

PLANNING COUNCIL MEETING MINUTES

Monday, December 16, 2019

9:00 am

RDMT 256

In Attendance: Amy Williams, Anne Flesher, Dr. Ayodele Akinola, Brandy Scarnati, Diane St. Jacque, Elena Bubnova, Gwendolyn Clancy, Haruna Takahama, Heather Haddox, Jim New, Joan Steinman, Julia Bledsoe, Dr. Julie Ellsworth, Dr. Karin Hilgersom, Dr. Natalie Brown, Dr. Marie Murgolo, Maura Hadaway, Dr. Melissa Deadmond, Dr. Paul Allen, Paul Seybold, Thomas Dobbert, Valeria Saborio, Dr. Virginia Irintcheva, YeVonne Allen, Kim Studebaker

Absent: Barbara Walden, Cynthia Pierrott, Dr. Dana Ryan, Estela Guterriez, John Albrecht, Dr. Julia Hammett, Dr. Tina Ruff

TMCC Bylaws, Policies and Procedures

Elena Bubnova, Associate Vice President of Institutional Research, Marketing and Web Services presented new policies for Social Media Conduct and Official College Social Media Source to the Council for second readings and approval.

Social Media Conduct Policy: No additional discussion was held. The Council approved the policy unanimously.

Official Social Media Source Policy: No additional discussion was held. The Council approved the policy unanimously.

Policy 4602 Revision: No additional discussion was held. The Council approved the policy unanimously.

YeVonne Allen, Program Director of Equity & Inclusion and Faculty Chair Elect, presented to the Council the first reading of the Anti-Bullying Policy, approved by Faculty Senate at their December 13 meeting. No additional discussion was held by the Council. The policy will return to the February 2020 Planning Council meeting for a second reading and potential vote.

Full versions of all policies and proposed drafts can be found in the full minutes to be posted on the Planning Council webpage.

Faculty Senate Updates

Anne Flesher, Faculty Senate Chair, provided an overview of items passed at the December 13 meeting of the Faculty Senate. Items included Emeritus Policy revisions, a Career Champion Program and Phase-In Retirement Procedure revisions. It was noted during Council discussion that alterations must be made to the Phase-In Retirement wording to remove references to Classified employees as they have a separate process, which is also being reviewed by the Classified Council. Documents related to all three items may be found in the full minutes to be posted on the Planning Council webpage.

Brainstorming: Innovations and what will higher education look like in 10 years?

Council members divided into four groups to brainstorm on the future of higher education and changes that will be necessary to serve students. The groups shared their ideas with the group afterward. Topics and areas of focus for the future included creativity, community, partnerships, core technology skills, health and wellness values, and exploration of alternate classrooms such as augmented reality. At future Planning Council meetings, the Council will further discuss how this conversation translates into a plan for TMCC initiatives and begin to develop a 3-year plan that will put us on track for 10 years from now.

Planning Council Committee Updates

- Academic and Student Services Committee
 - Dr. Natalie Brown, Executive Director of Advising and Access Services, provided updates on the works for various Student Services groups including Part Time Student Mentors, Pathways and Faculty Advising.
- Accreditation Committee
 - Dr. Melissa Deadmond, Associate Dean of Assessment and Planning reported that the committee met last week and are reviewing the three-step process previously discussed at Planning Council for revisions to the Strategic Maser Plan.
- Budget Committee
 - No report.

- Diversity Committee
 - Dr. Marie Murgolo, Vice President of Academic Affairs reported on behalf of YeVonne Allen. The committee will be working on Diversity Track Workshops for the upcoming January 2020 Professional Development days. The committee is also beginning the process to develop a Diversity Climate Survey.
- Enrollment Management Committee
 - Elena Bubnova, Associate Vice President of Institutional Research, Marketing and Web Services, reported that the Enrollment Management Committee has been reviewing the enrollment cancelation cycle and activities related to the process. Changes will be implemented Spring 2020.
 - Dr. Julie Ellsworth, Dean of Sciences, reported that the NSHE Co-requisite Task Force area of the Enrollment Management Committee last met on December 5 and are currently working on Action Plan topics.
- Facilities Committee
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, provided an update on campus projects:
 - Soccer Field Pathway is at 80% completion. Full completion is expected by January 4.
 - Sierra Lobby remodel anticipated by end of December.
 - Red Mountain Roofing project is continuing.
- Technology Committee
 - Thomas Dobbert reported that the committee has not met for the month at this time. Additional Faculty representation is wanted to for the committee.

