MEETING MINUTES

Monday, September 16, 2019

9 a.m.
RDMT 256

In attendance: Valeria Saborio, Amy Williams, Anne Flesher, Dr. Ayodele Akinola, Barbara Walden, Brandy Scarnati, Cynthia Pierrott, Diane St. Jacque, Elena Bubnova, Estela Gutierrez, Gwendlyn Clancy, Haruna Takahama, Heather Haddox, Jim New, Dr. Joan Steinman, Joan Bledsoe, Dr. Julia Hammett, Dr. Julie Ellsworth, Dr. Karin Hilgersom, Dr. Natalie Brown, Marua Hadaway, Dr. Melissa Deadmond, Dr. Paul Allen, Paul Seybold, Roni Fox, Thomas Dobbert, Dr. Virgina Irintcheva, YeVonne Allen, Ben Davis

Absent: Dr. Dana Ryan, John Albrecht, Dr. Marie Murgolo, Dr. Tina Ruff

TMCC Bylaws, Policies and Procedures

Roni Fox, Director of Human Resources, presented the Service Animal / Pet Policy to the Council for a third reading and vote. The Council voted to approve and adopt the policy unanimously with no objections or abstentions following a motion to approve by Jim New and a second by YeVonne Allen.

Jim New, Vice President of Finance and Administration, presented the Host Policy to the Council as a first reading. The policy will return for a second reading and possible vote at the October 2019 Planning Council.

Dr. Karin Hilgersom presented an Early Notification of Retirement Incentive Request for Policy. The Council unanimously approved the request. A first reading will take place at the October 2019 Planning Council.

International Updates Presentation

Dr. Natalie Brown, Academic Advisement Director, gave a presentation on International Student Services highlighting the benefits of international students on campus, international enrollment management, recruitment and retention. See attached for full presentation.

New Northwest Commission on Colleges and Universities Standards Presentation

Dr. Melissa Deadmond, Associate Dean of Assessment and Planning, shared a presentation of the 2020 NWCCU Standards and next steps for TMCC to prepare for future reports. See attached for full presentation.

Emergency Operations Plan

Jim New and Ben Davis, Facilities Operations and Capital Planning Manager, provided the Council with an overview of the new Emergency Operations Plan which is available for viewing on the VPFA website. New Emergency Flipbooks will be hung up in offices and classrooms. Tabletop exercises will be scheduled with departments.

Planning Council Committee Updates

- Academic and Student Services Committee

  o Estela Gutierrez, Vice President of Student Services & Diversity, reported that the committee is focusing on Jumpstart. Also, a forum will be held to go over assessment.

- Accreditation Committee

  o No report, committee has not yet met for the new session.

- Budget Committee

- o Jim New reported that the Resource Allocation Process is currently open.
- Diversity Committee
  - o YeVonne Allen reported Diversity track workshops were held during Professional Development.
- Enrollment Management Committee
  - o Elena Bubnova reported that the committee will be looking at enrollment cancellation and the communication process. Also, will focus on how new co-requisite policy will impact enrollment.
- Facilities Committee
  - o Dr. Ayodele Akinola, Assistant Director of Facilities Operations, provided an update on campus projects including the Red Mountain Building Roof, HVAC, Fitness Center, Sculpture Garden, East View and Keystone.
- Technology Committee
  - o No report, committee has not yet met for the new session.

Change of unit structure to Division of Sciences

Dr. Julie Ellsworth, Dean of Sciences, provided the Council with an overview of the proposed re-distribution, with estimated timing, of the Division of Sciences.

Constituency Updates

- Student Government Association
  - o Vice President Valeria Saborio reported that the SGA is focused on improving communicaton and student engagement. A successful welcome back week was held for Fall 2019/
- Classified Council
  - o President Julia Bledsoe reported that the Classified Council will hold their second meeting Thursday, September 19. The Council is working to be more inclusive of all Classified employees and noted that the first meeting was held at Facilities to encourage more engagement. The Halloween Office Decorating contest will be coming October 2019. Information about more fundraisers will follow later in the year.
- Faculty Senate
  - o Chair Elect Anne Flesher reported that Faculty Senate held their first meeting of the new session on September 13. The Senate discussed Budget Priorities and COLA shortfall. It was noted that standing committees are off to a great start. A Chancellor search process forum will be held at Dandini on Wednesday, September 25.

Next Meeting – Monday, October 21, 2019

Service animals are welcome in all buildings on campus and may attend any class, meeting or other co-curricular event. Students with disabilities desiring to use a service animal on campus are encouraged to first contact the Disability Resource Center (DRC) office to register as a student with a disability. The DRC will evaluate the disability and recommend any additional accommodations appropriate to the functional limitations of the disability based on the documentation received.

Employees with a disability must register a service animal with the ADA Coordinator in Human Resources.

FAQ's

- Is my pet allowed on TMCC property?
  - Non-service animals are not allowed in TMCC buildings unless approved by the college. Non-service animals may be banned from outdoor public events on college property.

- What is a service animal?
  - The Americans with Disabilities Act (2010 revised guidelines), defines a service animal as a dog or miniature horse that has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

- What types of work or tasks does a service animal provide?
  - Service animals are specially trained to guide individuals who are blind, alert an individual of an impending seizure or protect an individual during a seizure, alert people who are deaf, remind a person with a mental illness to take prescribed medication, calm a person with post-traumatic stress disorder (PTSD) during an anxiety attack, pull a wheelchair and fetch dropped items, or other duties as trained. Service animals are working animals, not pets.

- My pet is a therapy or emotional support animal, are they allowed on campus?
  - Animals whose sole function is to provide comfort or support do not qualify as service animals under the ADA (Americans with Disabilities Act). Non-service animals are not allowed in TMCC

buildings and may be banned from outdoor public events on college property.

- **What is the difference between a "service animal" and a "therapy or emotional support animal"?**
  - A service animals is an animal with a good temperament and disposition, which has reliable, predictable behavior, and is selected and trained to accompany people with disabilities at all times. The animal may be incorporated as an integral part of a treatment process for a person with a disability. A therapy/emotional support animal does not accompany a person with a disability at all times, unlike a service animal that is always with a person with a disability. A therapy/emotional support animal is not considered to be a service animal under this policy or applicable law.

- Is it illegal to ask a person accompanied by an animal whether they are a service animal?
  - Per NRS 651.075 subsection 2. A place of public accommodation may:
    - (a) Ask a person accompanied by an animal:
      - 1. If the animal is a service animal or service animal in training; and
      - 2. What tasks the animal is trained to perform or is being trained to perform.
    - (b) Ask a person to remove a service animal or service animal in training if the animal:
      - 1. Is out of control and the person accompanying the animal fails to take effective action to control it; or
      - 2. Poses a direct threat to the health and safety of others.

- What happens if I misrepresent my therapy or emotional support animal as a service animal?
  - NRS 426.805 states:
    - **"It is unlawful for a person to fraudulently misrepresent an animal as a service animal or service animal in training."**
    - **"A person convicted of fraudulently misrepresenting an** animal as a service animal or service animal in training is guilty of a misdemeanor and shall be punished by a fine of **not more than $500."**

- Who determines if an animal qualifies as a service animal?
    - **Determination will be made by the College's** Disability Resource Center or the ADA Coordinator in Human Resources. Please contact the DRC or Human Resources for further information.

- Where can a service animal go on campus?
    - Service animals are welcome in all buildings on campus and may attend any class, meeting, or other co-curricular event. However, some areas may be off limits to service animals:
        - Research laboratories: The natural organisms carried by dogs and other animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
        - Areas where there is a danger to the service animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor; where there is a high level of dust; or where there is moving machinery is off-limits to service animals (e.g., mechanical rooms, custodial closets, wood shops, metal/machine shops). Professors may make exceptions on a case by case basis. The final decision shall be made based on the nature or research or machinery and the best interest of the animal.

- I am a student/employee with a disability and would like to have my service animal on campus, what should I do?
    - Students with disabilities desiring to use a service animal on campus are encouraged to first contact the Disability Resource Center (DRC) to voluntarily register as a student with a disability. Please bring documentation of your disability in order to expedite the process. Contact the DRC https://www.tmcc.edu/disability-resource-center for more information. The DRC will evaluate the disability and recommend any additional accommodations appropriate to the functional limitations of the disability based on the documentation received. Further, the student will be encouraged to participate in the voluntary registry program for the service animal. Employees

must register a service animal with the ADA coordinator in Human Resources.

- What are the steps to register a service animal on campus?
  - 1. Schedule an appointment: For students please contact the DRC at 775-673-7277 and register as a student with a disability. For employees please contact the ADA Coordinator at 775-673-7168.
  - 2. Complete a Registration of a Service Animal form (available for students from the DRC or from HR for employees.)
  - 3. Obtain licensing and vaccination records: The animal must be licensed and immunized in accordance with the laws, regulations, and ordinances of the State of Nevada, City of Reno and Washoe County. Licensing laws vary per city or county where the student attends classes.
  - 4. Bring service animal and all relevant documentation to campus for a meeting with the DRC or ADA coordinator.

