

PLANNING COUNCIL MEETING MINUTES

Monday, August 16, 2021

9:30 am

Zoom Web Conference

President's Updates

President Hilgersom updated the Council on the status of merit pay. A TMCC Task Force has been convened with current focus on trying to quickly develop a series of procedures to start driving out funds July 1, 2022 in accordance with NSHE BOR policy. It was noted that there has been some confusion about the 1%. There will not necessarily be an increase of 1% for all who qualify for merit. The 1% figure is the designated amount of the TMCC state operating budget set aside. TMCC policy and procedures for driving out merit pay will align with the NSHE BOR code on the topic and will be reviewed by NSHE for compliance. Additional informational to follow at future meetings.

TMCC Bylaws, Policies and Procedures

The draft Telecommuting Policy was introduced to the Council for initial review and feedback. The Council held discussion related to definitions and language within the policy. Feedback was provided by several Planning Council members, and Dana Ryan has been tasked with soliciting college-wide feedback from various campus constituencies. The Planning Council will consider passage following the second reading of the policy at the September 20 meeting.

Planning Council Committee Updates

- Academic and Student Services Committee
 - Vice President of Student Services & Diversity, Estela Gutierrez, reported that the committee has not yet met for Fall 2021. The last meeting of Deans and Executive Directors was held a couple week ago and the topic of discussion was COVID. The next agenda will be focused on Academic Advising and Starfish.
- Accreditation Committee
 - Dr. Jeffrey Alexander, Vice President of Academic Affairs, reported on behalf of Dr. Melissa Deadmond that the year six report will be sent soon.
- Budget Committee
 - No report at this time as the committee has not yet met.
- Diversity Committee
 - Adine Stormoen, Veterans Upward Bound Specialist, reported the committee has not yet met. Adine and YeVonne will continue to Co-Chair.
- Enrollment Management Committee
 - Associate Vice President Elena Bubnova reported that the committee has not yet met. Dr. Julie Ellsworth, Dean of Life Sciences, Allied Health & Public Safety, noted that extra efforts to bolster enrollment have been taking place including outreach via calls and texts. Elena added that the non-payment purge would take place today and we are optimistic that it will not have a significant impact. Enrollment is still down 5% at this time.
- Facilities Committee
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, reported that the committee has continued to meet every two weeks throughout the Summer. Dr. Akinola updated the Council on the ongoing projects of the Facilities departments including the Red Mountain 101 renovation, Red Mountain 115 painting and new furniture, Health Science Center expansion and Oddie District. It was also noted that there are a variety of campus refreshes going on with parking lots, hand sanitizing stations and emergency transformer maintenance. The Coffee Bar is scheduled to re-open August
- Health and Wellness Committee
 - Athletics Director, Dr. Tina Ruff, reported that the committee is working on a Tobacco Free Policy for presentation to the Planning Council at a future meeting date. They are also working on initiatives for Fall and Spring in addition to collaborating with the Student Government Association on healthy vending options.

- Technology Committee
 - No report at this time. The committee will hold first meeting September 28.

Constituency Updates

- Student Government Association
 - Darian Richards, President, reported that the SGA just held their first meeting. Katie Avery will be the Vice President. The SGA asked for student feedback regarding COVID vaccine mandates. A divided response of 106 submissions was received. Welcome week activities will get underway with bags filled with swag and resources and Doughboys coffee and donuts will available. Plans for Field Day are also being worked on.
- Classified Council
 - Tina May, President, noted the Classified Council will meet today to discuss future events, fundraising, and the Remote Work Policy. They will likely continue virtual meeting through January 2022.
- Faculty Senate
 - Dr. Virginia Irintcheva, Chair, reported that the Faculty Senate will hold their first meeting on September 13. The meeting will include discussion on budget updates and the Remote Work Policy. The Chair-Elect is Amy Cavanaugh.

Next Meeting: September 20, 2021

TELECOMMUTING POLICY **DRAFT**

Title 4, Chapter 3

Limitations on Remote Work or Telecommuting Policies

Section 51. Limitations on Remote Work or Telecommuting Policies

Any policy enacted by an institution or system administration that authorizes an employee to work remotely or telecommute for a temporary or extended period of time must advance the institution's mission and shall not reduce or impede the quality of instruction or service provided to students, co-workers, and the community.