Constituency Updates

- Student Government Association
 - Vice President Valeria Saborio and SGA Senator Haruna Takahama reported on projects of the Student Government Association. The SGA is working on improving the Dandini campus map to make it more interactive and accessible. At the Board of Regents meeting open resources we discussed. It was also reported that the SGA held successful finals weeks events, serving over 1000 attendees.
- Classified Council
 - President Julia Bledsoe reported that the Classified Council is currently focused on revisions to Phase-In Retirement and Grant-in-Aid for Distinguished Retired Classified. Julia thanked the campus community for their support and participation of the Turkey/Ham raffle and Gift Basket Silent Auction. Combined \$2,539.00 was raised for the Classified Council.
- Faculty Senate
 - Anne Flesher noted that at the next meeting the Senate will be discussing NFA contract changes and Annual Evaluation guidelines.

Next Meeting – Monday, February 24, 2020

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 

11/13/19

Date

Legal Review

Policy Proposal Supporting Materials

2019



YeVonne Allen, Chair-Elect, Faculty Senate

TMCC Policy Manual; Personnel (2000-2999)

Proposed 2XXX:

It is the policy of Truckee Meadows Community College to maintain a work environment that is free from bullying and intimidation.

This stance is consistent with the College's efforts to maintain equal employment opportunity, equal educational opportunity, and nondiscrimination in programs, services, and use of facilities.

Definitions (edited from UNR's policy):

Work environment: Any location owned, leased, rented or occupied by the Board of Regents of the Nevada System of Higher Education on behalf of the TMCC, or any location where a college employee is acting in the course or scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding perimeters, including parking lots, field locations, and classrooms. It also includes vehicles when those vehicles are used for college business. This is extended to written or electronic communication, as well as group behavior which has a negative impact on the workplace and/or on others.

Intimidation: Engaging in actions that include but are not limited to behavior intended to frighten, coerce, or induce duress.

Bullying: Unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. The behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the recipient.

Responsible Office(s): TMCC Human Resources

Procedure: Procedures and complaint form may be found on the Human Resources website.

Policy Proposal Supporting Materials

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YeVonne Allen, Chair-Elect, Faculty Senate

NSHE – Title 4, Section 1, Section 38.

Freedom of Expression: Aspirational Statement of Values

The Nevada System of Higher Education (NSHE) and its eight institutions are committed to free and open inquiry in all matters and strive to afford all members of the NSHE community the broadest possible latitude to speak, write, listen, challenge and learn. Except insofar as limitations on that freedom are necessary to the functioning of NSHE and its institutions, NSHE and its institutions fully respect and support the freedom of all its students, faculty, and staff to discuss any topic that presents itself, free of interference. NSHE and its institutions support addressing issues and controversies by the method of open discussion.

The freedom to debate and discuss the merits of ideas is both welcomed and encouraged. The climate of conflict among competing ideas is quite natural and NSHE and its institutions are appropriate spaces for discourse that inspires critical thought and promotes enhanced learning opportunities.

This freedom, however, is not absolute. In narrowly-defined circumstances, NSHE and its institutions may lawfully restrict expression and may reasonably regulate the time, place, and manner of expression consistent with First Amendment principles.

