
MEETING MINUTES MAY 13, 2024

In Attendance: Rick Bullis, Hallie Madole, Gwendolyn Clancy, Karin Hilgersom, Jeffrey Alexander, Julie Ellsworth, YeVonne Allen, Yuli Chavez-Camarena, John Hughes, Melissa Olsen, Melissa Goldstein, Brianne Lee, Ron Marston, Kimberly Harrell, Staci Miller, Natalie Russell, Mark Maynard, Steve Bale, Nicole Scollard, Ben Davis, Juana Reynoza-Gomez, Amy Williams, Ayodele Akinola, Kofi Poku, Kate Kirkpatrick, Joseph Sanpietro, Stephanie Walden, Stephanie Sellers, Fred Lokken

President Updates

GBC Shared MOU Update

TMCC will be rolling out a shared Human Resources and legal service MOU with GBC starting on July 1, 2024. In the past GBC has shared these services with UNR; however, with the mission differences between Universities and Community Colleges this is a better alignment. GBC will maintain 1 full time person within their HR department and Kiah Beverly will remain the full-time attorney for both colleges. Currently we pay 50% for general counsel, the other 50% will be shared with GBC and DRI and there will be no change in cost for TMCC. For HR services we will charge them \$60,000 for the pilot year and then we will reassess after the first year to ensure that this is an appropriate cost and will make adjustments as needed. The total cost for HR for this change is \$26,000.

Second Read Email Votes

Internal Cost of Living Salary Enhancement and Equity Salary Adjustment Plan were both pushed out to vote via email per approval at the last Planning Council Meeting. Both passed officially on 5/13/24 and will go into effect immediately.

International Travel Authorization Requests

Ben requested we pull this agenda item today and we will revisit in the Fall. This is in response to some changes we are seeing within BCN in which risk positions are being dissolved at the institutional level and absorbed at the system office.

Cyber Security Training Policy, First Read- Nicole Scollard

There was some confusion as to where this policy would be housed. This change would move the management from HR to IT, remove the Vector Cybersecurity training section and reduce the amount of time. Note, this does not address or change the Vector Sexual Harassment training that is mandated by NSHE.

The following suggestions were made: remove the software name so this does not have to be changed in the event we change the company in the future, and we need to change the term "instructional" to "academic" in the first paragraph.

These changes will be made and this policy will go through a second read in August.

Planning Council Committee Updates

Academic and Student Services Committee – Dr. Jeffrey Alexander

Four working groups are preparing for the implementation of credit for prior learning. Those 4 groups are examining the process. How should it unfold? What should the procedure be for students who want to obtain credit for prior learning? How do we advertise it? How do they find out about it? What process do they follow to get in touch with us? How do we put it into practice? This will be developed more over the summer.

Budget Committee – Mike Peyerl

- The Budget Planning Committee had their final meeting this month, the next one will likely take place in August.
- The committee has consolidated a master list of the key unfunded requests across the college, which will be refined over time.
- The committee is working with Gretchen Sawyer's team to look at unfunded items that will potentially align with grants and prospective donors.
- Once refinements are complete there will be a final presentation in August/September on what will be the true prioritized unfunded request list for action over the next five years, which will play a role in our planning.
- We are opening FY25 the last two weeks of June to have budgets available in Workday in July.
- FY26 & 27 budgets are due to the governor on August 1st. What we are submitting now will go through multiple refinements and what we see as a final budget next summer will probably look very different than what we are submitting this fall.

Diversity Committee – Juana Reynoza-Gomez

- Unity Graduation was a huge success. Thank you to everyone for your support.
- New co-chair Araceli Salazar Marquez

Diversity Advocates – Brianne Lee and Micaela Rubalcava

Micaela is working with several units to have a designated therapy dog at TMCC as part of our campus story to engage wellness with diverse students and foster an inclusive social emotional academic learning environment. In addition, she is working to have a Native American student weld a garden sculpture expressing an aspect of Great Basin Tribe cultures. Lastly, she had some diversity professional development workshops. Culturally Responsive Antibias Curriculum and Events and F.R.E.E 24/25 AY.

Jamie-is hosting a Financial Literacy Workshop on May 16th at Edison and is assisting Micaela with the Pollinator Garden sculpture.

New advocates for 24/25 - Brianne Lee and Micaela Rubalcava

Faculty of Color Coalition

They celebrated their last meeting with a BBQ on April 26th. New co-chairs are Skylar Cruz and Dr. Olga Mesina. Earth Day tabling was very successful as several pieces of clothing were donated for the career closet. In additional contacts were made with outside vendors to continue donating clothing to FOC.

