

PLANNING COUNCIL MEETING MINUTES

Monday, September 20, 2021

9:00 am

Red Mountain 256 & Zoom Web Conference

Strategic Master Plan: Retention

President Hilgersom discussed with the Council the need to remain diligent on retention efforts. We will be looking for and taking suggestions on innovations and project ideas around retention. Dr. Jeffrey Alexander, Vice President of Academic Affairs, noted that upcoming projects will include the Faculty Advising Program and a new Freshman Seminar Class. Thomas Kearns, Disability Resource Center Assistive Technician, reminded the Council of tools and resources that are available including Read Write software.

TMCC Bylaws, Policies and Procedures

President Hilgersom discussed scheduling conflicts with the upcoming October 2021 and January 2022 Planning Council meeting dates. After review, the Council agreed to reschedule both meetings. The new dates will be October 25 and January 31.

TMCC Bylaws, Policies and Procedures

The Remote Work Policy was presented to the Council for second reading with edits from campus constituencies. The Council held discussion on changes to the language and format of Procedures and Guidance – Remote Work Guiding Principles. Ron Marston motioned to approve the policy contingent upon edits accepted by the Council. YeVonne Allen provided a second to the motion. The policy was approved by the Council. The second reading may be viewed in full within the meeting minutes posted the Planning Council website. The final policy will be added to the TMCC Policy Manual and website.

The Tobacco Free Policy was tabled until the October 2022 meeting.

Planning Council Committee Updates

- Academic and Student Services Committee
 - Dr. Jeffrey Alexander noted that there was no report at this time as the committee is scheduled to have their next meeting on Thursday, September 23. In the past weeks, meetings have been held with Academic Deans and leadership members from Academic Affairs where student scheduling and advising was discussed.
- Accreditation Committee
 - Dr. Melissa Deadmond reported that the committee met earlier in the month. The next meeting will be held Tuesday, September 21. The committee will be brainstorming bulleted ideas on how to respond to standards and who will be tasked with that specific work. Check in meetings will continue with focus on writing to the standards. The committee anticipates having a first draft around January for review.
- Budget Committee
 - No report at this time as the committee has not yet met.
- Diversity Committee
 - Adine Stormoen, Veterans Upward Bound Specialist, reported on the events and initiatives of the Diversity Committee including the Faculty of Color Coalition Success Fair, student recruitment for the Students of Color Program, National Coming Out Day activities and planning for a potential summit this semester from Faculty Foster Youth. Adine also reported that the Southern Nevada Diversity Summit is coming up on October 1.
- Enrollment Management Committee
 - Dr. Julie Ellsworth reported that the committee met on September 2 and welcomed a new member Katie Avery, Vice President of the Student Government Association. The committee continues to review marketing and plans for communication. Lots of one on one outreach was made to students and the committee appreciates everyone who was able to help with the project. It was noted that to continue to be successful, clear communication on vaccine requirements will be essential. Associate Vice President Elena

Bubnova noted that concerns have been raised over students not coming back and we are looking at ways to offset those potential losses now to be prepared for Spring 2022.

- Facilities Committee
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, reported on a variety of ongoing projects including the Red Mountain Chemistry Lab, Red Mountain 101 remodel, Red Mountain 105 changes, Sierra Building boilers, Sierra common area refreshes and the Oddie District project.
- Health and Wellness Committee
 - Athletics Director, Dr. Tina Ruff, reported that the committee has not yet met and are working on solidifying a meeting schedule. Regular emails with tips and stories will be resuming for Fall.
- Technology Committee
 - No report at this time. The committee will hold first meeting September 28.

Constituency Updates

- Student Government Association
 - Darian Richards, President, reported on initiatives and projects of the Student Government Association including adoption of Dandini Blvd to Sun Valley with Keep Truckee Meadows Beautiful to keep it clean. A park clean up event will be held on October 15 at Sun Valley Park. Additionally, the SGA is working on communication to students on vaccines, safety and clearing up confusion surrounding deadlines, documentation, enrollment, etc.
- Classified Council
 - Tina May, President, reported that the Council last met on September 16 where vaccinations and waivers were discussed.
- Faculty Senate
 - Virginia Irintcheva, Chair, reported that the last meeting of the Faculty Senate was held September 3. The remote work policy was discussed and feedback gathered. The Faculty Senate approved the Academic Dishonesty Policy which will come to Planning Council at the October meeting. The senate also discussed mandatory employee vaccinations and waivers. The next meeting of the Faculty Senate will be October 8 at 12:30 pm.