NSHE and its institutions are committed to the principle that it may not restrict or suppress debate or deliberation because the ideas put forth are thought to be offensive, unwise, immoral, or misguided. History shows that when institutions of higher education attempt to censor or punish the free expression of ideas, they undermine their core function of promoting rational discussion, inquiry, discovery, and the dissemination of knowledge. It is not the proper response of NSHE and its institutions to attempt to shield individuals from ideas and opinions Rev. 284 (06/19) Title 4, Chapter 1, Page 36 they find unwelcome, disagreeable, or even deeply offensive. It is for members of the NSHE community to make those judgments for themselves.

Members of the NSHE community are encouraged to promote an atmosphere of mutual respect that is aligned with institutional values of inclusivity, diversity, and critical thinking. These values and this encouragement inform the vision of the community we aspire to be.

Faculty, students, staff, and others are free to criticize, contest, and condemn views expressed on campus; however, they may not obstruct, disrupt, suppress or otherwise interfere with the freedom of others to express views they reject or even loathe. For members of the NSHE community, a proper response to ideas they find offensive, unwarranted, and dangerous is to engage in robust counter-speech that challenges the merits of those ideas and exposes them for what they are. To this end, NSHE and its institutions have a responsibility not only to promote a lively and fearless freedom of expression and deliberation, but also to protect that freedom when others attempt to restrict it. (B/R 3/19)

Policy Proposal Supporting Materials

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YeVonne Allen, Chair-Elect, Faculty Senate

UNR Policy 2,040: University Workplace Violence and Bullying Prohibition

Revised: September 2017

The University of Nevada, Reno, is committed to maintaining a safe work environment that is free from violence, intimidation and threats of violence. Threatening, intimidating or violent behavior will not be tolerated. Individuals who commit acts of violence in the workplace will be subject to disciplinary action, up to and including dismissal, under NSHE Code, NAC, or the Student Code of Conduct and may also be subject to criminal prosecution.

Prohibited Conduct under This Policy

The following conduct constitutes violence or threats of violence and is prohibited in the University of Nevada, Reno workplace: violent behavior, intimidation, bullying, stalking, threats, physical attack, domestic violence and property damage committed by or against any faculty, staff, postdoctoral, graduate or undergraduate student employed at the University of Nevada, Reno.

Definitions

Workplace: Any location owned, leased, rented or occupied by the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno, or any location where a university employee is acting in the course or scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding perimeters, including parking lots, field locations, classrooms and residence halls. It also includes vehicles when those vehicles are used for university business.

Violent behavior: A physical assault on a person or a physical action intended to damage property. Violent behavior does not include lawful acts of self-defense or the defense of others.

Intimidation: Engaging in actions that include but are not limited to behavior intended to frighten, coerce, or induce duress.

Bullying: Unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. The behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the recipient.

Stalking: Stalking is defined to be when a person who, without lawful authority, willfully or maliciously engages in the course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member. Stalking includes but is not limited to, engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

For the purpose of this definition:

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YeVonne Allen, Chair-Elect, Faculty Senate

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person's property.
2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Threat: The expression of intent, whether direct or indirect, to cause physical or mental harm whether verbal, written or a gesture that would cause a reasonable person to fear for his or her safety or the safety of others. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, grabbing, pushing, shoving, or throwing objects.

Domestic Violence: An act that includes but is not limited to violence that occurs when a person commits one of the following acts against or upon the person's spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person's minor child or any other person who has been appointed the custodian or legal guardian for the person's minor child:

1. A battery.
2. An assault.
3. Compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform.
4. A sexual assault.
5. A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to: (a) Stalking; (b) arson; (c) trespassing; (d) larceny; (e) destruction of private property; (f) carrying a concealed weapon without a permit; (g) injuring or killing an animal.
6. A false imprisonment.
7. Unlawful entry of the other person's residence, or forcible entry against the other person's will if there is a reasonably foreseeable risk of harm to the other person from the entry.

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Property Damage is intentional damage to property and includes property owned by the University of Nevada, Reno, or its students, employees, visitors, vendors or others.

