women's Soccer** teams did very well, however, TMCC was not allowed to participate in playoffs or the championship games during their inaugural year. President Hilgersom thanked Athletic Director, Dr. Tina Ruff, for an amazing job the programs and a successful season.

President Hilgersom said the concept documents had been revised for the EastView project, making it more affordable. The initial cost estimate was \$950/sq. foot, the revised plans are closer to \$798/sq. foot. Dr. Hilgersom was seeing very positive indications that the College project would be supported by the community, with substantial interest from some surprising areas. The three primary elements of the project would allow for: expansion of Culinary Arts and Hospitality, a new theatre for Visual and Performing Arts, and a new area for Robotics/Engineering/Coding called the ActionLink Center.

7) Updates

7a. Vice Chancellor of Community Colleges Update

Vice Chancellor Mackinnon provided updates on activities with the Nevada System of Higher Education (NSHE). NSHE recently hired an Apprenticeship Navigator, Cheryl Olsen. Ms. Olsen would be working with all four community colleges and the community to expand apprenticeships across the state. One of the priorities for NSHE this year was to further explore shared services, Vice Chancellor Mackinnon has started evaluating areas of interest. One example of these services was the purchase and use of a software called Starfish. Starfish is a method to assist students by generating early notification alerts to faculty. NSHE is exploring a partnership with ED+ at Arizona State University (ASU) to help faculty with online courses with the help of instructional developers and designers. The program is considered one of the best in the world in terms of online services and adheres to Quality Matters standards. The program would be an opt-in option for the institutions that are looking to expand online offerings.

Vice Chancellor Mackinnon reported that the Nevada Promise Scholarship continues to grow with 14,849 applicants this year. The challenge now is to get the students that applied to enroll in NSHE community colleges. Vice Chancellor Mackinnon said TMCC has done a continuous great job with the program with the 300 current participants. During the last legislative year, a number of changes were made to the program. These included a reduction in the number of community service hours, shifting of some dates to better meet student needs, and added language that allows NSHE the opportunity to make small adjustments needed to help students. Vice Chancellor Mackinnon made the plea for everyone to please sign up to be a mentor. He is a mentor in the program and finds it is a great, rewarding experience.

Faculty Senate Chair Anne Flesher asked about looking into shared services, particularly working with Starfish. Chair Flesher has requested data to measure the effect of participation in Starfish on student success and completion. Faculty sometimes feel that when we add more things on, it seems to change too quickly and they **don't see the benefits**. The same would be true for Ed+, was consideration given to looking at what we can do cost effectively in-house with existing personnel. Vice Chancellor Mackinnon replied that before NSHE purchased Starfish, they reviewed the program and researched outcomes; they were very impressed with data. As an adjunct faculty member, he personally finds it very helpful. Regarding the ASU partnership, consultants with a **Master's** degree or higher in instructional design (not necessarily faculty), take a course's instructional material, format it and insert the instructors' content in ways that engage students, using methods that students find useful and beneficial. This would be an opportunity to supplement online course development, not a means to supplant it in any way. The program has a Train the Trainer module that NSHE was looking into as well. The intent is to leverage the buying power of the NSHE system to get the best deal possible to help serve the people of Nevada.

7b. Faculty Senate

Anne Flesher, Faculty Senate Chair said the Faculty Senate was working on revisions to tenure track guidelines in order to create consistency and ensure that all tenure track faculty were getting consistent, regular information and feedback from their peers and committees. The Faculty Senate was continuing to work on review and revisions to the annual evaluation process in order to guarantee evaluations were being administered the same across the college divisions. The Salary and Compensation Task Force had been meeting to address potential solutions to concerns surrounding faculty salary equity and salary inversion. The Chancellor Search Committee would begin meeting soon, in hopes of presenting candidates in late March. The NSHE Faculty Senate Chairs met with NSHE Leadership to discuss priorities for the next biennium. The TMCC Faculty Senate was continuing work to present the TMCC Shared Governance document to the college community for approval by the different constituencies. A new initiative for the Faculty Senate was the development of an ad-hoc Anti-Bias Task Force.

7c. Classified Council

Classified Council President Julia Bledsoe provided information on new programs including the opportunity for classified employees to get a tuition reduction for their immediate family members, similar to benefits provided to professional and academic employees. With this change, the book scholarship and educational advancement fund were combined to allow for employees to apply for assistance for themselves or their family members taking courses at TMCC. NSHE recently formed a system-wide Classified Employee Council. They were in the process of developing a constitution and by-laws for the new group. Their goal would be to standardize benefits across institutions and learn about possible future bargaining opportunities. The Classified Council silent auction was coming up, donations are always welcome.