- What are the requirements of service animals and their partners/handlers on campus?
  - Ensure that the Service animal is:
    - In good health: Service animals that are ill should not be taken into public areas. A partner with an ill animal may be asked to leave the college facilities.
    - On a leash: The service animal must be on a leash at all times (except where the dog or service animal must perform a task requiring it to travel beyond the length of the restrain, or the owner is unable to maintain the dog on a leash due to a disability).
    - Under the control of the Partner/Handler: The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is **solely the responsibility of it's partner/handler.**
  - Handler/Partner Cleanup: The partner/handler must clean up after the animal defecates. The feces must be disposed of properly either by burial or wrapped in a plastic bag and put in a waste receptacle.
    - Note: individuals with disabilities who physically cannot clean up after their own service animals may not be required to. However, the individual is required to notify the DRC or ADA Coordinator so that other accommodations can be made.

- What is required of Faculty, Staff, and Students when they encounter a service animal?
    - 1. Allow a service animal to accompany the partner/handler at all times and everywhere on campus except where service animals are prohibited.
    - 2. Do not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.
    - 3. Do not feed a service animal.
    - 4. Do not deliberately startle a service animal.
    - 5. Do not separate or attempt to separate a partner/handler from his or her service animal.

- When can a service animal be asked to leave?
    - 1. Disruption: The partner/handler of an animal that is unruly or disruptive (e.g., barking, running around unsupervised, bringing attention to itself) may be asked to remove the animal from the **college's facilities. If the improper behavior happens repeatedly,** the partner/handler may be told not to bring the service animal into the facility until they take significant steps to mitigate the behavior. Mitigation can include muzzling a barking animal or refresher training for the animal and its owner. Proof of these mitigating efforts will be provided to the DRC or ADA Coordinator before the animal will be allowed back on campus.
    - 2. Cleanliness: Partners/handlers with animals that are unclean, noisome, and/or bedraggled may be asked to leave college facilities. An animal that becomes wet from walking in the rain or mud or from being splashed by a passing automobile, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes look bedraggled. If the animal in question is usually well groomed, consider the animal tidy even though its spring coat is uneven and messy appearing or it has become wet from weather or weather-related incidents.

- What do I do if I would like to file a complaint?
    - Any partner/handler dissatisfied with a decision made concerning a service animal should contact the DRC or ADA coordinator and follow the TMCC ADA Accommodation Appeal/grievance procedure.

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the President's Advisory Council Agenda

Please describe the purpose of this review. (*Check all that apply*)

☐ Add a policy ☐ Revise a policy ☐ Delete a policy ☐ Other

Please provide the text of the new policy. (*If this request is for a revision, please provide previous policy text with mark ups on a separate sheet.*)

Background

Please provide the reason and justification for request

Impact

Please describe the impact of this request (*cost, legal ramifications, etc.*)

Submitted By

_____ _____ _____

Signature Date Legal Review

TMCC Host Guidelines and Procedures

Revised Spring 2019

1. PURPOSE

Host expenditures may be incurred by or on behalf of employees or guests of the institution in the conduct of necessary business activities. Hosting must provide a benefit to the institution through the establishment of goodwill, promotion of programs, or the creation of opportunities in which the mission of the institution may be advanced.

Host expenses are limited to:
- Meals/Food
- Beverages
- Flowers
- Small gifts

All expenditures that are essential and part of a program, such as faculty and student recruitment activities, marketing, employee professional development, participant-funded events, and food supplied for academic programs are normal operating expenses and not host expenditures.

2. HOST EXPENSES AND RESTRICTIONS

Exceptions to these restrictions must be approved in advance by the President in writing. All exceptions must still comply with NSHE and BOR policies.

1. Administrative Division Retreats
   Food and beverage expenses incurred for a retreat which is defined as a special event where the only participants are institutional employees or board members in which the primary goal of the event is a planning and/or training session that may include consultants or outside facilitators as well as college community members are considered host expenses.
   a. No more than four retreats may be held in an Administrative Division per year.

2. Institutional Event or Activity
   Food and beverage expenses incurred for regular, annual institutional events such as spring and fall kick-off, commencement, classified symposium, or employee recognition are considered host expenses. Incidental expenses such as food service items, table linens, production costs for invitations and programs are not host expenses.

3. Meetings: On-campus
   Meals/food purchased for extended meetings only attended by institution employees should be infrequent and will only be eligible for host support if scheduling during normal

meal times is unavoidable. Extended meetings are meetings three or more hours in a single day and may cross over a normal meal time.

    a. Meals/food for advisory board/committee meetings are considered host expenses.

    b. Only one hosted meeting for staff per quarter (four per year) per Host Account Manager.

    c. Hosted staff meetings may only be held on campus.

    d. Meals/food purchased may not exceed the number of individuals expected to participate.

    e. Required documentation for hosted meetings: a published agenda, a list or roster of invitees, and an attendee sign-in sheet.

    f. Light refreshments only (coffee, water, pastries) can be served throughout the day.

    g. Breakfast meetings must begin no later than 8:00 a.m.

    h. Lunch meetings must begin no later than 11:00 a.m. and end no earlier than 2:00 p.m.

    i. Dinner meetings cannot begin earlier than 5:00 p.m.

4. <u>Meetings: Off-campus</u>

Meals at off-campus restaurants are appropriate host expenses if the purpose of the activity is business-related and intended to promote goodwill with external (non-employee) constituents.

    a. Meals at off-campus restaurants where the attendees are only internal institutional employees must be pre-approved by the Office of the President.

    b. While traveling on business, employees cannot claim a host expense for meals covered by per diem or the balance of a meal exceeding allowable per diem amount.

    c. Required documentation:

        i. Business purpose must include what was discussed at the meeting or an agenda, attendee name(s), and their relationship to the institution.

        ii. A detailed purchasing/credit card receipt showing number of meals, total cost, alcohol (see section 2.8 below), and tax* must be uploaded.

        iii. The purchasing/credit card receipt must show the amount of the tip which may not exceed 20%. Reimbursement to the college will be required for any amount exceeding 20%.

        NSHE institutions are exempt from Nevada sales tax; individuals will be required to reimburse the college for any Nevada sales tax paid.

5. <u>Professional Networking Activity</u>

Tickets purchased for a business-related mealtime activity for professional networking or community advocacy events, such as WINN breakfast, Marketing Association luncheons, EDAWN Opportunity Zone Summit* are considered host expenses but do not count towards the $30,000 table limit set by NSHE.

This is not an exhaustive list of events; please consult with the Office of the President if inquiring about a specific event.

6. Social Events
   Refreshments purchased for employee social events where the primary focus is on consumption of food, rather than conducting business or employee recognition, are limited and must be pre-approved by the Office of the President.

7. Snacks and Beverages
   Snacks and beverage items purchased for business meetings with official administrative functions such as advisory boards or institutional committees may be necessary and for these extended meetings are allowable hosting expenses.
   a. The purchase of snacks and beverages for personal consumption in staff offices or general reception areas (i.e. coffee, soft drinks, bottled water, disposable paper and plastic ware, water delivery or filtered water service, etc.), is strictly prohibited.

8. Alcoholic Beverages
   Alcoholic consumption must comply with policies outlined in the Board of Regents handbook Title 4, Chapter 1, Section 10. The purchase of alcohol with institutional funds, regardless of the type of funding, is subject to the following limitations:
   a. The purchase of alcoholic beverages is only appropriate for official institutional functions such as receptions and special events where the serving of alcohol is usual and customary and must be pre-approved by the Office of the President.
   b. Reimbursement to an employee for personal consumption of alcohol while in travel status is prohibited.

9. Flowers
   Flowers purchased for condolences or recognition such as retirement are considered host expenses. Flowers and other decorations purchased for official college events or functions such as pinning ceremonies or commencement are considered operating expenses.

10. Host Expenditures that can only be made through the Office of the President
    a. Small Gifts
       Small gifts purchased for specific individuals (i.e. students, faculty, staff, community members) as an expression of gratitude, appreciation, or recognition are permissible host expenses but can only be purchased through host accounts managed by the Office of the President and must be pre-approved. This includes employee exemplary service recognition (such as a plaque, or personal item).
       i. Small gifts in this context are $75.00 or less.
       ii. The purchase of gift certificates or gift cards is *strictly* prohibited.

b. Table Purchases

Table purchases are limited to a $30,000 limit annually by NSHE policy. Any purchase of tables (including individual seats) at charity events or award ceremonies are coordinated through the Office of the President who tracks the institution's annual limit on table purchases. Chapter 5, Section 1.7 of the NSHE Procedures and Guidelines Manual must be followed.

   i. Purchases of four (4) or more tickets or seats is considered a table purchase and must be coordinated through the Office of the President.
   ii. Purchases of up to three (3) tickets or seats are considered host but do not count towards the table limit.
   iii. Tickets purchased for professional networking and community advocacy events (see section 2.5 above) are considered host expenses but do not count as a table purchase.