Future Agenda Items

- Tobacco Free Policy
- Academic Dishonesty Policy
- Transportation – RTC strike impact on students.
- Health Science Center presentation.
- Strategic Master Plan Dashboard

Next Meeting: October 25, 2021

REMOTE WORK POLICY

POLICY

In June, 2021, the NSHE Board of Regents recognized the changing dynamic of the work environment by providing guidance in the Board of Regents Handbook, the NSHE Code, to allow NSHE institutions the flexibility to utilize remote work or telecommuting as an option, when deemed appropriate and applicable by the institution.

Board of Regents Handbook Title 4, Chapter 3 – Approved by Board June 11, 2021

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.***

(B/R 6/21)

TMCC recognizes the changing nature of the work environment and establishes the Remote Work Policy to provide a framework that address both institutional and individual employee needs. This policy reflects, supports and complies with the *Limitations on Remote Work or Telecommuting Policies* outlined above.

PROCEDURES AND GUIDANCE

Remote Work Guiding Principles

1. Changes to the TMCC Remote Work Policy's procedures and guidance will rely on shared governance protocols.
2. TMCC is a "brick and mortar" institution where the majority of student support services and classes are offered in person and on campus.
3. It is crucial that TMCC employees who provide services and support to students have a presence on campus to deliver and facilitate the educational experience. Full time TMCC employees of all types must be available to meet the needs of the campus community.
4. Many job responsibilities cannot be effectively performed remotely.
5. While online instruction can often be effectively delivered remotely, other full-time academic faculty responsibilities such as participation in curriculum development and assessment, department and college meetings, and collaborations with colleagues, are often most productive when done in person and on campus.
6. This policy is intended to address mid- and long-term remote work arrangements. Occasional short-term (1-2 day) remote work requests due to unforeseen circumstances should be managed by the immediate supervisor, as needed.
7. Permanent or long-term remote work arrangements may be approved, but may not be available for all positions or individuals, and will be considered on a case-by-case basis, based on a variety of factors.
8. **Remote work arrangements do not pertain to the scheduled teaching modalities of academic faculty including online, hybrid and other distance-ed formats. Rather, remote work arrangements will only pertain to the associated non-instructional responsibilities.**
9. Remote work arrangements must, with few exceptions, be cost-neutral to the College.
10. The College will adhere to the NFA contract, where applicable, when entering into remote work arrangements for academic and **administrative faculty covered by the collective bargaining agreement.**

Types of Remote Work Arrangements

Occasional, short-term (1-2 day) remote work requests due to unforeseen circumstances should be managed by the immediate supervisor, as needed. For all other remote work arrangements, employees must meet the eligibility requirements outlined in this guidance.

- A. **Temporary Remote Work (30 or fewer workdays)** – A temporary remote work arrangement, due to unforeseen circumstances, that allows for up to twenty consecutive and/or a total of 30 total days within a fiscal year.
- No formal remote work agreement is 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 immediate supervisor and/or director and applicable appointing authority and reported to Human Resources. See **Remote Work Approval** for more details.
 - Geographic area limitations may not apply.
 - This arrangement can be used for emergency situations, such as quarantine, medical conditions or other life circumstances. Verification may be required.
- B. **Hybrid Remote Work** – A workplace alternative that provides the option of working from a virtual remote location (e.g., home or other off-campus location) for part of the employee's regular work assignment with the remainder of the work being performed on campus.
- A Remote Work Agreement is required.
 - The schedule for each location (on-campus and remote) must be approved by the immediate supervisor and be consistent.
 - A plan for assessing productivity and job performance must be developed and agreed upon by the supervisor and employee prior to approval.
 - Scheduled remote work for employees may not exceed 40% of the regularly scheduled work hours. For academic faculty, this pertains only to non-instructional responsibilities.**
 - Employees working remotely under this arrangement must be able to perform their job duties effectively while working remotely, must be responsive to the areas they serve, and must respond to emails and phone calls in a timely manner.
 - It is the responsibility of the supervisor and manager approving the agreements for the department to ensure adequate coverage in the department and that remote days are distributed appropriately across the staff and throughout the week.
 - Academic faculty are eligible to apply for Hybrid Remote Work for the non-instructional workload. A hybrid remote work arrangement for academic faculty teaching in-person courses must not impact delivery of such courses nor the availability of faculty for office hours, in accordance with the Workload policy detailed in the NFA contract.**
- C. **Full Remote Work** – 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 Remote Work Agreement is required.
 - A plan for assessing productivity and job performance must be developed and agreed upon by the supervisor and employee prior to approval.
 - Academic faculty are eligible to apply for Full Remote Work for their non-teaching workload and are subject to the Workload policy in the NFA Contract. Any full remote working arrangement should not conflict with that policy.
 - Full Remote Work arrangements will be considered in rare circumstances and reviewed on a case by case basis with approval by the President.