Reporting and Investigation

All reports of threatening, violent conduct or bullying must be taken seriously. Individuals who experience or witness such conduct prohibited under this policy shall report the behavior to the University Police Services, the Office of Equal Opportunity and Title IX, Human Resources, or to his or her supervisor (If the violent behavior or threat of violence is being done by a direct supervisor, the employee may report the conduct to the supervisor of the direct supervisor). If there is (1) an emergency, (2) a situation where violence or hostility are in progress, or (3) an immediate threat, the individual should call 911 immediately.

When a supervisor or administrator becomes aware of a threat or violent act as prohibited under this policy, the supervisor must take immediate action and report the conduct to the University Police Services, the Office of Equal Opportunity and Title IX, Human Resources, or the Office of the Provost.

University Police Services, the Office of Equal Opportunity and Title IX, Human Resources the Office of the Provost and (if students are involved) the Office of Student Conduct shall immediately consult to: (1) determine which office will investigate the allegations; and (2) provide an immediate coordinated response to the situation, which may include the implementation of safety precautions in accordance with the nature of the threat.

Support for Employees

Employees experiencing threats of violence from a domestic partner or other person are encouraged to report this to their supervisor and to University Police Services. Supervisors who become aware of such situations shall report the information to the University Police Services. The Employee Assistance Program (EAP) provides no-cost assistance to university employees and their families with relationship problems. This help is available 24 hours per day by calling (877) 234-5151.

Health insurance plans typically include coverage for mental health treatment. Coverage differs, so employees should contact their health insurance provider to find out what specific benefits are offered.

Policy Proposal Supporting Materials

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YeVonne Allen, Chair-Elect, Faculty Senate

WNC – No anti-bullying policy found online

GBC – Policy 4.25 – Hate Crimes, Harassing Conduct, and Bullying ([link](#))

CSN – No anti-bullying policy found online

UNLV – No anti-bullying policy found online

NSC – No anti-bullying policy found online

General Policy – Already existing policy, adding text.

Policy 4602: General (edits in red)

The Marketing and Communications Office serves the in-house marketing, communications, advertising, promotional, media relations, **social media**, graphic design, photographic and videographic needs of the College in order to maintain consistency in College marketing plans (brand awareness, registration and others). All printed materials distributed to the public must be approved in advance by Marketing and Communications.

Responsible Office(s): Marketing and Communications Office

Procedure: The procedures are located on the Marketing and Communications website

*Updated: **October 15, 2013 (date will change once approved and implemented).***

Official College Social Media Source Policy (edits in red)

Policy Number: 4654

The Marketing and Communications Office acts as the official social media administrators for the College, and is responsible for all content and related decisions. Members of the College community who wish to suggest content should provide information to Marketing and Communications. For accounts focused on individual departments, clubs and services, Marketing and Communications oversees the creation and administration of all accounts, will regularly audit branding and content, will provide support to account administrators, and ensure compliance with existing social media conduct policy.

Responsible Office(s): Marketing and Communications Office

Procedure: The procedures are located on the Marketing and Communications website

Updated: Date will be inserted once approved and implemented.

Social Media Conduct Policy (edits in red)

Policy Number: 4658

In regards to social media content and engagement on **TMCC owned and TMCC branded accounts**, TMCC will not tolerate discrimination, defamation, derogatory statements, libel, use of obscene language, political endorsements, posts that constitute spam, speech that promotes or threatens acts of violence, sexual harassment, threatening or intimidating others, unlawful stalking or harassing of others, or any violation of privacy policies or laws. **Threats to harm self or others such as suicide threats, shootings or bombings will be taken seriously.**

Responsible Office(s): Marketing and Communications Office

Procedure: The procedures are located on the Marketing and Communications website

Updated: *Date will be inserted once approved and implemented.*

Emeritus Policy and Procedure

- [Qualifications](#)
 - [Procedure](#)
 - [Denial of Application](#)
 - [Peer Review Process](#)
 - [Benefits](#)
 - [Application](#)
-

Approved 4/14/06; Revised 4/16/08; Revised 9/20/19

Emeritus status is an honor that may be awarded to full-time faculty and professional staff who retire after distinguished and long-term achievement and service to a NSHE institution.