3. PROGRAM (OPERATING) EXPENSES

Food and beverages that are an essential part of a program may be considered normal operating expenses and not host expenses:

- Faculty and Executive Search/Recruitment
- Prospective Student Recruitment Activities
- Employee Professional Development
- Participant-funded Events
- Food for Academic Programs
- Marketing

1. Faculty and Executive Search/Recruitment

Meals served to candidates and search committee members as part of a search process for faculty (administrative or academic) or executive positions are considered program expenses. These expenditures are paid by the Human Resources Department.

2. Prospective Student Recruitment Activities

Food and beverage purchases for events held for the recruitment of prospective students are considered program expenses.

- Individuals who have matriculated to TMCC are no longer considered prospective students.
- Food and beverage purchases for events consisting of both prospective and current students do not qualify as a program expense.

3. Employee Professional Development

Food and beverages purchased for professional development training programs are considered program expenses and must have the following elements:

a. Training is coordinated and scheduled through the Professional Development Office or facilitated by a subject matter expert approved by the Professional Development Office;
b. Training must be clearly defined with a training outline with topics and objectives;
c. There must be a participant assessment of the training;
d. There must be a list of participants and a sign-in sheet;
e. Description of training must state that refreshments will be served.

The following events are NOT considered professional development:
● Retreats
● Regularly scheduled meetings
● Regularly scheduled events such as an annual orientation, day to compile assessment results, etc.

4. Participant-funded Events
TMCC-hosted events where participants pay admission that includes the cost of food and beverages served qualify as a program expense. Marketing and documentation for the event must clearly show that refreshments are included.

5. Food for Academic Programs
Food and beverages purchased for teaching an academic program such as Culinary Arts and the Child Care Center are considered program expenses, not host expenses.

6. Marketing
Food and beverages purchased for events and activities that promote the college and/or its programs to the external community are considered program expenses, not host expenses and must be coordinated through the Marketing and Communications Office. Examples could include groundbreaking ceremonies where community members and board members are present or a booth at a community event.

4. PRIZES AND SWAG

Prizes and SWAG are not qualifying host expenses. All TMCC promotional items must be coordinated and purchased through the Marketing and Communications department.

○ Prizes
Unlike small gifts, a prize is merchandise or other product that will be given as part of a contest or raffle drawing to an individual who is unknown at the time of purchase.

Generally, prizes can only be purchased with non-state funds. Exceptions, however, are allowed for prizes purchased for Prospective Student Recruitment, Employee Professional Development, and Marketing.

Note: These items could be considered taxable income at fair market value and recipients may be required to provide a completed W-9 form to the institution that will be used for issuing a 1099 form for tax purposes.

- ○ Promotional Items (SWAG)
  Marketing merchandise or products promoting a specific College event, campaign, or other function that are distributed at no cost to participants are considered a program expense and may be purchased with state operating funds through the Marketing and Communications Office.

5. PROHIBITED PURCHASES

As general policy guidance, the following are not host or program expenditures and may not be purchased with any institutional funds. This is not an exhaustive list; if you have specific questions please contact the VPFA or Budget and Planning offices.

1. Greeting cards and decorations for holidays or birthdays.
2. Snacks and beverages for personal consumption (i.e. coffee, soft drinks, bottled water, disposable paper and plastic ware, water delivery or filtered water service, etc.).
3. Supplies for personal consumption.
4. Flowers/plants for office decorations.

6. PROCEDURES

Host expenditures may only be charged to a designated TMCC Host Account with an appropriate Workday Detail Code:
- ○ DC003 Accreditation/Program
- ○ DC004 Athletics Program
- ○ DC005 Community Goodwill
- ○ DC006 Employee Goodwill
- ○ DC007 Fundraising
- ○ DC008 Government Relations
- ○ DC009 Grant Funded Hosting
- ○ DC010 Department Meetings
- ○ DC015 Student Life and Government

- Host Account Managers may designate up to two people in the unit as Host Account Assistants per host account.
- Only the Host Account Manager and identified Host Account Assistants may complete the host authorization form.
- Host transaction submissions will route to each Host Account Manager for review and approval, then to the Host Account Manager's supervisor.
- Only Host Account Managers and designated Host Account Assistants may use their purchasing cards at grocery stores or restaurants. Other individuals may request temporary

permission from the P-card Administrator to use their purchasing cards at a restaurant or grocery store for specific events.

Record of Revisions and Reviews

Revision #	Revision Date	Description of Revision	Name of Person Revising
09	04/29/19	Leadership Team review and tentative approval	
10	05/06/19	Removed most highlights after Leadership Team review; added record of revisions and reviews. Clarified Prizes after review by NSHE auditor. To be decided: Including incidentals for events under host.	Valerie Llanos
11	05/07/19	Revised: 2.2, incidentals for events are not considered host; Leadership Team reviewed and approved. Cabinet review on 05/13/19.	Valerie Llanos
		Removed ". . . are strictly prohibited" from 5.2 and 5.3. It made it sound like snacks, beverages, and tissues themselves for personal consumption are prohibited.	Jim New
12	05/13/19	Facial tissue and hand sanitizer for use in public areas are okay to purchase on operating funds.	Valerie Llanos
		President's Cabinet review and approval to move forward to Planning Council as procedures to the Host Policy.	
Version 1	05/16/19	Changed name of document to: "TMCC Host Guidelines and Procedures" which will be referred to in the Host Policy which will be presented to President's Council.	Valerie Llanos

TMCC Host Guidelines and Procedures

Revised Spring 2019

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meal times is unavoidable. Extended meetings are meetings three or more hours in a single day and may cross over a normal meal time.

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    c. Hosted staff meetings may only be held on campus.

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    e. Required documentation for hosted meetings: a published agenda, a list or roster of invitees, and an attendee sign-in sheet.

    f. Light refreshments only (coffee, water, pastries) can be served throughout the day.

    g. Breakfast meetings must begin no later than 8:00 a.m.

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    b. While traveling on business, employees cannot claim a host expense for meals covered by per diem or the balance of a meal exceeding allowable per diem amount.

    c. Required documentation:

        i. Business purpose must include what was discussed at the meeting or an agenda, attendee name(s), and their relationship to the institution.

        ii. A detailed purchasing/credit card receipt showing number of meals, total cost, alcohol (see section 2.8 below), and tax* must be uploaded.

        iii. The purchasing/credit card receipt must show the amount of the tip which may not exceed 20%. Reimbursement to the college will be required for any amount exceeding 20%.
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   Refreshments purchased for employee social events where the primary focus is on consumption of food, rather than conducting business or employee recognition, are limited and must be pre-approved by the Office of the President.

7. Snacks and Beverages
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   a. The purchase of snacks and beverages for personal consumption in staff offices or general reception areas (i.e. coffee, soft drinks, bottled water, disposable paper and plastic ware, water delivery or filtered water service, etc.), is strictly prohibited.

8. Alcoholic Beverages
   Alcoholic consumption must comply with policies outlined in the Board of Regents handbook Title 4, Chapter 1, Section 10. The purchase of alcohol with institutional funds, regardless of the type of funding, is subject to the following limitations:
   a. The purchase of alcoholic beverages is only appropriate for official institutional functions such as receptions and special events where the serving of alcohol is usual and customary and must be pre-approved by the Office of the President.
   b. Reimbursement to an employee for personal consumption of alcohol while in travel status is prohibited.

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      i.   Purchases of four (4) or more tickets or seats is considered a table purchase and must be coordinated through the Office of the President.

      ii.   Purchases of up to three (3) tickets or seats are considered host but do not count towards the table limit.

      iii.   Tickets purchased for professional networking and community advocacy events (see section 2.5 above) are considered host expenses but do not count as a table purchase.

3. PROGRAM (OPERATING) EXPENSES

Food and beverages that are an essential part of a program may be considered normal operating expenses and not host expenses:

- Faculty and Executive Search/Recruitment
- Prospective Student Recruitment Activities
- Employee Professional Development
- Participant-funded Events
- Food for Academic Programs
- Marketing

1. Faculty and Executive Search/Recruitment

Meals served to candidates and search committee members as part of a search process for faculty (administrative or academic) or executive positions are considered program expenses. These expenditures are paid by the Human Resources Department.

2. Prospective Student Recruitment Activities

Food and beverage purchases for events held for the recruitment of prospective students are considered program expenses.

