

MEETING MINUTES

For Tuesday, February 20, 2018

Call to Order: 9:03 a.m.

In Attendance: YeVonne Allen, Elena Bubnova, Cheryl Cardoza, Jill Channing, Gwendolyn Clancy, Heather Combs-Salley, Thomas Dobbert, Catherine Edlebeck, Julie Ellworth, Roni Fox, Mike Holmes, Andrew Hughes, Jennifer Kurowski, Michelle Montoya, Julie Muhle, Marie Murgolo-Poore, Jim New, Brandy Scarneti, Phil Smilinack, Amy Williams, Sharon Wurm, Ben Davis, Hallie Madole, Joan Steinman

TMCC Bylaws, Policies and Procedures

- **Procedure: Protection of Children**
The Council voted to approve updates to the procedure for the protection of children.
- **Policy: Student Publication Definition**
This item was tabled until the March 2018 meeting when student representation can be present.

TMCC Tobacco Free Committee Resolution

Hallie Madole, TMCC Tobacco Free Committee Chair, presented the Resolution to Support a Smoke and Tobacco-Free Campus to the Council. Constituency group representatives will bring back any feedback from their respective groups in March 2018.

Student Services & Diversity Strategic Master Plan

Executive Director of Retention Support, Dr. Joan Steinman, gave a presentation to the council on 2017-18 highlighted strategies for Student Services & Diversity initiatives.

College Renaming Survey & Task Force

Associate Vice President Elena Bubnova provided results of name change survey. At this time there is not an overwhelming interest to change the name of the college. President's Cabinet has tasked the VPAA and VSPD with leading a small group to research college name change and provide options on how or if to proceed.

Update to Website Upgrade

Elena Bubnova outlined the timeline of the TMCC website upgrade for design and development phases and launch. The new site is tentatively scheduled to go live in October 2018.

Planning Council Committee Updates

- **Academic and Student Services Committee**
The committee is still discussing alternative placement for Jumpstart. Also, notified the Council of the upcoming SENATI visit.
- **Accreditation Committee**
The committee met last Friday where they discussed goals and highlighted areas where more work is needed. Also it was noted that they are making good progress on reports.

- **Budget Committee**

The RAP process for everyone has been reviewed. FY19 is now open and weekly reminders will go out regarding the Google form.

- **Diversity Committee**

The next meeting scheduled for February 23rd will focus on the diverse faculty initiative. An update was also given on upcoming events including Diversity Summit (April 12), Jazz History Event (February 27), Pi Day (March 14).

- **Enrollment Management Committee**

The committee last met February 15 and are looking at enrollment steps for all new students. Also looking at strategic enrollment management plan and the objectives from last year to see how well they worked.

- **Facilities Committee**

Ben Davis provided the Council with Facilities project updates including a new electronic database for chemicals, HazMat recycling improvements and upgrading defibrillator technology.

- **Technology Committee**

The committee will meet March 1. Projects which were approved last year have now been put in place. The committee would like to have faculty representation. If anyone would like to join the committee please contact Thomas Dobbert.

Volunteer Request to Establish Institutional Criteria for Functional Area Review

Jim New, Vice President of Finance and Administration, gave a presentation on Resource Allocation and Program Review with a proposal for Functional Area Review (FAR). Council Members from Student Services, Faculty Senate, Human Resources and Information Technology volunteered to assist with FAR.

Academic and Student Services Leadership Committee

Dr. Marie Murgolo-Poore, Vice President of Academic Affairs, opened an introductory discussion to the Council on the proposal of an Academic and Student Services Leadership Committee. The committee would replace the current Planning Council Academic and Student Services Committee and tackle problems that are operational. Membership would include Deans, Associate Deans, Student Services Directors, Faculty Senate and Diversity. Additional members may be added once a charge is established. Planning Council members and constituency leaders will provide feedback from the campus community and updates will be brought to future meetings.

Adjourned: 10:59 a.m.

A student publication is defined as any matter which is prepared, substantially written, and/or published by students, which is distributed or made available, either free of charge or for a fee, to members of the student body, and which is prepared under the direction of a college club advisor and approved by the Vice President of Student Services and Diversity, the Vice President of Academic Affairs or his/her designee.