Qualifications

The qualifications for this title are measured in terms of the individual's total contribution to the College, based upon both achievement and service.

Any member of the faculty retiring after at least ten years of full-time service may be recommended to the TMCC President for Emeritus status.

Any member of the faculty who retires after serving the College for *less* than ten years may be considered for Emeritus status; however, conferral of the Emeritus status in this case is regarded as an exception.

Procedure

The Emeritus status application and approval process is as follows:

- Emeritus candidates must submit the Emeritus application to their Dean **or** Director who will review it and, if approved, will forward it to the appropriate Vice President and then to the President.
- Notices of retirement and applications for Emeritus status received by the appropriate Vice President by **December 31** will be considered for an Emeritus award during the commencement ceremony.
- Applications received after **December 31** will be considered for an Emeritus award the following year.

Denial of Application

~~Should the Dean deny the candidate's application, she or he has the option of invoking the Peer Review process (as outlined below).~~

Peer Review Process

~~A list of Emeritus candidates is publicized campus-wide. Should three or more faculty or an administrator object to a particular candidate's Emeritus application, they should submit written, substantiated objections to the appropriate Vice President, who will review the submissions.~~

Should the Vice President deem that these objections have merit, she or he will convene a Peer Review Committee composed of three faculty from the candidate's discipline to review the objections.

The Peer Review Committee will review the objections and submit a written opinion to the appropriate Vice President.

If necessary, both majority and minority opinions may be submitted.

The Vice President will review/evaluate the merits of the candidate's application, the written objections from three or more faculty or an administrator, and the Peer Review Committee's analysis and recommendations, and forward her or his recommendation to the President for a decision.

Benefits

Full-time faculty and professional staff who attain the rank of Emeritus **receive the following benefits:** are invited to participate in academic events and ceremonies and are entitled to receive a faculty identification card which provides entitlement to TMCC Library privileges and grant-in-aid for the faculty member, their spouse or domestic partner, and financially dependent children.

Submitted by the TMCC Faculty Senate Professional Standards Committee; approved by Faculty Senate: October 2010

- Faculty identification card.
- Emeritus/Emerita listing in College Catalog.
- Use of the title "Emeritus" or "Emerita," Truckee Meadows Community College.
- ~~Once affirmed by the~~ **After** Board of Regents **approval**, the Emeritus/Emerita is recognized at the annual TMCC awards ceremony.
- TMCC email account and **access to appropriate** TMCC ~~Professionals~~ list **services**.
- Grant-in-aid for Emeriti faculty and professional staff, their spouse or domestic partner, and their financially-dependent children (NSHE Title 4, Chapter 3, Sections 10 & 11).
- ~~Emeritus/Emerita faculty identification card (upon request).~~
- Library privileges.
- Business cards with the title "Emeritus" or "Emerita"*
 - ~~Order approved business cards from CDMS:~~
 - Username: **TMCC**
 - Password: **Emeritus**
 - ~~Log in and follow directions to submit order for verification and approval by the President's Office.~~
 - ~~Emeritus members are responsible for payment of business card orders.~~
 - ~~Contact Auxiliary Services with questions.~~
 - ~~See **Print Services** for further information.~~
- Access to office space (*based on availability*) in the TMCC part-time faculty office.
- Ability to purchase regular software/updates at employee discounts.
- Membership in the TMCC Emeriti Club **featuring:** ~~Opportunities include:~~
 - Invitations to College public ceremonies such as academic processions, convocations, and appropriate social functions.
 - Invitations to serve as an ambassador for the College at mutually agreed-upon events within the community at the discretion of the president.
 - Invitations to assist the College during semester start-up and with special projects.
 - Regularly scheduled mixers (at least two a year) hosted by the TMCC Foundation.