- Individuals who have matriculated to TMCC are no longer considered prospective students.
- Food and beverage purchases for events consisting of both prospective and current students do not qualify as a program expense.

3. Employee Professional Development

Food and beverages purchased for professional development training programs are considered program expenses and must have the following elements:

a. Training is coordinated and scheduled through the Professional Development Office or facilitated by a subject matter expert approved by the Professional Development Office;
b. Training must be clearly defined with a training outline with topics and objectives;
c. There must be a participant assessment of the training;
d. There must be a list of participants and a sign-in sheet;
e. Description of training must state that refreshments will be served.

The following events are NOT considered professional development:
- Retreats
- Regularly scheduled meetings
- Regularly scheduled events such as an annual orientation, day to compile assessment results, etc.

4. Participant-funded Events
TMCC-hosted events where participants pay admission that includes the cost of food and beverages served qualify as a program expense. Marketing and documentation for the event must clearly show that refreshments are included.

5. Food for Academic Programs
Food and beverages purchased for teaching an academic program such as Culinary Arts and the Child Care Center are considered program expenses, not host expenses.

6. Marketing
Food and beverages purchased for events and activities that promote the college and/or its programs to the external community are considered program expenses, not host expenses and must be coordinated through the Marketing and Communications Office. Examples could include groundbreaking ceremonies where community members and board members are present or a booth at a community event.

4. PRIZES AND SWAG

Prizes and SWAG are not qualifying host expenses. All TMCC promotional items must be coordinated and purchased through the Marketing and Communications department.

○ Prizes
Unlike small gifts, a prize is merchandise or other product that will be given as part of a contest or raffle drawing to an individual who is unknown at the time of purchase.

Generally, prizes can only be purchased with non-state funds. Exceptions, however, are allowed for prizes purchased for Prospective Student Recruitment, Employee Professional Development, and Marketing.

Note: These items could be considered taxable income at fair market value and recipients may be required to provide a completed W-9 form to the institution that will be used for issuing a 1099 form for tax purposes.

- ○ Promotional Items (SWAG)
  Marketing merchandise or products promoting a specific College event, campaign, or other function that are distributed at no cost to participants are considered a program expense and may be purchased with state operating funds through the Marketing and Communications Office.

5. PROHIBITED PURCHASES

As general policy guidance, the following are not host or program expenditures and may not be purchased with any institutional funds. This is not an exhaustive list; if you have specific questions please contact the VPFA or Budget and Planning offices.

1. Greeting cards and decorations for holidays or birthdays.
2. Snacks and beverages for personal consumption (i.e. coffee, soft drinks, bottled water, disposable paper and plastic ware, water delivery or filtered water service, etc.).
3. Supplies for personal consumption.
4. Flowers/plants for office decorations.

6. PROCEDURES

Host expenditures may only be charged to a designated TMCC Host Account with an appropriate Workday Detail Code:
- ○ DC003 Accreditation/Program
- ○ DC004 Athletics Program
- ○ DC005 Community Goodwill
- ○ DC006 Employee Goodwill
- ○ DC007 Fundraising
- ○ DC008 Government Relations
- ○ DC009 Grant Funded Hosting
- ○ DC010 Department Meetings
- ○ DC015 Student Life and Government

- Host Account Managers may designate up to two people in the unit as Host Account Assistants per host account.
- Only the Host Account Manager and identified Host Account Assistants may complete the host authorization form.
- Host transaction submissions will route to each Host Account Manager for review and approval, then to the Host Account Manager's supervisor.
- Only Host Account Managers and designated Host Account Assistants may use their purchasing cards at grocery stores or restaurants. Other individuals may request temporary

permission from the P-card Administrator to use their purchasing cards at a restaurant or grocery store for specific events.
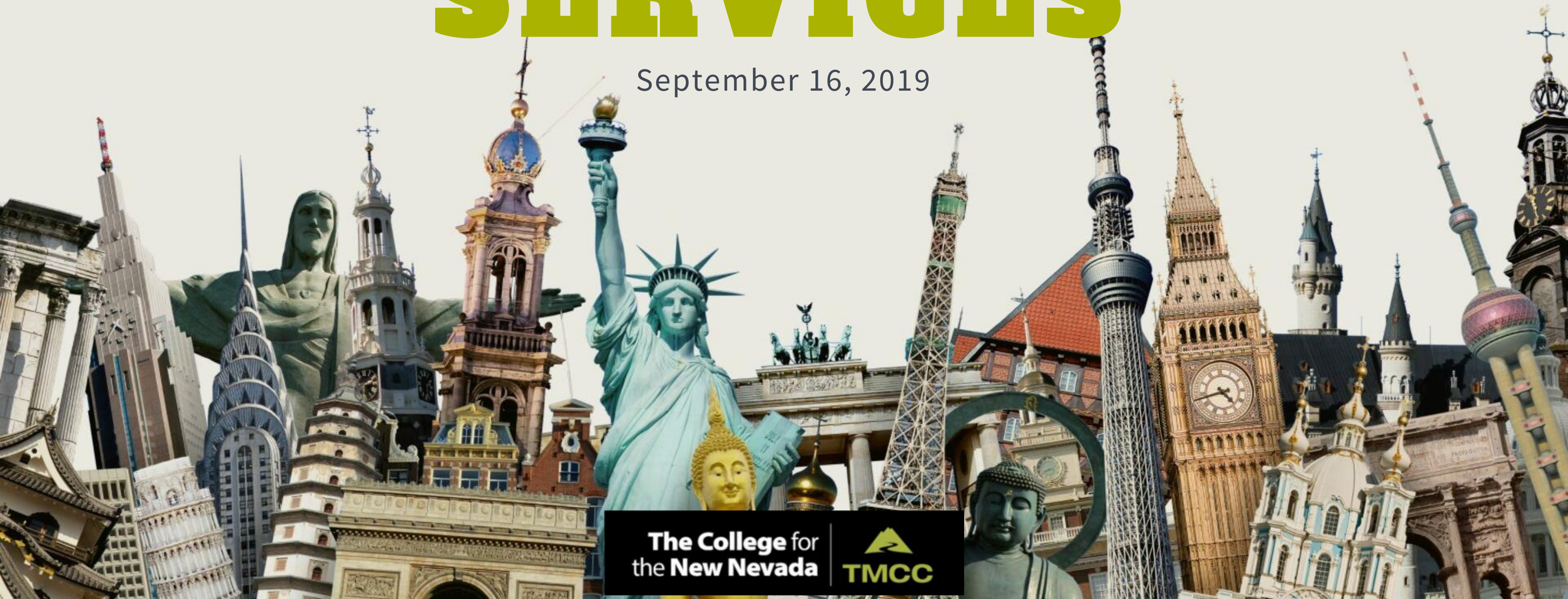
Record of Revisions and Reviews

Revision #	Revision Date	Description of Revision	Name of Person Revising
09	04/29/19	Leadership Team review and tentative approval	
10	05/06/19	Removed most highlights after Leadership Team review; added record of revisions and reviews. Clarified Prizes after review by NSHE auditor. To be decided: Including incidentals for events under host.	Valerie Llanos
11	05/07/19	Revised: 2.2, incidentals for events are not considered host; Leadership Team reviewed and approved. Cabinet review on 05/13/19.	Valerie Llanos
		Removed ". . . are strictly prohibited" from 5.2 and 5.3. It made it sound like snacks, beverages, and tissues themselves for personal consumption are prohibited.	Jim New
12	05/13/19	Facial tissue and hand sanitizer for use in public areas are okay to purchase on operating funds.	Valerie Llanos
		President's Cabinet review and approval to move forward to Planning Council as procedures to the Host Policy.	
Version 1	05/16/19	Changed name of document to: "TMCC Host Guidelines and Procedures" which will be referred to in the Host Policy which will be presented to President's Council.	Valerie Llanos

Today's Discussion

OUR KEY POINTS

Benefits of international students on campuses

Systems approach to Intl Enrollment Management

Recruitment

Retention

Budgeting

ROI

WHAT IS INTERNATIONALIZATION?

WHAT IS THE RATIONALE?

Internationalization
DEFINITION

Process of integrating an international/intercultural dimension into the teaching, research, and service function of an institution of higher education

Rationale
WHY INTERNATIONALIZE?

Fostering understanding and respect across nations

Expanding economic competitiveness

Understand the global world in which we live and operate

Increase diversity within our campuses and communities

ECONOMIC IMPACT IN THE U.S.

Total Contribution
$39 billion

Number of Jobs Created or Supported
455,622

NAFSA Economic Impact 2017-2018

DID YOU KNOW?

For every 7 international students enrolled, 3 US jobs are created and supported by spending occurring in the higher education, accommodation, dining, retail, transportation, telecommunications and health insurance sectors.

Systems Approach to IEM

EXTERNAL FORCES
Global patterns and trends. New legislation. Immigration policies. Education systems outside of the United States.

