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# MEETING MINUTES – JANUARY 23, 2023

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## Roll Call

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Yuli Chavez Camarena, Estela Levario Gutierrez, Amy Williams, Kofi Poku, Crista Jorgenson, Fred Lokken, Geoffrey Hawkins, Ayodele Akinola, Nicole Scollard, Karin Hilgersom, Gwendolyn Clancy, Jeffrey Alexander, Melissa Olsen, Devin Reese, Melissa Deadmond, Thomas Kearns, YeVonne Allen, Juana Reynoza-Gomez, Gretchen Sawyer, Cheryl Jones, Natalie Russell, Anne Flesher, Amy Cavanaugh, Cecilia Vigil, Cynthia Pierrott, Barbara Evans, Tina May, Ron Marston

## Technology – Creating a new Definition

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Floor opened to the group to share the technology each group relies on.

RAC – Mongoose/texting software – used to connect with students for a variety of things. Current cost is \$4000 annually.

Advising, Financial Aid, International Services – Natalie mentioned the counseling software they use and all the helpful things it provides, including tons of analytics.

Foundation - Blackbaud/Razors Edge. They use this every day for every donor, they receive a lot of analytics from this platform and are able to track massive amounts of information.

Disability Resource Center - discussed information technology that allows the conversion of a variety of things to create equal access.

EPIC – they use SharpSpring, a CRM that allows them to stay connected with students.

Facilities - talked about the technology they use to monitor the building and items around the campuses that help them with their jobs.

Instructors - talked about biotechnology and how that wraps into professional development and how much time it takes to stay up on all these changing items. Additionally, talked about Canvas and the use of technology for our students to learn at home. Melissa D addressed the idea of collection and visualization of data.

A final thought is that technology is the idea that these processes and techniques are aimed at improving life.

Suggestions: Thomas suggested that we create a database that allows everyone to know all the types of technology we have and the people who know how to use them in an effort to better share technology across the campus.

## Summer Electrical Savings & Increased Sustainability

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Ayo discuss the large scale increases we are seeing with NV Energy. After conversations with the L Team the suggestion is that during the summer months, Thursday night after 8 PM, we would mothball the rooms and have a low staffing model. This would run May 12 to August 1, roughly. This may not be available on all campuses and we would keep some spaces open including spaces for students to be on campus. This would offer a flex schedule to people who work in the summer, 4x10, 9s with a short day on Friday, rotating schedules etc. The floor was opened for thoughts. Everyone was very supportive of the idea. It was suggested that we do this between Christmas and New Years as well. We used to close down during this time but NSHE changed this a few years. One thought regarding this for the summer is to use this to bring down high vacation balances, possibly taking Friday's off. President Hilgersom charged the group with putting

together ideas about how this would work, with the idea of how this would protect effective campus operations. Ideas and suggestions should be sent to your supervisor.

## Executive Order

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There was general discussion around the order and the idea that it will be bringing people back to work in offices by July 1, 2023. Jeff talked about executive order #1 and that it has all been rescinded except anything related to federal funding. Amy talked about the idea that taking away the remote option will possibly cause issues and create more people to leave. The group is aware this could be an issue. Cynthia asked if there will be any changes to the remote work policy. President Hilgersom said that the Chancellor said our policy was noted as being fairly conservative and may be a model for other colleges. However, we want to be cognizant of **off the books remote policies happening so we don't become subject to an audit**, with the idea that the one-off situations are still okay. We will wait a bit to see what happens before we make any changes internally.

## Policy Review – Cybersecurity Training, 2<sup>nd</sup> Read

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There were no changes to the verbiage of the policy. Cheryl addressed answers to questions that were presented last time.

- All 7 institutions offer cybersecurity training to new employees including DRI.
- All 7 institutions offer this training to PT faculty as well as FT faculty and staff.
- UNLV currently mandates cyber training by policy. WNC and GBC do not mandate it and have nothing in progress to do so. The other four institutions are in the process of mandating by policy. GBC is the only institution not offering an annual refresher. The other 6 either offer a refresher or are in the process of offering one.
- Regarding payment to PT faculty for taking this training, no schools are currently doing this.
- UNLV is looking at disabling the user account of the employee until training is complete. Most simply do weekly notices and eventually notify supervisors.