Version: 6/14/2017

Procedure for the Protection of Children

Section 1: General Statement

The Nevada System of Higher Education (NSHE) is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of the NSHE community, which includes creating a secure environment for children who may participate in NSHE programs or activities, or be present at NSHE facilities or events.

The NSHE procedures for the protection of children are intended for the protection of all children who participate in NSHE events or activities for children including NSHE students who are children.

Section 2: Children Welcome on Premises

Children are permitted at events and venues open to the public on NSHE property. However, NSHE reserves the right to determine whether selected events or venues are appropriate for unescorted or unsupervised children.

Section 3: Definitions

- A. "*Child*" or "*Children*" means a person under the age of 18, or if in high school, until graduation from high school.
- B. "*Children's program*" means any activity or program sponsored by TMCC that is specifically intended to involve children and facilities, including entire buildings or parts of buildings, which children are encouraged to use. TMCC's credit or non-credit classes which are not marketed or promoted for children **specifically** are not children's programs. Also, events in buildings or parts of buildings which the entire College community is encouraged to use and children are not specifically encouraged to use are not children's programs.

- C. "*Level 1 children's program*" means a children's program which is less than 1 day and does not occur on a reoccurring basis within one year, or where the parent or person designated by the parent accompanies a child for substantially the entire time. Examples of such programs are "Bring your son/daughter to work day" and campus tours.
- D. "*Level 2 children's program*" is any children's program that does not meet the criteria of a Level 1 children's program.
- E. "*Volunteer*" means any individual who is working at TMCC pursuant to a volunteer agreement approved by TMCC's general counsel.
- F. "*Faculty*" means any individual, whether compensated or not, who teaches any TMCC class or program.
- G. "*Employee*" means any person, including faculty, who is employed or is a volunteer at TMCC. A person who meets the definition of employee of this procedure does not establish them as an employee for any other purpose.
- H. "Registered Offender" means any individual required to register as a sex offender or offender convicted of a crime against a child under federal or state law, including Chapter 179D of Nevada Revised statutes, regardless of whether that individual is under supervision by any agency of a local, state or federal government.

Section 4: Annual Inventory of Children's Programs

In January of every year, the Vice President of Student Services ("VPSS") shall inventory all children's programs intended to be held in the calendar year, determine the level of each program, and identify an employee responsible for each Level 2 program ("responsible person"). The VPSS shall provide the President, Cabinet Members, Chief Human Resources Director, General Counsel, student conduct officer, (human resources or student employment program officer) and Police Chief a list of all children's programs and the designated level of that program.

- A. After that inventory has occurred, any TMCC employee proposing to establish a children's program shall notify the VPSS at least 60 days before the children's program begins. The VPSS may shorten this period of time upon request of the TMCC employee. The VPSS shall review the program to determine if it meets the criteria of a children's program and, if it does, designate the level of the program and require the procedures applicable to that level. The VPSS shall notify the President, Cabinet

- Members, Chief Human Resources Officer, General Counsel, and Police Chief of any additional children's program designated after January 31.
- C. Any employee, volunteer, or faculty of the institution who works in any Level 2 children's program shall complete a comprehensive background check which may be a fingerprint background check. The responsible person for each Level 2 children's program shall submit a list of every employee working in a Level 2 children's program to the Chief Human Resources Officer who shall obtain a comprehensive background check on each of those employees. The Chief Human Resources Officers shall receive the results of the background check, apply the criteria of NRS 432A.170, and exclude any person who fails to meet that criteria. The Chief Human Resources Officer shall provide a written statement of reasons and an opportunity to be heard before any employee may be excluded from working in a Level 2 children's program. TMCC shall pay the cost of the comprehensive background check. TMCC shall conduct a comprehensive background check every six years after the initial background check on any employee who is required by this procedure to have a background check and review it in the same manner as initially required.
 - D. The Vice President of Academic Affairs (VPAA) may also identify any program, activity, or facility that incidentally involves children and does not meet the definition of a children's program of this procedure and establish written procedures for the protection of children participating in that program which may include a comprehensive background check for one or more employees working in that program.
 - E. No registered offenders may participate in Level 2 children's programs in any way.

Section 5: No Enrollment of Registered Offenders without specific permission

No registered offender may be enrolled in any TMCC class or program without permission from the Student Conduct Officer.