INTERNAL FORCES
College culture, mission, and support for internationalization. Resources. Enrollment goals.

FEEDBACK LOOPS
External and internal forces work in tandem to inform the IEM strategy

Strategic IEM

IEM STRATEGY

EXTERNAL FORCES

INTERNAL FORCES

External Feedback (Changes in Environment)

Global patterns and trends.
New legislation.
Immigration policies.
Education systems outside of the United States.
Economic conditions
Student choice factors
Rankings
Technology
Social media

Infrastructure
Resources
Marketing
Strategic partnerships
IEM plan
Advocacy
Data/Assessment
The story
Community management
Outcomes

College culture, mission, and support for internationalization.
Resources.
Enrollment goals.
Technology
Infrastructure
Culture of Change
Curriculum and Programs

Internal Feedback (ROI, student retention)

Intl Student Services I Planning Council Presentation I 2019

IEM GOAL SETTING

CRITICAL QUESTIONS

Why are international students important to your institution?

What is the institution's enrollment goal?

What, if any, enrollment targets are there for individual countries, markets, or academic levels?

To achieve desired results, what types of performance benchmarks must be accomplished at pivotal junctions of the enrollment funnel?

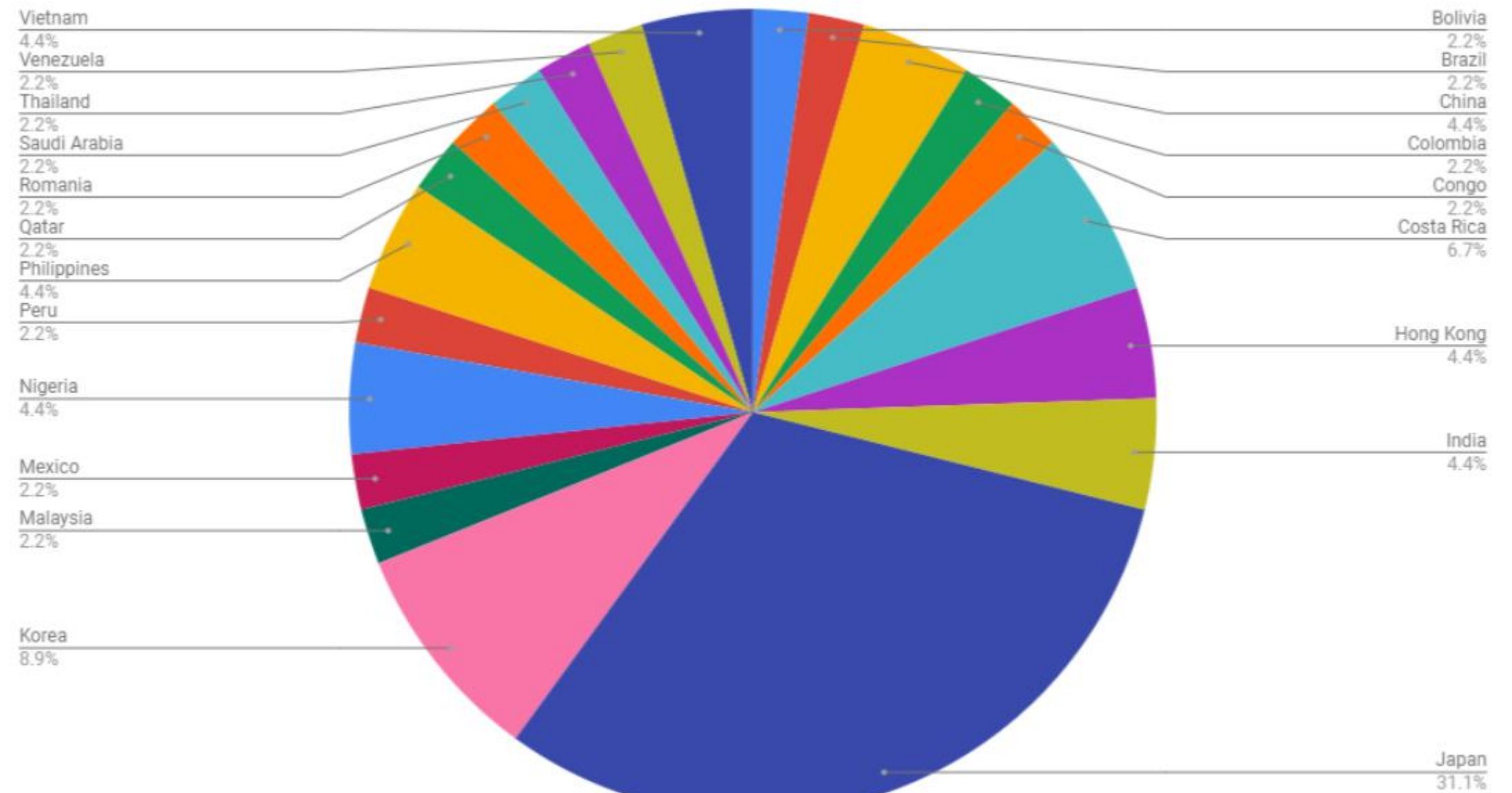# TMCC International Students

TMCC International Students

Legend:
- New
- Trendline for New
- IELC
- Trendline for IELC
- Continuing
- Trendline for Continuing

X-axis categories: Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019, Spring 2020 (projected)

Y-axis: 0, 20, 40, 60

Fall 2019 Country of Origin

Vietnam 4.4%
Venezuela 2.2%
Thailand 2.2%
Saudi Arabia 2.2%
Romania 2.2%
Qatar 2.2%
Philippines 4.4%
Peru 2.2%
Nigeria 4.4%
Mexico 2.2%
Malaysia 2.2%
Korea 8.9%

Bolivia 2.2%
Brazil 2.2%
China 4.4%
Colombia 2.2%
Congo 2.2%
Costa Rica 6.7%
Hong Kong 4.4%
India 4.4%
Japan 31.1%

22

Countries represented

RECRUITMENT

WHAT DOES INTERNATIONAL RECRUITMENT LOOK LIKE?

What makes TMCC unique? The region? the city? What programs do we offer that other schools do not?

Armchair Recruitment

Quick email follow-up

Website optimization

StudyUSA online/print in multiple languages

- Student bloggers
- Featured programs

Peer Mentors

- Create social media content
- Welcome videos and recruitment videos (country-specific)

Virtual Fairs with US Commercial Service

"FAM" Tours

All sorts of social media!

- Student takeovers
- Skype, WeChat, Weibo, WhatsApp, Viber, Line, KakaoTalk, etc
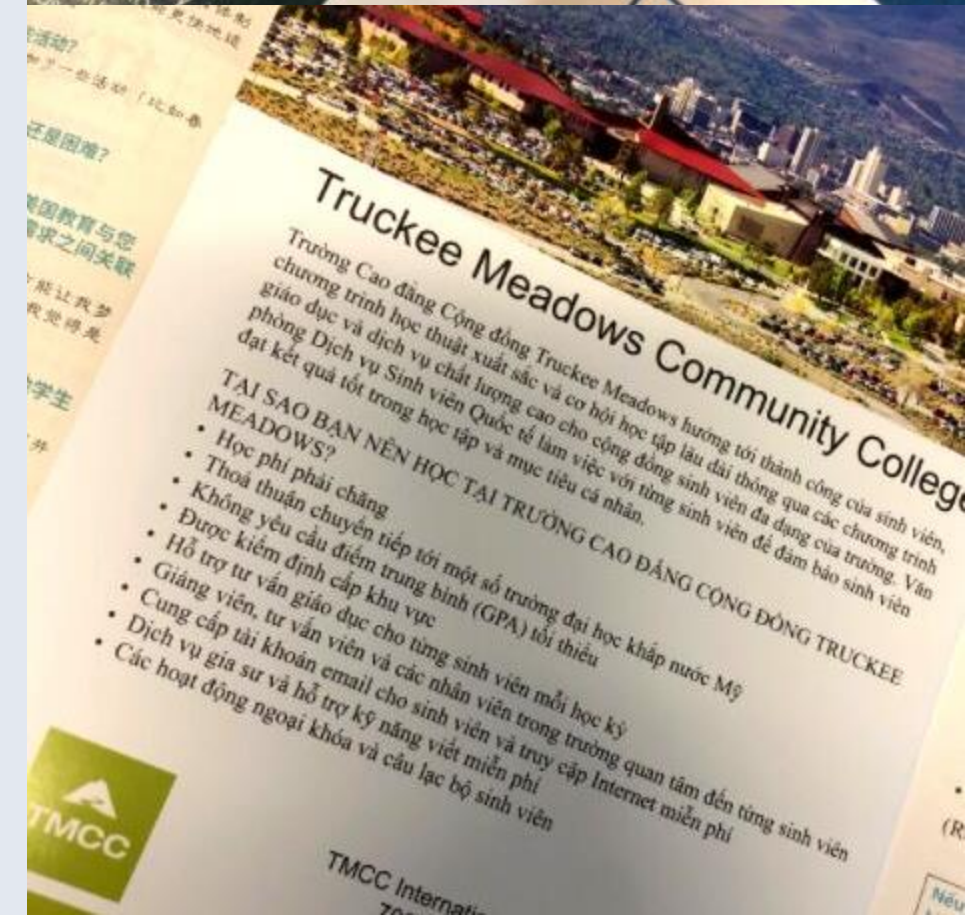
Partnerships & Collaboration

Local, state, and federal partnerships

- US Department of State
- US Department of Commerce
- Nevada District Export Council
- GOED & EDAWN
- NAFSA Nevada District

International partnerships

- NIC in Japan
- CRUSA and CINDE in Costa Rica
- SENATI in Peru
- Educational agencies all over the world

In-person Recruitment

RETENTION

WHAT ARE WE DOING TO HELP OUR STUDENTS FROM THEIR FIRST DAY TO GRADUATION?