7d. Student Government Association

Valeria Saborio, Student Government Association (SGA) Vice President, reported that SGA was working with TMCC's WebCollege to create a common landing page for all online courses to help students have a familiar site for all their online coursework. The SGA was continuing to work on a study related to the need for a student health clinic at TMCC as well as alternative math options for students. Representatives from SGA would be attending national conferences soon, while others were preparing activities and incentives for finals week.

8) Presentation & Discussion: Comprehensive Local Needs Assessment (CLNA)

President Hilgersom introduced Ashlyn Moreno, Grants Specialist. Gretchen Sawyer, Foundation Director, shared that the College receives a large amount of funding from Perkins. Along with that this year, Perkins requiring a needs assessment that touches all areas of the college. TMCC appreciates **the IAC's** input as TMCC needs to align with labor market trends and needs.

Ashlyn Moreno, TMCC Grants Specialist, provided a presentation on the findings from the recent WestEd study conducted as a part of the new Perkins V requirements to assess local business needs. Ms. Moreno was seeking input from the Council related to the identified gaps and potential discrepancies in the report data. Members of the Council expressed concerns related to the accuracy of the data and the data collection methods, particularly with significant differences between the report data and actual needs in areas like Manufacturing and IT. Discussion followed regarding the effects that low unemployment rates and limited applicant pools will **have on a company's ability to recruit ideal candidates. During low unemployment, businesses are more likely to hire employees that can be trained up instead of having the necessary certifications upon hire.** Several Council Members shared that the discrepancies could also be accounted for by the type of job postings being used as a data point. Employers will post one position with a specific job description, but need 5, 15, or 30 employees with that job title. Significant differences in areas like Manufacturing and Logistics are also a result of the college offering a number of small credit certificate opportunities, making the need and number of trained works disproportionate.

Chair North called a recess at 10:40 am. The meeting reconvened at 10:52 am.

Council Members shared input regarding the lack of definition in areas of Cybersecurity and Blockchain technology. Those types of needs for businesses are growing exponentially, and essential to many existing expanding companies. The misalignment in Education was concerning to the Council as well as the gap in the number of Arts programs at Washoe County School District versus the industry need. Ms. Moreno provided a brief history of how the data was obtained and crosswalked to align CIP and SOC codes.

Council Member Biersdorff encouraged the Council to read the entire report and see how the data was formulated. The word that keeps coming up surrounding this report and the ability to meet needs is nimbleness. She assured that the Washoe County School District was side by side with the community colleges as WCSD was also in the process of completing their CLNA. Council Member Biersdorff said many courses are instructor driven, it will take a big system-wide shift to move away from that mindset.

Discussion followed regarding how to read the data to identify the misalignments and how to interpret which gaps were **real and what gaps don't accurately reflect current education and workforce needs. It was important to provide accurate feedback as TMCC receives approximately \$11 million in Perkins funding.** Council Member Hutter said it was helpful to have these types of conversations, these topics need to be explored more. But without addressing the pipeline issues, those gaps will still exist. There are great programs, **but yet many people don't know about them. Chair North said meetings with employers first may change the data.**

9) Discussion and Possible Action on the Review of Nevada System of Higher Education Charge to Community College Institutional Advisory Committee

- a) Approve Recommendations/Revisions to be Sent to Vice Chancellor of Community Colleges

Council Member Biersdorff left at 11:04 am.

Chair North opened the discussion by reminding the Council Members of Vice Chancellor Mackinnon's request at the last meeting to review and evaluate the language in the NSHE Procedure and Guidelines manual that establishes the charge for the NSHE IACs.

Council Member Hutter said she spent a lot of time staring at this five years ago when the IAC was established. There may be some clarification on the different language used for the Board of Regents and the Board of Regents Community College Committee as the terms are sometimes used interchangeably and it can be confusing.

Chair North said the first paragraph included areas related to college operations, she asked if they were too in-depth for this body. She asked if evaluating and making decisions on operations was something the IAC has the ability to do and if so, should the IAC be doing it? President Hilgersom felt the intent was to possibly allow the IAC to make recommendations to the Board of Regents (BOR) within those areas. The question might be what should the level of detail be and how should the information/recommendations be relayed to the BOR? Chair North said if that was the case, the IAC needs to be active in review official documents like budgets before they are approved. The IAC will need subcommittees in order to perform in-depth reviews and would need significantly more information.