- A. An individual registering as an offender with the University Police Services shall disclose the name and address of the agency responsible for supervision of the registered offender, if there is one, at the time of registering. The University Police Services shall notify the Student Conduct Officer in writing or email within two business days of the registered offender's registration with the University Police Services, including the registered offender's name, supervising agency, tier level, if any, and any other relevant information. The University Police Services shall inform the registered offender to schedule a meeting with the Student Conduct Officer prior to enrolling in classes at TMCC. Any further notices are required to be made by TMCC with the information provided by University Police Services.
- B. A registered offender may apply for permission to be enrolled in classes at TMCC to the Student Conduct Officer. The application must be in writing or email, to the extent possible state the class(es) or program(s) the registered offender wishes to enroll in, and any other relevant information the registered offender wishes to include. Additionally, the registered offender shall meet with Academic Advising to develop an individual academic plan to be presented and reviewed with the Student Conduct Officer prior to enrolling in class(es) or program(s).
- C. The Student Conduct Officer may permit a registered offender to enroll in class(es) or program(s) at TMCC. In granting such permission no registered offender may be enrolled in any TMCC class, whether web-based, live or combination, in any class where a child is enrolled. In addition, the Student Conduct Officer may impose any restrictions on participation in any student activities or on any time and place on any TMCC property including parking areas. A registered offender must ask permission from the Student Conduct Officer to continue enrollment in any subsequent semester or summer school session.
- D. At the beginning of each semester and of the summer school session, a list of registered offenders enrolled in classes shall be sent by email to the principals of TMCC High School and ACE High School, and the individuals in charge of any Level 2 children's programs. Any registered offenders participating in Level 2 children's programs will be removed.

Section 6: Notice to Nevada Probation & Parole of Children's Programs

The Student Conduct Officer shall mail, by postage prepaid, certified return receipt requested, a list of the level 2 children's program and a general description of all level 1 children's programs to the Nevada Division of Parole and Probation no later than 15 days after receiving the inventory described in the introductory paragraph of Section 2 and, again, with 30 days after the beginning of the Fall academic semester.

Section 7: Employment

- A. No registered offender may be employed at TMCC in any type of employment. All applications for employment shall include the following question or a question substantially similar: "Are you a registered sex offender or required to register as a sex offender under any state or federal law?"
- B. All applicants for student employment shall complete the Student Employment Application and file it with the Human Resources Office. The application for any employment at TMCC shall include the following question or a question substantially similar: "Have you ever been convicted of a gross misdemeanor or felony? If yes, state the crime, the year of conviction, and explain." Answering yes does not exclude the applicant from employment. If an applicant answers "yes," a copy of the application shall be forwarded to the supervisor of the potential employee by the Human Resources Office. The supervisor, in consultation with the student conduct officer, the Human Resources Director, and any other relevant TMCC office, may develop restrictions on the employment of the student which are reasonably related to the conviction or may dismiss the student employee.

Section 8: Internship

Every internship agreement shall contain the following provision or something substantially similar, "TMCC does not conduct background checks on a student placed into an internship. Background checks may be conducted by the internship placement."

Section 9: Reporting Child Abuse or Neglect

All TMCC employees who have reasonable cause to believe that child abuse or neglect has occurred at a TMCC facility or during TMCC programs or activities may report the suspected abuse or neglect to law enforcement or a child welfare agency and inform the VPSS within 24 hours. Retaliation against any individual who makes a report of child abuse or neglect is prohibited. All children who participate in TMCC programs and activities involving children must be appropriately supervised at all times. A child must be immediately removed from a dangerous situation involving suspected child abuse or neglect or other inappropriate conduct, or conduct which presents a threat to the child's health and safety. The NSHE Child Protection Polices and TMCC's procedures shall be posted on the TMCC website with the Division of Child and Family Services toll-free number and/or other law enforcement telephone numbers to receive reports of child abuse or neglect. Those numbers are:

Division of Child and Family Services: 1-800-992-5757

University Police Services: 775-784-4013

Reno PD: 775-334-2175

Washoe County Sheriff: 775-328-3001

In case of an emergency: 9-1-1

Section 10: Outside Use of TMCC Facilities

Before the institution approves the use of a TMCC facility by any outside person or entity ("applicant"), the applicant shall state, in writing, whether or not the program or activity is a children's program and the level of the children's program, as defined in this policy. If it is a children's program, TMCC shall provide a copy of this procedure and the NSHE policy regarding the protection of children and the applicant shall state in writing the person or entity's procedures for the protection of children. The VPSS shall review the information provided and may deny the applicant the use of a TMCC facility if the policies or procedures are inadequate.