- Part-time teaching assignments: all invitations for Emeriti faculty to teach classes are at the discretion of the department chair and subject to approval of the dean within the resources of the school. Emeriti faculty may normally teach no more than two courses in any given semester.

* To order business cards from [Consolidated Document Management Services \(CDMS\)](#) do the following:

~~Order approved business cards from CDMS:~~

- Username: ~~TMCC~~
- Password: ~~Emeritus~~
- Log in with User name: [TMCC](#), Password: [Emeritus](#) - and follow the directions to submit your order for verification and approval by the President's Office.
- Emeritus members are responsible for payment of business card orders.
- [Contact Auxiliary Services](#) with questions.
- See [Print Services](#) for further information.

Application

Given the unique demands and roles of full-time faculty in various areas of the College, each candidate must submit a written application for Emeritus status to their [Dean or Director](#). ~~Director and/or Dean.~~

Prior to Emeritus status being granted by the President, [the candidate](#) ~~you~~ will be asked to address the responsibilities listed below, and submit this information along with the required signatures/approvals.

~~Your~~ [The](#) application may be up to five pages in length, and in general terms address the following three areas of faculty professional responsibilities.

Teaching/Professional Excellence

Describe how you have demonstrated commitment and success in providing excellent instruction to TMCC students, or if in a non-instructional faculty position, provide details about how you excelled in providing the professional services required of the position.

You may include one or more of the following:

1. Descriptions of the courses taught at TMCC
2. The various instructional delivery systems utilized
3. Professional services provided
4. Various student constituencies served
5. Efforts at keeping instructional curriculum current
6. Efforts at keeping professional services current and meaningful
7. Other aspects of teaching excellence [and professional service](#)

Professional Development

Describe any efforts made in ongoing professional development that was required or appropriate for your discipline, profession, or occupation.

Contribution of TMCC and/or Surrounding Communities

Describe your commitment to the College and surrounding communities to include one or more of the following:

1. Leadership positions/efforts

2. Commitments above and beyond the typical faculty contract
3. Volunteer efforts on and off the campus
4. Any other evidence of contributions the candidate wishes to present

Information about contribution to the College and/or surrounding communities should be summarized thematically, and not necessarily include a list of all activities, positions, committees, etc., over the course of one's TMCC career.

- [Download the TMCC Emeritus Application form](#)

Denial of Application

Should the ~~Dean deny~~ the candidate's application be **denied by the Dean or Director, the candidate** ~~she or he~~ has the option of **appealing**. ~~invoking the Peer Review process (as outlined below).~~

Appeal Process

If a candidate's application is denied by the Dean or Director, the candidate may appeal the decision by writing to the appropriate Vice President. Once the appeal is made, the following will occur, facilitated by the appropriate Vice President:

- A list of Emeritus candidates **who have been denied** is publicized campus-wide **and a comment period will open, with the Vice President determining the length of this comment period.**
- Should three or more faculty or an administrator object to a particular candidate's Emeritus application **during this comment period**, they should submit written, substantiated objections to the appropriate Vice President, who will review the submissions. **Supporting statements may be submitted as well.**
- Should the Vice President deem that these objections have merit, she or he will convene a Peer Review Committee composed of three faculty from the candidate's discipline to review the objections **and supporting statements.** The Peer Review Committee will review the ~~objections~~ **comments** and submit a written opinion to the appropriate Vice President. ~~If necessary, both majority and minority opinions may be submitted.~~
- The Vice President will review/evaluate the merits of the candidate's application, the written **comments, including the** objections from three or more faculty or an administrator, and the Peer Review Committee's analysis and recommendations, and forward her or his recommendation to the President for a decision.
- **There is no appeal to the Vice President's recommendation, and the final decision rests with the President.**

Career Champions Recognition Program

Description:

Through a student survey, collect names of faculty and staff who support their students' career aspirations. With this information, recognize faculty and staff as Career Champions through newsletters, website stories, etc. Present an nominee and an award during Faculty/Staff Awards Ceremony in Spring.