Friends and Allies of LGBTQIA+

Gameplan: Tuesday, May 14th

11am - 12:30pm

RDMT 256

They will be seeking a Committee Chair / Co-chairs for the 2024 - 2025 academic year.

Sidenote: Northern Nevada Pride has moved to September 7th, 2024

Foster College Success Committee

Fostering College Success Committee will have their last meeting on Tuesday, June 4th.

Sustainability Updates-new advocate Ben Davis

They last met on May 8.

4/18 Earth Day was a great success with over 30 tables and over 400 attendees. Thank you all for your participation

7th Ecoblitz took place on 5/3 with 109 attendees. All data must now be accrued and analyzed. So far 208 species have been recognized.

Ben Davis facilitated boxes for collection of markers/pencils/pens. They can be found piloted throughout Dandini Campus. Please visit the website which has updated information on recycling.

- Initiatives and Proclamations—the latest related to "Reducing Single Use Plastics" - Big shout out to President Hilgersom for supporting this and all sustainability endeavors, and reading this Proclamation during Earth Day.
- Marynia Giren-Navarro is mentoring the Reimagining Sustainability club who are managing plastic bottle caps for a bench they will soon display by the entrance to the library. This group is also working with Helen Scott on the vegetable garden (by windmills).
- Bees are also being kept in the same area mentioned above to support the third Backyard Beekeeping class under EPIC program. We invite you to visit the Countess Dandini pollinator garden during the summer, when you can see the native plants bloom.
- Welding is working on the Bee-BQ that will be placed here in June. We will be part of the 1st Native Garden Circuit Tour organized by the city and UNR Extension Program.
- Educational signs for the parcourse have been developed and have been sent to print. Look forward next semester to their unveiling. Working with the Keep Truckee Meadows Beautiful Educational Branch.
- Thank you all for a great experience as the sustainability advocate, looking forward to working with the next leadership for this position!

Enrollment Management Committee – Yuli Chavez Camarena

- As of 5.2.24, new student apps for the Fall are up 40% compared to the same time last year; 30% are from WCSD students. The enrollment dashboard will be available by mid-May. We are up 40% in FTE and 35% in headcount for fall 2024 enrollment.
- Check out the presentation on marketing and communications efforts.
- The Committee adopted the final version of the Enrollment Management Plan.

RAC summer enrollment strategies:

1. Registration workshops at high schools in May to help high school students register for fall before they go on summer break,
2. Full time recruiters will be at the Welcome Center in August to provide walk-in registration assistance to new students.
3. We will host hands-on registration assistance workshops at Dandini starting in June
4. With support from A&R and IT, the new student hold is automatically removed within a business day.
5. We have appointments with RAC team members for students who need additional support (we still have availability but it's limited)
6. Texts every other week to new students
7. Registration reminder texts are sent every other week to students enrolled in spring, not fall (excluding graduates, dual credit, and anyone with a balance over \$100).
8. Weekly "TMCC Tip of the Week" email to new students

Update from Advising:

- Have students email advising as a great way to get help before they can see an advisor in person. Appointments are booked for four weeks.

Retention update:

- The Retention Committee continues their diligent work researching strategies to support students. Library After Dark had a good show rate, a little lower than fall but still a successful event. Student Services rewards students with an awesome TMCC T-shirt when they enroll for Fall. We have t-shirts at all TMCC locations.

Financial Aid update:

- ED announced temporary changes allowing applicants and contributors without a Social Security number (SSN) to immediately access the online 2024-25 FAFSA form after creating a StudentAid.gov account. Until the IRS data retrieval issue is resolved, students and contributors without SSNs must manually enter their tax information— other good news. ED is planning a targeted FAFSA completion campaign to raise awareness of FAFSA completion. ED mainly focuses on states with the most significant FAFSA completion gaps. According to the department's data, these states include Arizona, California, Nevada, and Texas.