Section 11: Reporting and Investigating Child Abuse

The following employees are mandatory reporters of child abuse pursuant to [NRS 432B.220-NRS 432B.250](#). (1) a faculty member where a minor child is enrolled in the faculty member's class, (2) all employees of the child care center or who work in or administer any Level 2 Children's program, (3) university police service officers, (4) an attorney, unless the attorney has acquired the knowledge of the abuse or neglect from a client who is or may be accused of abuse or neglect, and (5) arguably, every employee

of TMCC in that the college provides programs for high school students. Annually, the TMCC Human Resources office shall provide training materials regarding the mandatory reporter requirements and a copy of this policy upon initial hiring and at least every two years thereafter to all employees. In the event of a report or complaint of child abuse or neglect, the President shall appoint an investigator who shall conduct an appropriate investigation of the incident(s) giving rise to the report or complaint and shall provide a confidential notice of such incident(s) to the chancellor and Chair of the Board of Regents. Such investigation may be postponed by the President if it would interfere with any investigation by law enforcement or child protection agency.

Section 12: Review

Any person or party who disagrees with any decision under this procedure may request a review of the decision. The request must include a copy of the decision, the changes in the decision which are being requested and all reasons for the proposed changes. The request must be received by the Vice President for Student Services (VPSS) within 10 college days of receipt or emailing of the restrictions. The restrictions shall remain in place pending a review by the VPSS. The Vice President for Student Services may conduct the review or may appoint a panel of up to 5 persons to conduct the review. The person or party requesting the review has the right to meet personally with the individual or panel conducting the review.

Resource Allocation and Program Review

Academic Program Unit Review

- Process established nearly 20 years ago
- Modified over time
- Robust and comprehensive
- Deficiencies
 - No linkage to Resource Allocation Process
 - Does not directly contribute to Strategic Master Plan

Administrative Unit Review

- Inconsistent implementation
- Variability of unit functions as compared to academic reviews
 - No single set of metrics fits all units
- Lack of coordinated oversight

Functional Area Review (FAR) Proposal

- Functional Areas defined within each administrative division
 - Academic Affairs
 - Finance and Administrative Services
 - President's Office
 - Student Services and Diversity

Administrative Division Roles

- Each administrative division defines its own criteria and process
 - Establish Division Functional Area Review (DFAR) Committee
 - Schedule FAR self-studies on 5-year cycles
 - Coordinate with Planning Council calendar
 - May include process reviews, i.e. Student Intake
- Division Executive
 - Final review of self-study
 - Compiles goals, strategies, indicators for submission to Planning Council

FAR Self-Study

- Institutional analysis
 - Functional Area alignment with Institutional Mission and Core Themes
 - Staffing, facilities, and budget analysis based on objective criteria
- Division analysis
 - Defined by division
- Functional Area analysis
 - Defined by Functional Area
 - Comparison to objective criteria such as professional/industrial standards

Annual Progress Report

- Brief summary of progress toward goals established in self-study
- Revise goals, evaluation criteria, prior requests, if necessary
- Opportunity to update for new circumstances
 - Request new resources, if necessary

DFAR Committee

- One committee for each Administrative Division
- Oversee submission of division self-studies
- Evaluate self-study accuracy and validity
 - Request corrections and/or revisions as necessary
 - Confirm alignment of requests with Core Themes and Objectives
 - Validate proposed outcomes of resource requests
 - Establish deadlines for completion of requests
 - Identify additions, modifications, deletions of appropriate master plans
- Submit results to Planning Council / Resource Committee

Resource Committee

- Works with Leadership to establish spending limits for specific categories
 - Personnel
 - Operations
 - Equipment
 - Capital Projects
- Compiles all validated requests from ASA and DFAR committees
- Prioritizes requests based on strategic priorities defined by Leadership and Planning Council
- Creates Annual Report templates and coordinates submissions
- Compiles results of outcomes assessments for submission to Planning Council

Planning Council

- Works with Leadership to set strategic goals to meet SMP objectives
- Aligns resource requests to objectives in SMP or other master plans
 - Modifies master plans as necessary based on emerging trends
- Updates strategies and indicators in master plans based on results of outcomes assessments
- Completes annual report of strategic progress???