Cheryl noted that the training takes 20 minutes, but coupled with all the other trainings it could take up to a couple hours.

Amy Cavanaugh made a motion to approve the policy, Cecilia Vigil seconded. There was no further conversation. All in favor, no abstains or opposition.

Motion passes.

## Promotional Campaign for OER Courses & Z-Degrees

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Jeff talked about ways to make OER easier for students to access. The committee would like to have this information present on the website with an additional option for lower textbook costs as well. Colleges that are a few years ahead of us on this are selling \$500/\$600 iPads that the student can access content on for the entire life of their education, and it is theirs to keep. We are the first Nevada college to be able to offer a Z-degree and we want to increase the pathways in the future. Opened the floor to other ideas to promote OER. Yuli said it should be listed on People Soft so students can see it when they are looking at classes. YeVonne mentioned that it should be listed within the modality section. Thomas said that if you have an OER class you can go to the book store and get a loose-leaf cheap option if needed for accessibility. Jeff said that is an option but we want to make sure and present that as an option because we want students to know they do not have to buy this resource. Amy suggested that we use a filter for this, for example, 300 sections are OER. Cheryl said there are concerns about adoption, but it can be done, and if we want to move this way it should be a NSHE initiative. Jeff said that this is on the agenda for today and he will keep us posted on the progress. Final suggestion, there should be OER tables at student events so we can train students what to look for regarding OER.

## Committee Updates

### Academic and Student Services Committee

They are currently working on three projects: Reviewing the faculty advising model, testing of our applications, and looking into the CTE concurrent enrollment concept. There will be more information on all of these at future meetings.

### Accreditation Committee

President will be visiting Seattle this week to finalize accreditation. The team will start meeting again after this.

### Budget Committee

The Budget Committee last met on December 13th where they reviewed all the RAPs that were submitted and met to prioritize and rank all of the requests. Over \$300,000 were approved between RAP and Perkins funds and everyone will be notified soon with the outcome.

### Diversity Committee - Sub Committee Updates

**EISO office is bringing back "Diversity Track" certificate** for professional development (if attendee attends 4 of the designated sessions, they will receive one).

#### Diversity Advocate Updates

Micaela Rubalcava offered 4 workshops as part of Professional Development week.

Michaela also attended TMCC ArtsFest '23 **planning meeting for April. The fest will go over a couple of weeks and** overlaps with our April 20th Earth Day. She will be attending the fest planning meetings to help facilitate diverse arts events to transpire. The fest planners (a group of 20 under the leadership of Natalie Russell) are talking about poetry readings, choir singing, drawing workshops, film short showings, ceramic labs and sale, theater improvisation, drum circle, nature drawing, a Nirvana workshop, etc.

Marynia Giren-Navarro worked with Tommie to bring the keynote speaker Dr. Jose Bowen! She found this speaker after hearing him speak on Inclusivity in the Classroom.

#### *Diversity Committee Sub Committee Updates*

#### ADA Committee

They met on 12/2 with the following goals:

- Help encourage timeliness in turning in the Academic Department's Semester Book Adoptions to meet TMCC deadline dates. It was reported TMCC is making great strides, there are only 8% outstanding to be adopted.
- Create and complete an Emergency Evacuation Plan for employees with disabilities. The database will be started this spring with an accomplishment date of summer 2023.
- Improve TMCC Accessible Purchasing Process. By spring 2023, a new software request form will incorporate accessible purchasing form add-ons, and a new TMCC Training program will accompany this on Accessible purchases.
- Advertise ADA Committee Activities and encourage TMCC-wide ADA Accessibility Training. The Accessibility in 7 minutes or less email video project is doing well, leading to Accessibility in 7 minutes or less Department meeting demonstrations.

- Help implement an accessibility checker for Canvas Courses. They submitted a RAP Request to get the accessibility checker UDOIT into place.

### Faculty of Color Coalition

Their last meeting was 12/13. They are in the planning stages for another event at the end of the spring semester in May. NFA will also be talking to the group.

### Foster Youth Community Committee

They have added 3 more students to the cohort for Spring 2023. They have provided 2 students with Emergency Funds from WSJ Grant. They are working on hiring a Student Worker in February. Annalisa is possibly attending a Foster Youth Conference in April. Between September and January, Annalisa has held 85 meeting with students in person, on Zoom, or by phone.