Supports SMP Core Theme II, Objective 4: Nurture and celebrate a culture of intellect and professional growth among faculty and staff.

How it works:

- 1) The Career Hub works with IR/Marketing to distribute survey during the spring semester to students through canvas. Survey collects faculty name, reason for nomination, and name and contact information of student (in case follow up is necessary).
The survey does not define reasons a faculty/staff member should be recognized. This is left vague and up to the student, as this could be in the form of career-related activities in the coursework, individual contact and encouragement, etc.
- 2) Use this information to promote faculty who are supportive of their students' career goals. Possible outlets could include:
 - a) Newsletters, online stories
 - b) Recognition by dean/chair
 - c) Recognition during Awards Ceremony (nominees and an award winner, or all nominees)
 - d) Recognition during Academic Advisory Board Meetings
 - e) Recognition in community events and news
 - f) Professional Development sessions by recognized instructors

Benefits:

- Faculty and staff are connecting students, curriculum and career. Let's recognize them!
- Provide ideas and teaching methods for other faculty.

Costs:

- Staff time to administer the survey
- Staff time to review results if selecting a champion from nominees (Recognition and Activities Committee)
- Cost of awards, if any.

Notes:

- We could either recognize everyone nominated as champions or select a champion from nominees.
- Program could be expanded to include other staff as well.
- Survey could be given either once per year (spring semester?) or each semester.
- Human Resources may want to review results before recognition.

Source:

NACE Community Chat, University of Denver program (see below)

Example from NACE Community Chat:

Jane Mall
Director Campus Engagement
University of Denver - Global Networks

“Thank you all for reaching out for more details regarding the Faculty Career Champion (FCC) program at the University of Denver (DU). Since DU has received over 40 requests for more information, we wanted to provide an overview of some of the key highlights of the FCC initiative since the NACE webinar on this topic has not been scheduled yet. Below is a breakdown of some of the key success factors that helped this initiative come to fruition.

Creating Faculty Engagement Strategy

- New role of Director of Campus Engagement was created in March 2017. One of the main goals of this role was to build a faculty engagement strategy for Career & Professional Development.
- Developed the Faculty Career Champion student nominated award (UG and Grad Faculty champs chosen) in May 2017. Nomination survey sent to all DU students. We are now in the third year of the award. View survey questions [here](#).
- Celebrated the FCC success with senior leadership and colleagues at an event the first week of the fall semester/quarter. See details in blog [here](#).
- Acknowledged the champions, certificate and award for champs, letters with student quotes were given to all the nominated faculty, and blog post was created highlighting the grad and undergrad champions. The letters are very well received by faculty as many do not realize the impact they have on students.

Leveraging the Faculty Career Champions throughout the year

- Keeping in contact with the champions throughout the year was key to the engagement strategy.
- Created eNewsletters highlighting resources, career development tips, upcoming career events, NACE articles, shout outs and thank you's. See latest edition [here](#).
- Met annually with chairs to share First-Destination Outcomes Data and updates regarding Career & Professional Development.
- Wrote blogs to highlight faculty that are infusing career into the classroom and linked it to eNewsletter. See sample [here](#)
- Created Faculty Career Champion Working Group comprised of undergraduate faculty that meets once a quarter to give input on current and future Career & Professional Development initiatives.
- Use Champion list to:
 - Find career friendly faculty for panelists and guest speakers to participate in parent, student, and alumni events.

- Target select Faculty Champions when promoting workshops and programming to specific majors to encourage student attendance

Results

- Highlighted in DU's Impact 2025 strategic plan and presented the Faculty Career Champion initiative internally and externally.
- Student attendance at career fairs, workshops and events have risen dramatically. Last year, partnerships with faculty led to a 162% increase in course trainings and this fall we were able to engage 52% of new freshmen as a result of faculty partnerships in Freshmen Seminars and introductory courses.
- Faculty Career Champion eNewsletter has an average open rate of 60% which is one of the best open rates across campus. We currently have 480 recipients and includes the past and current Career Champions, Chancellor, Deans, and other senior leadership on campus.
- Faculty use the career champion nomination towards their merit and review process.