Roles

Self Study Committee	DFAR Committee	Resource Committee	Planning Council	Leadership
Establish functional area evaluative criteria	Establish division level evaluative criteria		Establish institutional level evaluative criteria	
Conduct self-study & annual progress report	Evaluate self-study & annual progress report			
Develop goals and resource requests with outcomes	Validate and advance goals, resource requests, and outcomes	Compile and prioritize requests based on spending priorities	Align goals and resource requests with planning documents	Establish spending priorities and criteria. Validate and fund compiled priorities
Conduct outcomes assessment	Validate outcomes assessment	Compile outcomes assessment	Update planning documents / annual report	

Self Study and Annual Report

FAR Committee

- Conduct self-study
- Submit requests
- Assess outcomes
- File annual reports

DFAR Committee

- Review self-study and annual reports
- Validate requests

Resource Committee

- Compile and prioritize requests
- Compile outcomes assessments

Planning Council

- Validate alignment with planning documents
- Update planning documents

Leadership

- Set spending priorities and criteria

Process – Option 1

Recommendations from Program, Unit, and Functional Area Self Studies and Annual Reports

Academic Affairs
ASA

President's Office
DFAR Committee

Finance and Admin DFAR
Committee

Student Serv. & Diversity DFAR
Committee



Planning Council – Updates and Modifies Strategic Master Plan

Academic Master Plan

Staffing Master Plan

Facilities Master Plan

Student Services Master
Plan

Enrollment Mgt. Master
Plan



Resource Committee – Allocates available funding based on Master Plan priorities



Leadership – Validation and Implementation

Process – Option 2

Recommendations from Program, Unit, and Functional Area Self Studies and Annual Reports