Working remotely or telecommuting is not a right. It is a discretionary privilege, and if approved by a supervisor, it is subject to conditions on a case-by-case basis that may be amended or revoked. Not all positions will be eligible for working remotely or telecommuting, as some positions by their nature and responsibilities require daily in-person presence and interaction. Denial of an employee's request to work remotely or telecommute shall not be subject to any grievance, reconsideration, or appeal. Any policy developed pursuant to this Section must comply with all applicable policies and procedures set forth in the Board of Regents Handbook, the Code, and the Procedures and Guidelines Manual.

College Principles Related to this Policy

1. To support in-person education, our leaders must be engaged and present for their divisions and departments.
2. It is critical that faculty and staff who provide and support in-person education be present to deliver and facilitate the educational experience.
3. The College is a public institution and must maintain core business hours of Monday – Friday from 8a.m. to 5p.m. to meet the expectations of our College community.
4. Telecommuting Arrangements must be, with few exceptions, cost-neutral to the College.
5. Core jobs which support College infrastructure, health, life, and safety must be provided in-person and be available to ensure departments, faculty and staff are able to meet the needs of our campus.
6. Online degree programs augment traditional in-class programs in certain disciplines.
7. The College's NFA contract will be consulted and considered when entering into Telecommuting Arrangements.

Types of Telecommuting Arrangements

- A. **Temporary Telecommuting Location (20 or fewer workdays)** – A temporary telecommuting arrangement that allows for twenty consecutive or fewer workdays within a fiscal year. A telecommuting agreement is not required for this temporary situation; however, the details of the arrangement must be documented in writing, which may include e-mail, between the employee and the supervisor and sent to Human Resources. A supervisor may choose to use a telecommuting agreement for temporary remote work.
- B. **Hybrid Telecommuting Arrangement** – A workplace alternative that provides the option of occasionally working from a virtual location (e.g., home or other off-campus location) for part of the employee's assignment with remainder of the work being performed on campus. The schedule for each location must be consistent. A telecommuting agreement is required.

A regularly scheduled telecommuting arrangement may not exceed 40% of the stated Full-time Equivalency (FTE).

- For example: An Administrative Faculty member working 1.0 FTE could work .4 (2 days) per week remotely. Employees working remotely under this arrangement must be able to report to campus with four hours' notice by their supervisor.

It is the responsibility of the supervisor and manager approving the agreements for the department to ensure the adequate coverage in the department and that remote days are distributed appropriately across the staff and throughout the week (ex: Mondays and Fridays should not be the only days).

- C. **Full Telecommuting Location** – A workplace alternative where an employee works from home or from another off-campus location, away from a regularly assigned on-campus work location for all available work. A telecommuting agreement is required for full telecommuting arrangements. Please be aware this type of arrangement will be considered only in rare circumstances and reviewed on a case by case basis with approval by the President.

Eligibility

All College employees whose core job functions may be performed at the same level through a telecommuting arrangement as would be on campus, and adhere to the above College principles. Employees interested in a telecommuting arrangement should discuss eligibility and options with their immediate supervisor.

The policy does not apply to authorized work performed away from an employees' assigned work location as part of an employee's job responsibilities, including but not limited to travel, sabbatical, research (including international), community engagement, conference attendance, nor is it intended to prohibit work performed off-campus by College academic and administrative faculty holding professional positions as defined and authorized by the Board of Regents (NSHE Code, Title 2, Sect 1.1).

A telecommuting arrangement is not available to all positions or individuals in an operating unit. Not every function is conducive to an alternate location because of student needs, department size and job responsibilities and/or College business needs.

All requests and agreements will require approval by the supervisor, appointing authorities and TMCC President/Leadership.

Pandemic Mitigation

This policy is inclusive of all employee groups, including Academic Faculty. When the COVID-19 pandemic creates circumstances in which short-term remote work is needed (to include teaching, office hours, meeting attendance, etc.), academic faculty may work with their supervisor and VPAA to develop a Temporary Telecommuting Arrangement.

Remote Work Outside of Nevada

Telecommuting arrangements outside of Nevada will require additional considerations and approvals as described below. Remote work outside of the United States is prohibited.

Because of potential issues raised (including, but not limited to, worker's compensation, labor laws, tax issues, unemployment insurance, payroll and state registration issues), it is essential for telecommuting arrangements outside of Nevada to be carefully considered. Because of these issues, telecommuting locations outside of Nevada will require additional considerations and approval from the President, General Counsel, and possibly the Office of the NSHE General Counsel.

To Apply

An employee may complete a Request for Telecommuting (link to follow) and submit the form to Human Resources. Approval of Request for Telecommuting is at the sole discretion of the affected Supervisor and/or Director and/or applicable Appointing Authority in collaboration with Human Resources.

Approval is not finalized until the Telecommuting Agreement is signed by all required parties.