Duration of Remote Work Agreements

Approved Hybrid and Full Remote Work arrangements can be negotiated for up to one (1) year and documented in a Remote Work Agreement. This must include a minimum of 2 formal assessments of productivity and job performance conducted at 3 months and 9 months. With evidence that productivity and job performance targets are being met, Hybrid and Full Remote Work Arrangements can be extended annually with a minimum of one (1) formal assessment of productivity and job performance to be conducted in the last quarter of the Remote Work Agreement. Hybrid and Full remote work arrangements can be amended or revoked by the supervisor, with or without cause, with 30 day written notice. An employee can terminate a Hybrid and Full Remote Work arrangement with 30 day written notice.

All remote work arrangements are subject to immediate revocation if the employee is determined to be out of compliance with the Remote Work Agreement.

Remote Work Outside of Nevada

It is the expectation that full-time College employees live in Nevada or within 120 miles of the main campus.

Hybrid and Full remote work arrangements outside of Nevada or the geographical range may require additional considerations and approvals because of potential issues (including, but not limited to, worker's compensation, labor laws, tax issues, unemployment insurance, payroll, state registration issues, in-person availability, etc.). These requests

will be carefully evaluated and must have approval from the President and General Counsel, and are subject to approval of the Office of NSHE General Counsel.

Eligibility and Exclusions

This policy is inclusive of all employees in positions deemed eligible for remote work. Remote work arrangements may not be available for all positions or individuals in an operating unit. The determination will be based on the needs of students, the size of a department, specific job responsibilities and/or institutional business operations, and alignment with the Guiding Principles, as well as other considerations that may impact service to the College community. Employees interested in a remote work arrangement should discuss eligibility and options with their immediate supervisor.

Full and part-time academic faculty whose regular work schedules do not require them to work fully or partially on campus are not required to seek approval for teaching web-based classes remotely, however full-time faculty are subject to this policy for other areas of their workload, such as office hours, institutional service, and non-teaching instructional activities including grading, preparation, etc., as described in the Faculty Workload Policy and Definitions sections in the NFA Contract. The Guiding Principles of this Policy should be considered when setting faculty work schedules. Where in conflict, the NFA Contract supersedes this Remote Work Policy.

Employees eligible **to be considered** for a Temporary, Hybrid or Full remote work arrangement must meet the following **minimum** criteria:

- a. the remote work situation aligns with the Guiding Principles.
- b. job responsibilities can be performed remotely with no loss of functionality or production.
- c. productivity and job performance can be readily demonstrated and assessed.
- d. the employee can demonstrate adequate and reliable internet service in the remote location.
- e. the College can provide appropriate technology or equipment needed for the employee to conduct required job functions and ensure secure information transfer.

The policy does not apply to authorized work performed away from an employee's 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).

Request for Remote Work

To request a Hybrid or Full Remote Work arrangement, an employee must notify their immediate supervisor and complete a Request for Remote Work (link to follow) and submit the form to Human Resources.

When unforeseen situations (beyond the unexpected 1-2 days that may happen occasionally) create circumstances in which short-term remote work is needed, employees should work with their supervisor to develop a Temporary Remote Work arrangement, as appropriate. To apply for a Temporary Remote Work arrangement no formal Remote Work agreement is required; however, the details of the arrangement must be documented in writing.

Remote Work Approval

Temporary Remote Work arrangements must be approved by the immediate supervisor and/or director and applicable appointing authority and reported to Human Resources.

Hybrid and Full Remote Work arrangements require approval of the immediate supervisor, director, appointing authorities and TMCC President/Leadership.

Approval is not finalized until the Remote Work Agreement has been signed by all required parties.

In accordance with the Board of Regents Handbook, the NSHE Code, approval of requests for remote work are discretionary and subject to review on a case-by-case basis. Denial of an employee's request to work remotely or telecommute shall not be subject to any grievance, reconsideration, or appeal.