RETENTION

EMPLOYMENT & CLUBS

On-campus employment

Student Government

Student Clubs

Curricular Practical Training

Optional Practical Training

CAMPUS ENGAGEMENT

Rigorous orientation

Ongoing workshop series

International coffee hours

IEW

French Film Festival

Student trips

#InternationalSummervibe

STUDENT LED EVENTS

I-Prom

Self-promoted/planned trips and meet-ups: hikes, skating, Tahoe trips

Study groups

COMMUNITY & SENSE OF BELONGING

Mandatory check-ins with academic advisors, international advisors, peer mentors.

DISCO –space for students!

GRADUATION

HIGH GRADUATION RATES

International students graduate at higher rates than general student populations across the nation. Students wishing to take advantage of a one year work permit, MUST graduate with a certificate or degree.

PROGRESS REPORTING & FULL-TIME CLASS LOAD

International students have check-in points throughout each semester and maintain a full-time credit load. These check-ins are part of the required federal reporting mandated by the Student Exchange and Visitor Program (SEVP)

SUCCESSFUL "TRANSFER OUT"

TMCC has partnered with Universities across the US to guarantee admission to students who successfully graduate with an AS/AA degree.

OPERATING EXPENSE

$67,000

All armchair recruiting, retention activities, programmatic expenses, registration fees for travel, agent commission, shipping.

TRAVEL EXPENSES

$29,000

Flights, lodging, travel expenses

BUDGETING FY20

Main source of budget comes from:

Intl Student Fee and 20% of international student tuition payments reinvested into program

ALLOCATION OF FUNDS

For each market, NAFSA research and peer institutions suggest Intl Student Services offices spend a min of $25,000 to see a healthy ROI.

At TMCC, we have to be much more strategic.

- 25% of the operating and travel budget is spent on global marketing and advertising
- 30% split between established markets (Japan, Costa Rica, China, and Vietnam) and emerging markets, when possible.
- 25% is spent on retention efforts for current students.
- 20% on general operating expenses

RETURN ON INVESTMENT (ROI)
HOW TO DEPLOY SCARCE RESOURCES

Should we…

- …develop a source of students from relatively new, untapped countries?
- …reinforce efforts in countries that have provided reliable streams of students in the past?
- …attend more student fairs?
- …establish more agent relationships?
- …establish a partnership with a third-party pathway provider?
- …invest in social media recruitment efforts?
- …develop a stronger alumni network?

Each approach has specific costs, and each has variable potentials for returns.

RETURN ON INVESTMENT (ROI)
EXAMPLE FROM THE COSTA RICAN MARKET FOR TMCC
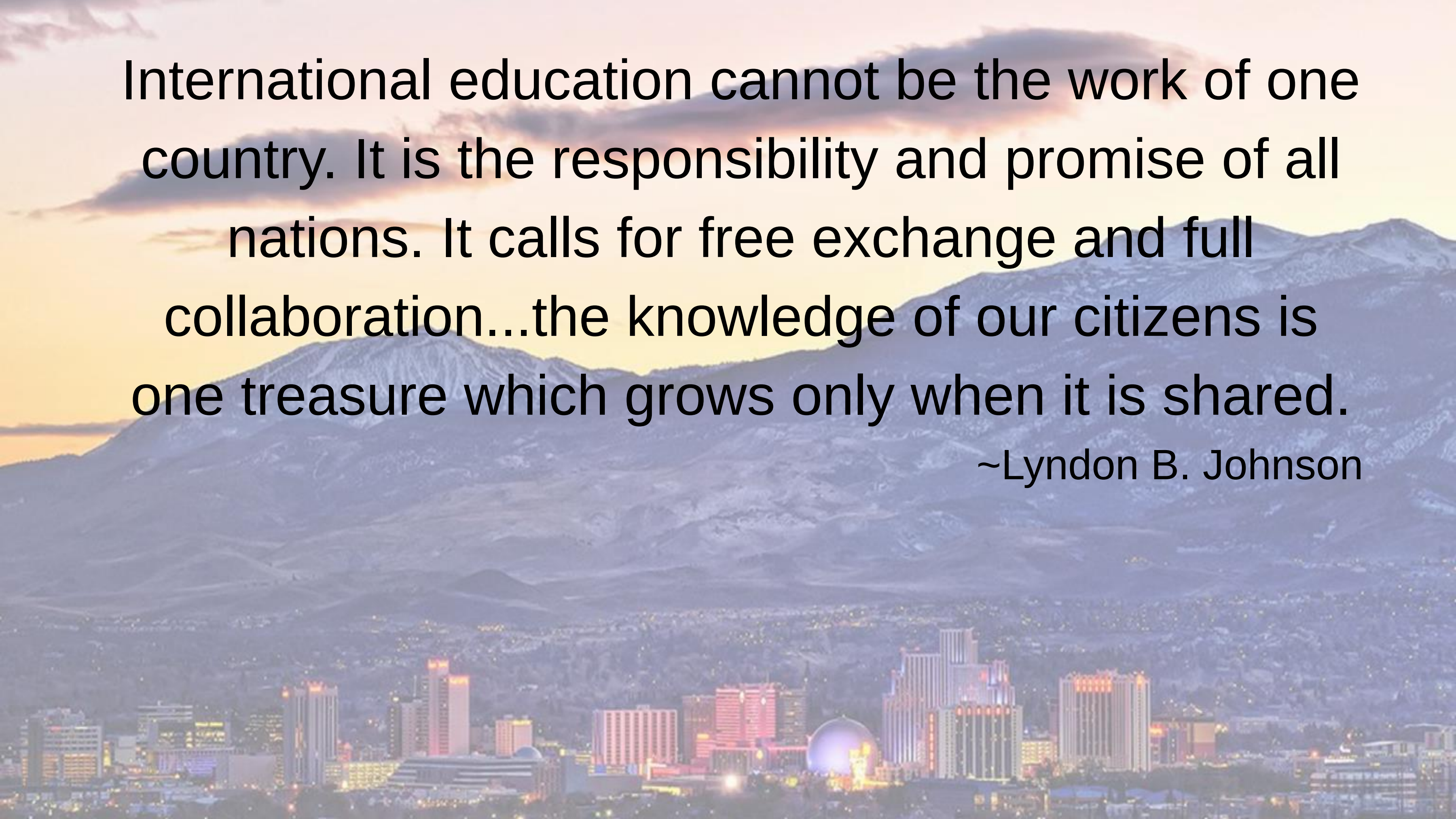
COSTA RICA	Expense Estimates				
	FY17	FY18	FY19	FY20*	
	Year 1	Year 2	Year 3	Year 4	TOTAL
Travel Expense	$3,844.00	$1,698.00	$5,904.00	$4,000.00	$15,446.00
Cost of Student Fairs	$2,550.00	$2,000.00	$2,600.00	$2,600.00	$9,750.00
Cost of Advertising	$800.00	$600.00	$6,000.00	$6,000.00	$13,400.00
Total Costs (Amount Invested)	$6,394.00	$3,950.00	$14,504.00	$12,600.00	$37,448.00
Tuition/fees received from Costa Rican students	$0.00	$0.00	$23,207.50	$37,132.00	$60,339.50
Profit/(Loss)	-$6,394.00	-$3,950.00	$8,703.50	$24,532.00	$22,891.50
*Projected one addl Costa Rica student for FY20					

If you ignore the timing of the returns, you might say that the return on investment is:
Total Net Profit/Total Amount Invested = 61.1%

However, if you consider a ROI metric that considers the timing of the returns (the time value of money) called the Internal Rate of **Return (IRR), the return is 64% in Year 4.**

International education cannot be the work of one country. It is the responsibility and promise of all nations. It calls for free exchange and full collaboration...the knowledge of our citizens is one treasure which grows only when it is shared.