Vice Chancellor Mackinnon **thought the Chair's point was** spot on, on the topic. Items such as land acquisition is a managerial function that has to be approved by the BOR. **He didn't know how** useful a review of such actions would be for the IAC. Was it of value to keep the language there? Chair North replied it would be beneficial to advise the community regarding land acquisitions or capital campaigns. That is useful information, but the IAC did not need to know whether or not the college transfers monies into whatever accounts. President Hilgersom gave a high-level overview of the budget process for TMCC and NSHE. Dr. Hilgersom had asked the Vice President of Finance and Administrative Services to begin providing quick visual representations to show an overview of college budgets and financial snapshot. The IAC should see those in the future.

Vice Chair McCormick asked how the IAC can truly connect with an employer base, as described in section B? The answer might be an employer liaison for TMCC. She would like to see added **language to include "and staff"** who could fill that position in addition to handling other work for the IAC.

Council Member Hutter felt the IACs were still searching how to really best serve the college and community. It is a struggle to balance between the entities represented, the College, NSHE, and the community. How can the language be better worded to express that balance? The entire charge contains a lot of language and reference to workforce development, transfer students should also be included **as they are a large portion of the College's** enrollment.

Recording Secretary Lisa Farmer added that when the IACs were established, there were regular meetings for the IAC Chairs from each institution to share information and collaborate. These meetings were also held with NSHE Leadership and the Board of Regents Chair. Having them was beneficial to keep communication open between the IACs, the communities they represent, and NSHE.

Vice Chancellor Mackinnon said the discussion was very helpful. He asked Council Members to contact him with any other suggestions or comments that may come up after the meeting. He encouraged the TMCC IAC to look at their membership in the future. Chair North agreed, it was time. The IAC needed to do a better job of mirroring the community as a lot has changed in five years; industry and community needs are shifting. The IAC needs to really vet its membership to better represent current workforce needs and community diversity. Chair North asked that a discussion on membership be on the next agenda. She then asked to table this discussion so that the Council Members could spend additional time deciding what **is the IAC's charge, what should** they be focusing on to make an impact, and **what's** the best structure to make that happen.

10) New Business

Chair North said IAC membership should be on the next agenda. As Chair, she was going to try to make the meetings more direct and impactful, including how reports are given and how information is provided. She asked the President to **provide TMCC's** strategic initiatives so that the IAC could work towards making in impact related to those programs and goals.

11) Take-Aways

Council Member Nannini said he was interested to see how the faculty advising model turns out.

Council Member Hutter very excited about the apprenticeship support coming out of NSHE. She enjoyed the very engaging discussion.

Vice Chair McCormick too was happy to hear about NSHE's **work on** apprenticeships and shared services, both of which would make additional resources available to support different areas of Nevada and potentially increase enrollment.

Council Member Reid said this was his second meeting, he was doing a lot of observing and absorbing. He does see the Council doing a lot of talking, but not a lot of doing. It was a valid suggestion to decide what the IAC should be doing to be the most impactful. There is always a lot of information given and kudos to faculty and staff for providing the information, but **he didn't know if it's necessary and the best use of the Council's time.**

President Hilgersom asked those representing industry that had concerns with the CLNA to get in touch with Ashlyn Moreno to further discuss their very specific needs. Doing the work and having these discussions in between the meetings will allow TMCC to better help Council Members.

Council Member Thurman said it was important to keep in mind the advisory part of the duties of the Council. Identifying employer needs is extremely difficult. One thing that stuck out in the CLNA, is the reason everyone was there: to educate students. **There wasn't any discussion** about students or employers. **Council Member Thurman said he'd like to see** better enforcement of the attendance language.

Vice Chancellor Mackinnon was appreciative of the discussion surrounding the charge language.

NFA Representative Julie Muhle thanked Ashlyn Moreno for her hard work on the CLNA. She appreciated the feedback from the Council Members and thought a **modification of what's being reported to** the Council may better relay information about college programs.

Classified Council President Julia Bledsoe thanked the Council for the discussion and the opportunity for Classified Council to be at the table.

Faculty Senate Chair Anne Flesher said it was helpful for her to get updates from the Council Members' individual industries in order to provide that information to TMCC instructional faculty.

12) Public Comment

Chair North opened the floor to public comment. There was none.

13) Adjourn

The meeting adjourned at 11:43 am.