Thank you and hope to share more on a webinar soon!
Jane”

Jane Mall
Director Campus Engagement
University of Denver - Global Networks

Phase-In Retirement

Note: This procedure has been approved by the TMCC President, who has the sole authority to execute Phase-In applications (See [Chapter 4, Section 14](#) of the NSHE Procedures and Guidelines Manual).

The Nevada System of Higher Education (NSHE) offers a phase in program that allows faculty, professional staff, and classified employees to phase in their retirement by lowering their Full Time Equivalency (FTE) in the years prior to official retirement.

- FTE may range from .50 and .80 FTE course load or work assignment
- During Phase in, Employee and NSHE will continue contributing to the retirement plan as if employed at 100% FTE
- Salary and leave accruals will be pro-rated based on FTE

The phase-in request is not a guaranteed benefit; it is an approval process. Agreed upon time for phase-in may vary at each NSHE institution. Please [contact the Human Resources Office](#) for more information on the Phase-in Retirement Program.

Eligibility

- The employee must have attained the age of 65 and completed at least 5 years of service with the institution at the expiration of the term of the agreement; or
- The employee must have attained the age of 60 and completed at least 10 years of service with the institution at the expiration of the term of the agreement; or
- The employee would have completed 30 years or more of service with the institution at the expiration of the term of the agreement.

Process

- Employee contacts HR to ensure eligibility.

- If employee is eligible, they fill out the Phase-in Pre-application Notice form and submit the form to their Department Chair, Dean, and VPAA.
- Employee should meet with their Department Chair, Dean and VPAA to discuss (any potential impacts on the department) ~~if the request meets the needs of the department.~~
- ~~and meet with the Department Chair to discuss their phase-in request (no forms are completed at this time.~~
- ~~If the Chair agrees that the request is in line with departmental needs, they will pass on the verbal request to the Dean (this can also be a joint meeting with the Chair and Dean).~~
- ~~The Dean and VP will review the verbal request together and determine if the requested timeline meets the needs of the department.~~
- If the phase-in retirement request is endorsed by the Department Chair, Dean, and VPAA everyone, the VPAA (or their designee) will notify HR with the agreed upon timeline of phase-in retirement and the FTE for each year.
- HR will then work with the employee to complete the Request for Phase In Retirement form and obtain the appropriate signatures.
- Once the President approves the Request for Phase In Retirement form, Human Resources will prepare the phase in agreement.
- No contract exists until such time as the agreement has been fully executed by the President of the institution.
- Any changes to the agreement, once executed, must be endorsed by the President and approved by the NSHE Chancellor.

Deadlines

Request for phase in retirement is due on February 1 of each year for the following Fall Semester.

Notification of the decision to approve or deny the phase-in request shall be made to the employee by February 15. If the phase-in request is denied, the president will provide a written rationale for the decision.

PHASE-IN RETIREMENT PRE-APPLICATION NOTICE

Before filling out this form please contact HR to ensure eligibility.
Please submit completed form to your Department Chair/Director, Dean, and VPAA.

Date (mm/dd/yyyy)	Last Name	First Name	Middle Initial
Requested Dates of Phase-In	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Intended Date of Retirement (mm/dd/yyyy)

Requested Change to Work Schedule (please include FTE)

Department Chair or Director
Comments or suggestions regarding the Phase-In Retirement proposed and/or the needs of the Department

I endorse
 I do not endorse
this Phase-in retirement proposal _____

Dean
Comments or suggestions regarding the Phase-In Retirement proposed and/or the needs of the Department

I endorse
 I do not endorse
this Phase-in retirement proposal _____

Vice President
Comments or suggestions regarding the Phase-In Retirement proposed and/or the needs of the Department

I endorse
 I do not endorse
this Phase-in retirement proposal _____

The faculty member shall be informed of any concerns that may prevent the phase-in request from being approved.