~Lyndon B. Johnson

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2020 NWCCU Standards

Melissa Deadmond, Ph.D., MPH

Accreditation Liaison Officer (ALO)

Presented at Planning Council September 16, 2019

Overview Comparison of Standards

Current NWCCU Standards

- 5 Standards
    1. Mission and Core Themes
    2. Resources and Capacity
    3. Planning and Implementation
    4. Effectiveness and Improvement
    5. Mission Fulfillment, Adaptation, and Sustainability

- Reports – Fall:
    - Mission & Core Themes (Year 1, 2016)
    - Mid-Cycle (Year 3, 2018)
    - Mission Fulfillment & Sustainability (Year 7, 2022)

2020 NWCCU Standards

- 2 Standards
    1. Student Success and Institutional Mission and Effectiveness
        - Incorporates some of current Standards 3-5
    2. Governance, Resources, and Capacity

- Reports – Fall, due Aug. 15:
    - Policies, Regulations, & Financial Review (2021)
    - Evaluation of Institutional Effectiveness (Year 7, 2022)
    - Mid-Cycle Evaluation (Year 3, 2025)
    - Policies, Regulations, & Financial Review (Year 6, 2028)
    - Evaluation of Institutional Effectiveness (Year 7, 2029)

- Less defined; more institutional latitude for processes but have to define and demonstrate

Highlights of Standard One Changes

The College for the New Nevada | TMCC

Current Standard One

- 1.A. Mission

- 1.B. Core Themes
  - Identify core themes and establish objectives and indicators for accomplishing core themes

2020 Standard One

- 1.A. Mission

- 1.B. Improving Institutional Effectiveness
  - Articulates meaningful goals, objectives, and indicators to define mission fulfillment
  - **Demonstrates a continuous process to assess institutional effectiveness**
  - **Monitors environments to ID trends. Considers these findings to assess strategic position, define future direction, and review/revise mission, planning, outcomes of programs and services, and indicators, as necessary.**
  - Provides evidence that planning is inclusive

- 1.C. Student Learning

- 1.D. Student Achievement

Highlights of 2020 Standard 1.C. – Student Learning

The College for the New Nevada | TMCC

Current Standards

- 2.C – Education Resources
  - Appropriate content and rigor
  - Achievement of clearly identified and published SLOs related to mission
  - Admission and completion requirements published
  - Gen Ed. defined as disciplinary categories not institutional student learning outcomes (ISLOs)
  - Credit for prior learning (CPL) limited to 25% of degree credits

2020 Standard 1.C – Student Learning

- Has elements of existing 2.C
- **Establishes and assesses ISLOs, across all associate and bachelor programs or within Gen. Ed. curriculum. Gen. Ed. not defined as disciplinary categories**
- **Institution uses results of assessment to inform academic and learning support planning to continuously improve SLOs.**
- CPL not limited to 25%; transfer and CPL policies defined, published,& safeguard academic quality

Highlights of 2020 Standard 1.D. – Student Achievement

- Unique compared to current Standards

- Recruits and admits students with potential to benefit and orients them on program requirements, transfer, etc. with timely, useful, accurate info.

- Indicators of student achievement (i.e. persistence, completion, graduation)
  - Compared with peer intuitions
  - Disaggregated by meaningful student demographic groups
  - Benchmarked
  - Used for continuous improvement to inform planning, decision making, and allocation of resources

Highlights of 2020 Standard 2 – Governance, Resources, and Capacity

- Streamlined:
  - Policies and Procedures in Academics, HR, Finance, Student Support, etc – additional sections removed

- Noted changes:
  - Finance, e.g. less defined audits, stakeholder participation, transparency
  - Student Support – with a particular focus on equity and closing equity gaps
  - Physical and Technology Infrastructure reduced to one Standard; technology not specifically mentioned

Next Steps for TMCC

- Accreditation Committee: Prep for Policies, Regulations, & Financial Review Report (2021)

- Clearly define and document processes:

  - Annual timeline?
  - How/where do different constituency groups fit in?
  - From strategies and planning to documented actions and assessment

2019-20

Define new core themes, objectives, indicators

Board approval

Oversight structure

2020-21

Measure > plan > allocate resources > implement

Fall 2021: PRFR Report

2021-22

Complete report (early spring)

Campus feedback & Revisions (spring)

Publication-ready (summer)

Fall 2022
Year 7 Report:
Mission Fulfillment &
Sustainability **under new Standards**

2019-20

Solicit input:

NSHE, IAC, campus, community, students, alumni

- surveys
- forums

2020-21

Structure for defining new mission, goals, objectives, indicators

2021-22

Define mission fulfillment

Feedback from stakeholders

Refinement

Board approval

2022-23

Complete report
Campus feedback & revisions
Publication-ready

New Accreditation Cycle
Fall 2025:
Mid Cycle Report
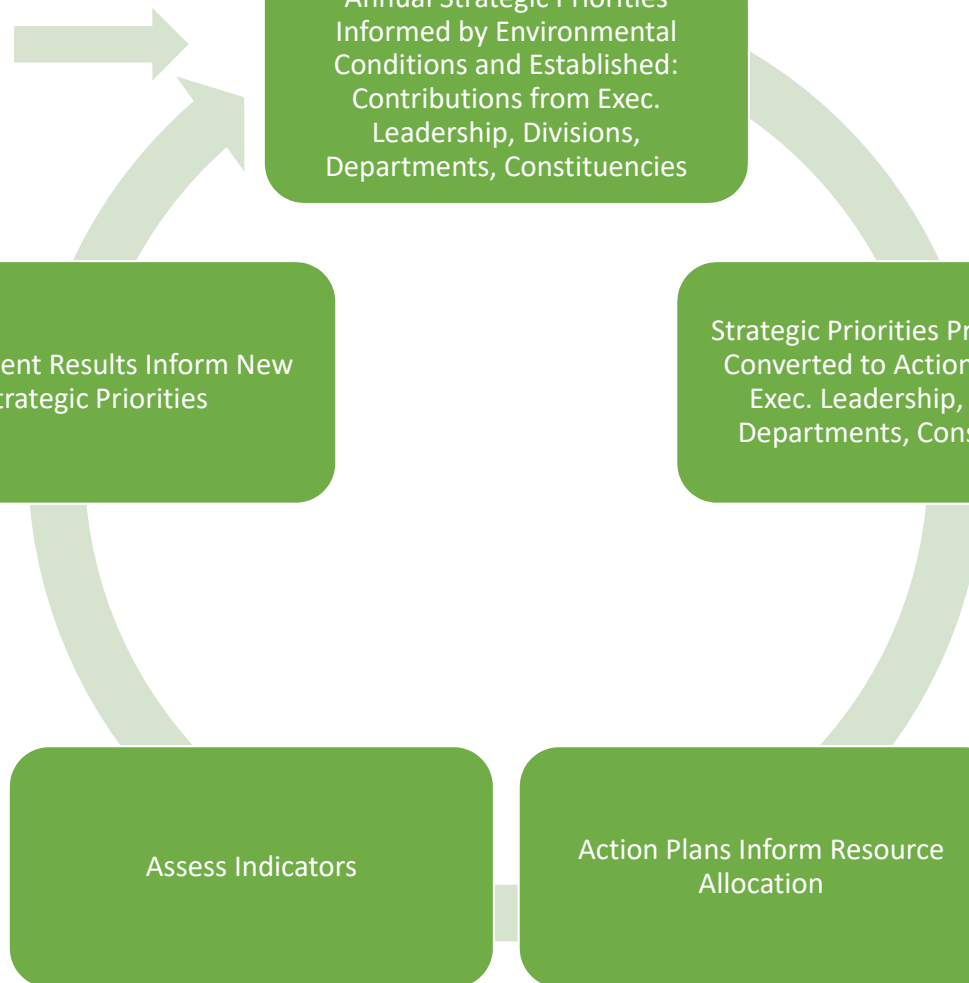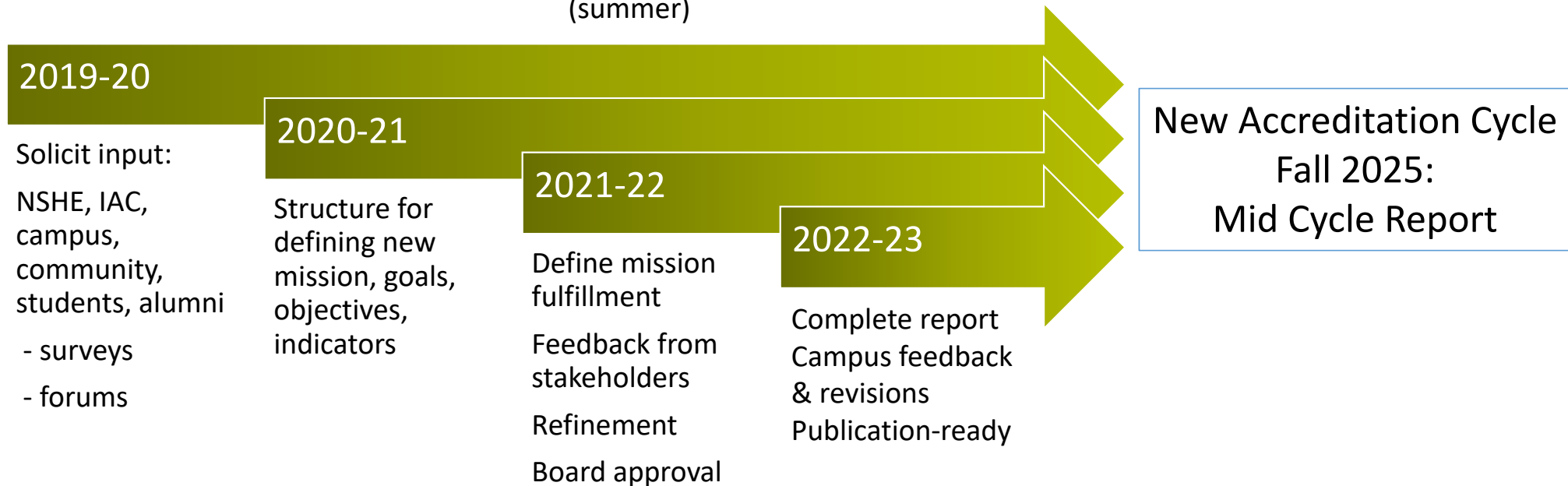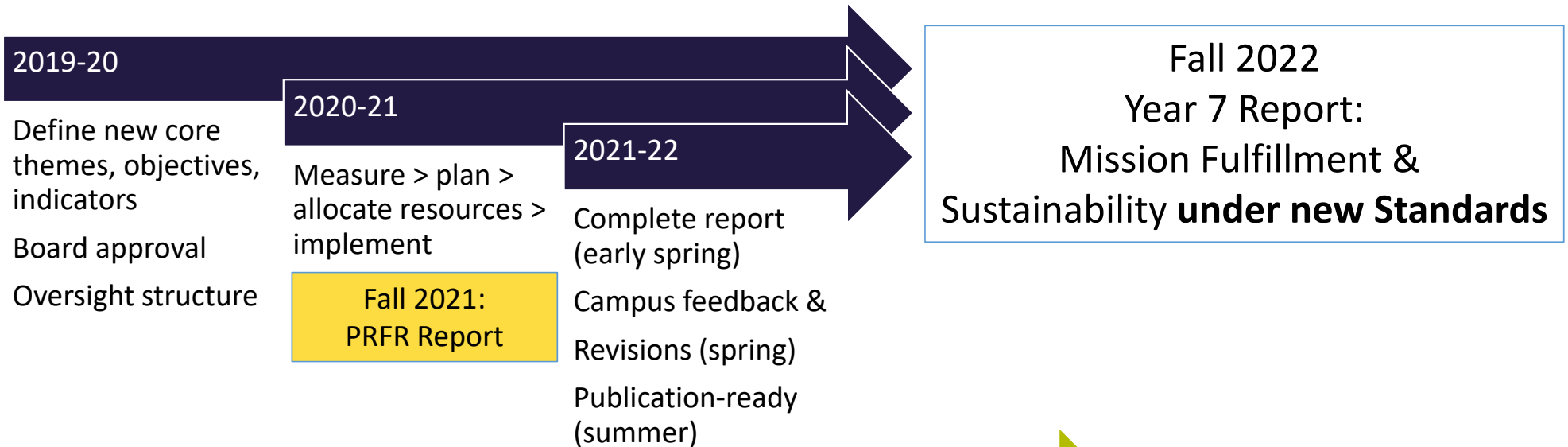
Student FTE - Current vs. Planned