### Friends and Allies of LGBTQ Committee

They are gathering members and will have their first meeting towards the beginning of the spring semester. If anyone would like to join the committee please email Shea at sking@tmcc.edu. A Safe Zone training was held during Professional Development week in January and 20 people attended.

### Sustainability Champions Committee

Appreciate all the support on the survey. Got really good results on the things we are doing across the campus. The biggest up and coming event is Earth Day. Please encourage participation in the initiatives on this day. There will be tables on April 20 and we are all encouraged to use a table for the day to share what we are doing regarding sustainability. On Earth Day they are asking us to carpool or ride our bike to work. Lastly, there will be students doing a relay on this day that will end at the bee garden with a ribbon cutting. Everyone should plan on attending.

### Enrollment Management Committee

The committee met on January 12th. They have been working on our application process. The Step to Enroll landing page and information has been refocused and updated. The Academic Leadership Team and Student Services Team met in December to discuss some issue in the language and process on the current page

### OLD STEPS→

- 1 Apply for Admission**  
Complete a [TMCC Application for Admission](#) and view important [dates and deadlines](#). If you have questions, [contact the Admissions and Records office](#).
- 2 Complete New Student Orientation, Advising, and Registration (SOAR)**  
[SOAR](#) covers information and resources you need to start your education at TMCC on the track to success, prepare a first semester class schedule and register.
- 3 Register and Pay for Classes**  
Class registration and payment are completed through [MyTMCC](#) using your TMCC username and password. If you need assistance with your username or password and you know your NSHE Student ID number, visit the [online self-service tools](#). If you do not know your NSHE Student ID number or would like additional registration assistance, call New Student Services at 775-673-7111.

### Recommended Steps for Success

- 1 Apply for Financial Aid**  
Get help with your college expenses by completing the online [FAFSA](#) by these priority deadlines: July 1 for Fall, December 1 for Spring, April 1 for Summer. If you have any questions or need assistance, [contact the Financial Aid Office](#). Please note in order to complete the FAFSA you must be a citizen, permanent resident or other eligible non-citizen of the U.S. as documented by Citizenship and Immigration Services.
- 2 Take a Placement Test (if needed)**  
[English placement](#) and [math placement](#) at TMCC has changed, and you may be able to place into the course you need for your degree using your recent high school transcript or [alternate pathways](#), if you graduated within two years prior to the term you are applying. If you require a placement test, check out our [Testing Services](#) available, and schedule an appointment online.

### Additional Information

► MyTMCC [video tutorials](#) are available.

Goals of the new page:

- Highlight Financial Aid & Scholarships so more students complete their FAFSA and know other resources for financial support
- Make the SOAR step easier to understand by renaming it "New Student Orientation"
- Find ways to better inform students about Canvas - log in information clearer
- Parallel the language and steps to all other enrollment - transfer, non-degree seeking, etc.

Wording and information for the new page.

Apply for Admissions: Complete a TMCC Application for Admission and view important dates and deadlines. If you have questions, contact the Admissions and Records office

Apply for Financial Aid: Get help with your college expenses by completing the online FAFSA by these priority deadlines: July 1 for Fall, December 1 for Spring, April 1 for Summer. TMCC offers many sources of financial aid. In addition to completing your FAFSA, check out the scholarship options and resources for TMCC students. If you have any questions or need assistance, contact the Financial Aid Office.

Complete New Student Orientation

New Student Orientation starts online via your TMCC Canvas account. Login to your TMCC Canvas Account and complete the online New Student Orientation workshop. At the end of the workshop, follow the instructions to register to attend a New Student Advising workshop to receive assistance with preparing a first-semester schedule.

Register and Pay for Classes

Class registration and payment are completed through MyTMCC using your TMCC username and password. Checkout our payment options for additional resources.

Steps to Success:

Know your username and password.

Log on and get to know Canvas.

Take a Placement Test (if needed)

The committee is excited to get the results of the Triage and Secret Shopper program through Interact Communications. More to come on this.

Elena will be stepping down as chair of the committee temporarily and Yuli will be stepping into her role. Thank you to both for their work on this important subject.