Academic Affairs
ASA

President's Office
DFAR Committee

Finance and Admin DFAR
Committee

Student Serv. & Diversity
DFAR Committee



Resource Committee – Compiles and Ranks all Self-Study Recommendations



Planning Council – Updates and Modifies Strategic Master Plan

Academic Master Plan

Staffing Master Plan

Facilities Master Plan

Student Services
Master Plan

Enrollment Mgt.
Master Plan



Resource Committee – Allocates available funding based on Master Plan priorities



Leadership – Validation and Implementation

TMCC
Student Services
and Diversity
Division Strategic
Plan

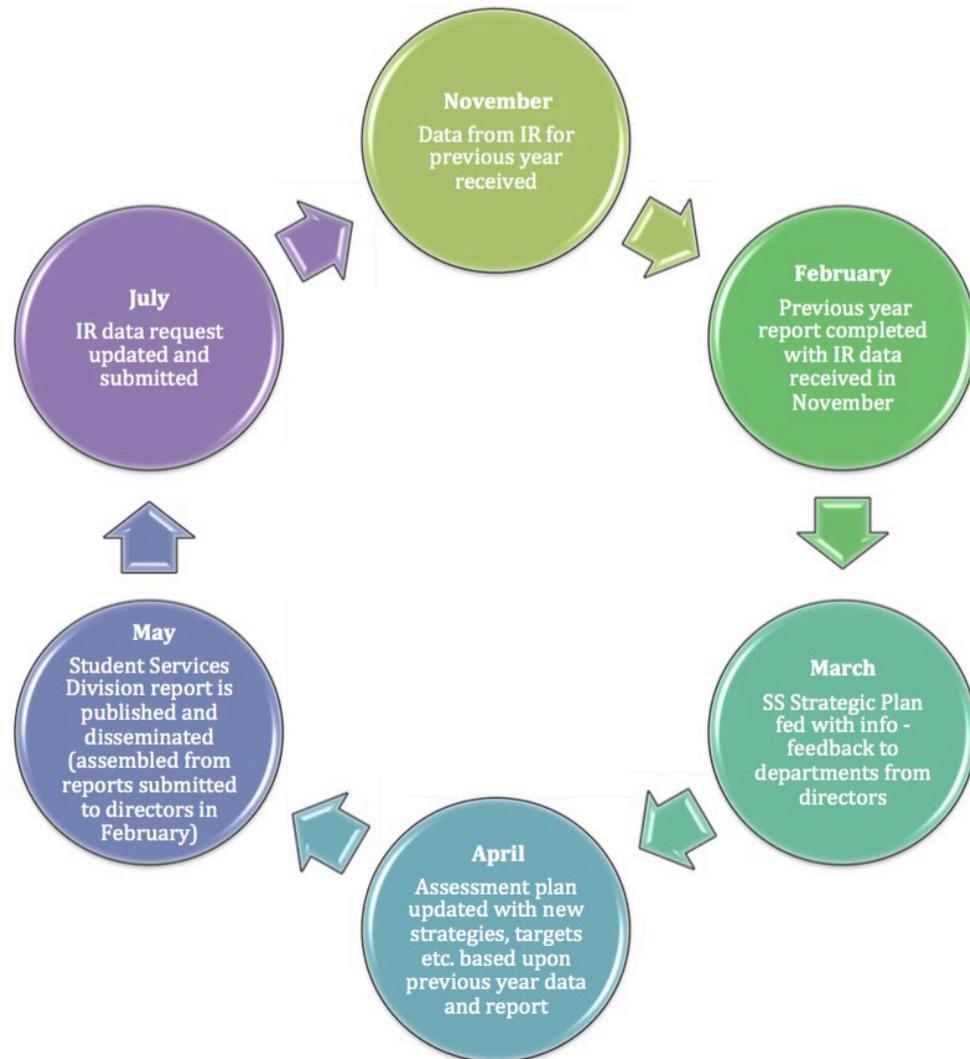
2017-18 Highlighted
Strategies



TMCC
STUDENT SERVICES & DIVERSITY STRATEGIC PLAN
2016-2021
September 8, 2017



Strategic Plan Timeline



2017-18 Highlighted Strategies

- Diversity and International Student Center Office (DISC )
- First Year Experience (FYE)
- International Student Recruitment
- Nevada Promise Scholarship
- Accessibility of Electronic Communications and Materials

2017-18 Strategies

- Put in place this year to move our initiatives forward.
- These initiatives are part of our 2016-2021 **Student Services and Diversity Strategic Plan.**

SS&D Strategic Plan

● Mission

- Student Services promotes student success and supports the institution's strategic master plan by increasing student access, improving student engagement and encouraging student development.

SS&D Strategic Plan

● Goals

- **Increase student access** by creating a welcoming, inclusive environment with student-centered processes.
- **Improve student engagement** by involving students in meaningful ways throughout the learning environment.
- **Encourage student development** by providing opportunities for students to gain the interpersonal, intrapersonal and practical skills that are essential for attaining their educational and career goals.

SS&D Strategic Plan

○ Initiatives

- Developed six division wide initiatives
- All initiatives map to the TMCC Strategic Master Plan and Enrollment Management Plan

Initiative 1

- Improve the retention, persistence and completion of students by promoting student use of services, and by creating targeted programming for special populations.

TMCC Core Theme 1

Objective 1

- Objective 3

✓ First Year Experience

Initiative 2

- Expand targeted enrollment efforts for specific demographic groups: students over age 25, international students, under-represented student populations and high school students.

TMCC Core
Theme 2

Objective 2

Core Theme 3

Objective 1

Core Theme 4

Objective 1

- ✓ International Student Recruitment
- ✓ Nevada Promise Scholarship

Initiative 3

- Increase the number and quality of student engagement activities that build interpersonal, intrapersonal and practical skills.

TMCC Core
Theme 1

Objective 3

Core Theme 2

- Objective 3

✓ DISC 

Initiative 4

- Implement a comprehensive annual assessment process linking assessment to planning, and evaluating student development/learning outcomes.

TMCC Core
Theme 2

- Objective 1

Initiative 5

- Create a welcoming, safe, and inclusive environment for students by increasing the amount of space dedicated for student use and ensuring accessibility.

TMCC Core
Theme 2

Objective 3

Core Theme 3

- Objective 2

✓ DISC 
✓ Accessibility

Initiative 6

- Ensure units are student-centered, sustainable, collaborative and operate with maximum efficiency.

TMCC Core
Theme 4

- Objective 3

2017-18 Strategies Summary

Initiative 1

- ✓ First Year Experience

Initiative 3

- ✓ DISC 

Initiative 2

- ✓ International Student Recruitment
- ✓ Nevada Promise Scholarship

Initiative 5

- ✓ DISC 
- ✓ Accessibility