Dual Credit:

- In current talks to negotiate student fees, they will stay the same this year but expect changes next year. A new strategy is to give teachers who teach TMCC concurrent enrollment a stipend to compensate for their efforts. We have a lot of concurrent enrollment competition with UNR. TMCC is firm with our teaching standards; other colleges are not. The Dual Credit Office is working on a new dual-enrolled faculty advocate position.
- SANDI Grant is winding down. SANDI has helped over 300 students. The Career Hub is revamping the internship program. They get a lot of inquiries from employers.
- Chatbot is live! We went live with an AI assist component a couple of weeks ago. Started by taking all the FAQs on the website, Web Services dedicated an enormous amount of time to coding the most common questions into AI assist. AI assistance is live after hours, and so far, so good. We will continue to teach AI Chat to be innovative and enhance its capabilities. Shout out to the Welcome Center for handling chat questions.

Facilities Committee – Dr. Ayodele Akinola

- The committee met 2 weeks ago.
- Currently working on 42 projects.
- Recently completed a facilities condition assessment on the Dandini Campus, with the report in progress. The facilities master plan request for proposal is in public bidding.
- The Dandini and Meadowood parking lot resurfacing project will begin the bidding process taking place tomorrow morning at 8:00 a.m.
- The classroom door replacement bid has been returned and is currently contracting.
- Updates to the Meadowood site common area is soliciting quotes for the project.
- At the Applied Technology Center, they are starting conversations on remodeling Edison 221 for the extension of storage.

Health & Wellness Committee – Ben Davis on behalf of Geoffrey Hawkins

- Sports & Fitness Center Summer Hours: May 13th to August 25th: Monday-Friday 11 a.m.-6 p.m., Saturday 10 a.m.-2 p.m.
- TMCC Tailgate: September 21st starting at 9:00 a.m. Overnight camper and trailer parking starts September 20th at 5:00 p.m.
- The first session of the summer youth soccer camps starts on June 24th. They have half day and full day options.

Technology Committee – Fred Lokken on behalf of Cheryl Jones

- The new technology committee is primarily here to help IT to identify the various challenges that we currently have in our smart classrooms and get standardization back so that we have some predictability.
- Faculty need training to be able to use adopted technologies and get them into greater use.
- The results of the Artificial Intelligence college survey were distributed to the group and discussed. The committee asked copious questions in all three categories. We have a lot of data. This document is just a highlight that gives you a flavor of the artificial intelligence ideas on campus. We see real opportunities. We recognize the challenges that each campus faces, including fear factors and non-familiarity issues with AI.
- The currently reality for AI is an expectation that we will have to do a deep dive every two years, because what we know will become ancient and we'll have to learn the newly emerging ideas. This data will become a benchmark that we can measure, periodically, to see where we're making progress and where we still have challenges.

AI and Emerging Technologies Committee – Temporarily, Cheryl Jones

A conversation was started in the form of brainstorming around AI topics and concerns from across campus regarding its use by students and faculty/staff. There are ideas/policies/procedures we want to come up with regarding AI ethical considerations. More to come at future meetings on this topic.

Part-Time Faculty Steering Committee – Gwendolyn Clancy

With the help of Cal Anderson, the part-time faculty committee is trying to decide where to house the part-time faculty webpage/directory. The committee is working on moving forward with the tier one and two part-time faculty proposal and is working with the leadership team.

Constituency Updates

Student Government Association - Lisha Allison

- SGA recently held the Take Back the Night event. It promoted security and solidarity for our students, especially ones who have become victims.
- SGA had an exceptional amount of gown rentals. Almost all of them were rented out. We are planning on buying more to make sure that we can keep up the rentals, especially for next year for graduation.
- Our clubs are flourishing—we have eight new clubs. There was good participation for the Final Stretch event, which took place last week.
- We had great participation during the student award ceremony.

Classified Council – Hallie Madole

Please support your classified staff by attending the Classified Summer Symposium being held in June and July.

Faculty Senate – Dr. Rick Bullis

- The May 23 BOR Meeting will continue with the agenda that stopped the last time there was a power outage in Las Vegas. Patricia Charlton has assured that the TMCC Presidential search is on track and is on the agenda for the next BOR meeting.
- Stephanie Mead will chair the Curriculum Review Committee.
- Faculty Senate Chair-Elect Joseph Sanpietro was introduced.

New Business/Future Agenda Items

- None at this time

TMCC INTERNAL SALARY ENHANCEMENT POLICY

TMCC will implement a system of internal salary enhancement wherein all administrative and academic faculty who achieve a Satisfactory rating on the annual evaluation shall receive a one (1) percent salary adjustment added to the faculty member's base salary under conditions described below. Faculty who receive Unsatisfactory in their annual review are not eligible for an internal salary enhancement in the given fiscal year. Salary adjustments begin on July 1 of the fiscal year following the academic year in which the annual review takes place.