Fall 18/Spring 19 Student FTE
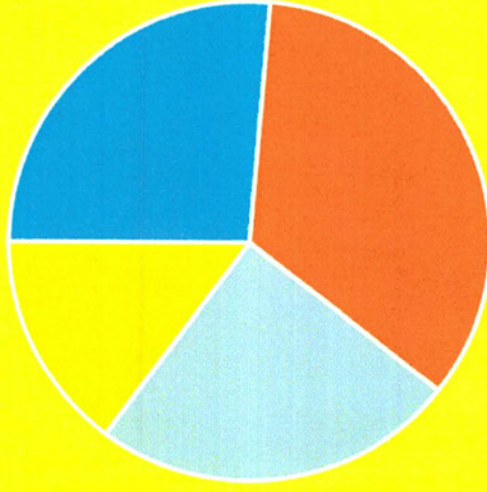
Proposed Re-Distribution - Student FTE
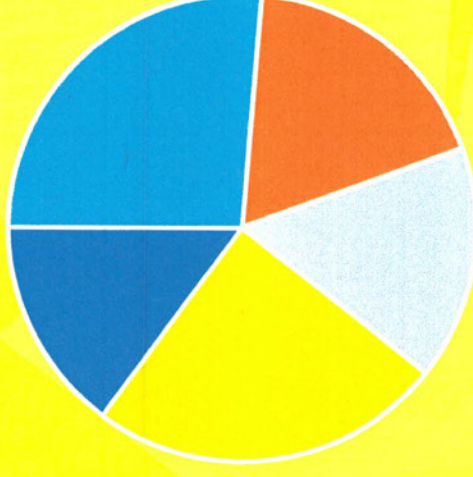
- Division of Liberal Arts
- Division of Business
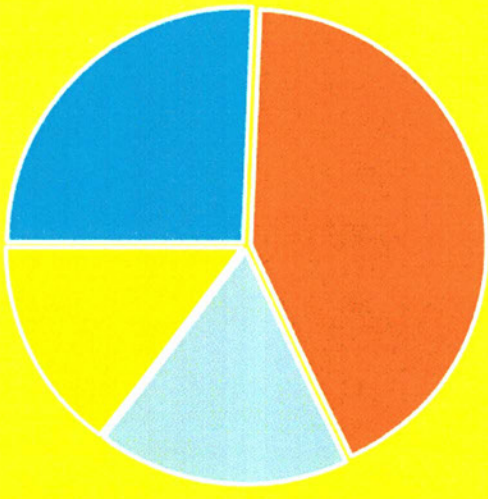- Division of Science
- Division of Applied Industrial Tech

- Division of Liberal Arts
- Division of Math and Physical Sciences*
- Division of Life Sciences, Allied Health and Public Safety**
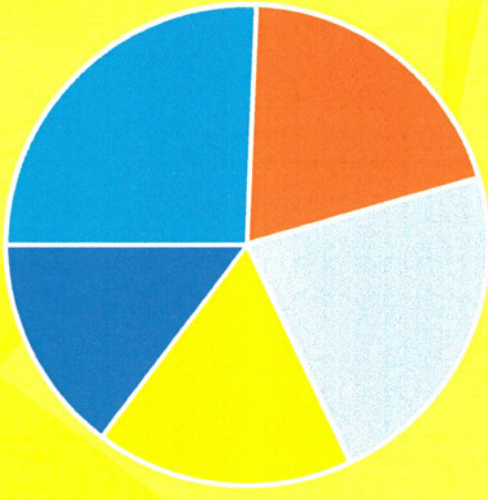- Division of Business
- Division of Applied Industrial Tech

Cabinet Meeting

Truckee Meadows Community College

F-T Faculty – Current vs. Planned

Fall 18/Spring 19 Full-Time Faculty

- Division of Liberal Arts
- Division of Business
- Division of Science
- Division of Applied Industrial Tech

Proposed Re-Distribution - Full-Time Faculty

- Division of Liberal Arts
- Division of Math and Physical Sciences*
- Division of Life Sciences, Allied Health and Public Safety**
- Division of Business
- Division of Applied Industrial Tech

Truckee Meadows Community College

Cabinet Meeting

9/9/2019

Estimated Timing

- Meet with Faculty Senate Leadership – completed August 20, 2019
- Meet with NFA Leadership – completed August 27, 2019
- Discuss at Academic Affairs Council – completed September 4, 2019
- Dean Ellsworth present to Division of Sciences – completed September 6, 2019
- Present to Cabinet – September 9, 2019
- Present to Faculty Senate – September 13, 2019
- Present to Planning Council – September 16, 2019
- Prepare Agenda Item for December BoR meeting
  - Due to President Hilgersom October 28, 2019
  - Due to NSHE/BoR November 5, 2019
- If approved, post position for Dean of Math & Physical Sciences (January 2020?)
- Conduct Search in Spring 2020
- Fill the position by July 1, 2020