The TMCC internal salary enhancement policy will operate in conjunction with the TMCC merit policy as outlined in the TMCC Bylaws, Section J. Merit Awards. The policy described herein is not intended to replace or displace the TMCC merit policy.

The intent of this policy is that faculty will receive either external cost of living adjustments (state funded and Board approved) or internal (college funded) salary enhancement on an annual basis.

This internally funded salary enhancement policy will be implemented in years when COLA is not forthcoming from the state and/or not approved by the Board of Regents *and* one or both of the following conditions apply:

1. Year to year, registration fee revenues grow or remain flat (measured at a specific calendar date).
2. Year to year, total state year-end revenue actuals, as reported in the Combined Statement of Revenue, Expenses, and Changes in Net Position (NSHE), do not drop more than one (1) percent.

Fiscal year 2024-25 will constitute the initial baseline for measurement of these conditions. This policy becomes effective July 1, 2025 with initial possible implementation of the policy (dependent upon the two factors listed above) on July 1, 2026.

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By Bradley Summerhill and Rick Bullis	Date 04/10/2024
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Legal Review <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable	Initials
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Purpose of this Review <input type="checkbox"/> Add a Policy <input type="checkbox"/> Revise a Policy <input type="checkbox"/> Delete a Policy <input type="checkbox"/> Other:

Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet.

The text of the proposal is included in a separate page entitled "TMCC Internal Cost of Living Salary Enhancement - Final" (because this form-fillable PDF will not accept text that is larger than this window).

Provide the reason and justification for request.

The purpose of this request is to provide an affordable salary increase during periods of economic prosperity. Due to the phrasing of the proposal, it can only be beneficial. This proposal will not impact the budget in years when TMCC is facing budget cuts or enrollment reductions.

Describe the impact of this request (cost, legal ramifications, etc.)

The request will provoke significant cost, but only in years when TMCC is in a position to afford the increased costs. President Hilgersom and Vice President Peyerl agree that TMCC can financially accommodate this policy.

Planning Council Review

First Reading 4/15/24	Second Reading Via Email	Third Reading N/A
Status <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote 5/13/24 Passed	Date 5/13/24

Policy Manual & Webpage Update

Policy Number HR 2533	Date Posted 6/4/24
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Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
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Kevin M. Hilgersom

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By Kim Studebaker (Human Resources)		Date 03/10/2024
Legal Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials KB
Purpose of this Review <input checked="" type="checkbox"/> Add a Policy <input type="checkbox"/> Revise a Policy <input type="checkbox"/> Delete a Policy <input type="checkbox"/> Other:		
Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet. TMCC Policy Manual: Personnel (2000-2999): Proposed 2XXX Equity Salary Adjustment Plan (Policy) It is the policy of Truckee Meadows Community College to conduct a biannual equity review of the salaries of academic and administrative faculty to determine whether a faculty member's salary is appropriate as compared to the salaries of other faculty at the institution based upon years of experience, educational attainment, and other relevant factors. Responsible Office(s): TMCC Human Resources Procedure: Provisions, definitions, and procedures may be found on the Human Resources website.		
Provide the reason and justification for request. TMCC Faculty Senate (Salary, Benefits and Budget Committee) submitted a resolution for an Equity Salary Adjustment Plan to be formalized per BOR P&G Manual Ch. 3, Section 3, which was approved by both Faculty Senate and President Hilgersom (November 2023). This policy memorializes the approved resolution and formalizes the related provisions, definitions and procedures.		
Describe the impact of this request (cost, legal ramifications, etc.) Potential fiscal impact due to future related equity salary adjustments, but unable to estimate cost.		
Planning Council Review		
First Reading 4/15/24	Second Reading Via Email	Third Reading N/A
Status <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote Passed	Date 5/13/24
Policy Manual & Webpage Update		
Policy Number HR 2532	Date Posted 6/4/24	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

Karin M. Hilgersom

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By		Date
Legal Review <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials
Purpose of this Review <input type="checkbox"/> Add a Policy <input type="checkbox"/> Revise a Policy <input type="checkbox"/> Delete a Policy <input type="checkbox"/> Other:		
Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet.		
Provide the reason and justification for request.		
Describe the impact of this request (cost, legal ramifications, etc.)		
Planning Council Review		
First Reading	Second Reading	Third Reading
Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote	Date
Policy Manual & Webpage Update		
Policy Number	Date Posted	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		