Facilities Committee

The committee meets every two weeks. They are still working on the HSC construction. They have a roof deck on the north side and there are windows and doors on the south side. The Audi district lease has been finalized and it is going through contracts. They are still working on the lighting in the Sierra Building. The Red Mountain stair rehabilitation project is in the design phase. They are working with Kreg Mebust on the Tesla branding at Edison as well as the donated machines.

Health & Wellness Committee

**The committee met this past Friday. Attendance is growing but they are still looking for more participants. They are collaborating with other events for this semester. They will be bringing another vaccine clinic to campus, hopefully in April. They are working with SGA to do a fun run/health and fitness event. Combining this with the rock wall and food truck event. They are reigniting the sexual health awareness program with Washoe County Health District. They are looking into adding GIS to the PAR course so you can track the stops on your phone.**

Technology Committee

They met on January 20. They had a short demo of the Hy-Flex technology system. Noted that they have selected the following rooms for this technology: HSC 132/133 (under construction), EDSN 270 (Tesla Training Room), MDWS 205, RDMT 322. They have started to go through the Faculty Technology Survey results done in December but decided to table that until next time when they all had time to study the results. These results will also be reviewed at the next Instructional Technology Sub-Committee meeting. Some interesting notes from the survey thus far:

- There were 94 respondents (36 PT faculty and 57 FT faculty)
- Of the 94 there were 27 that had specific issues, for example: EDSN 210 the ELMO light bulb is burnt out, lighting is not great in RDMT 412, RDMT 411 sound is frequently not working, etc.

We are going to communicate with faculty as to how they should be reaching out for help with these issues. The Deans will also be receiving a short 4-minute training video to share out (watch) at their Division and/or department meetings to show how to use the Elmo.

## Constituency Updates

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Student Government Association

John Fenton has stepped down, Chanikan Buntha (VP) will be stepping in to help. They are focusing on a few goals: outreach and better connections with students, reaching out to other campuses, making the office more inviting, and seeking out more SGA members and projects to support students.

Classified Council

They are working on their Symposium happening after July. Elections are coming up; thank you to management for allowing people to serve.

Faculty Senate

Acting Chancellor Erquiaga was unable to attend due to illness and will attend the February meeting. Administrative Faculty Evaluation Forms were approved by the full Senate. President suggested an additional change that the Administrative Faculty committee agreed to. An adhoc committee to review and edit the Bylaws was formed. Numerous new courses were approved in architecture, agriculture, manufacturing, music technology, etc. New programs approved include Certified Dietary Manager, Public Safety Dispatch, and Career and Technical Education. The Mediator Selection Procedure was tabled. An update to Bachelor's degree requirements was changed to align our programs with BOR policy. Now only require 30 upper division credits, not 40. Professional Standards will be working with VPAA on creation of new Evaluation forms for Deans to use when evaluating academic/counseling/library faculty and rubrics to be used in different divisions for assigning merit levels. Nominations are now open for the Distinguished Faculty Teaching and Service Awards. Web College Committee is continuing to discuss ways of tracking unscheduled class visits on Canvas LMS.

## New Business/Future Agenda Items

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None

Meeting Adjourned @ 11:03 AM

# 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		

## EXECUTIVE ORDER 2023-002

**Order directing the Department of Administration to review and make recommendations with respect to hiring, retention and promotional rules and procedures related to State employment and to work with executive branch agencies to transition the State workforce to pre-pandemic, normal and customary office conditions by July 1, 2023**

*WHEREAS*, the various agencies of the State of Nevada play a vital role in providing services to its citizens and businesses; and

*WHEREAS*, the 17,485 men and women that make up the State workforce play an equally pivotal role in delivering those services to the people of Nevada and the conditions of State employment are critical to providing a positive and productive work environment for State workers; and

*WHEREAS*, the State currently has a workforce vacancy rate of approximately 24 percent of legislatively approved positions; and

*WHEREAS*, certain legislative, administrative and government rules and procedures impede the hiring, retention and promotion of an effective and dynamic State workforce that is necessary for the government of the State of Nevada to deliver services to its citizens and businesses; and

*WHEREAS*, primarily on account of the COVID-19 pandemic, many State workers were required to work remotely; and

*WHEREAS*, COVID-19 cases are significantly down from the height of the pandemic and COVID-19 specific vaccinations and treatments are widely available; and

*WHEREAS*, the Nevada Department of Administration (“Department”) is the agency charged with overseeing public employment and buildings and grounds within the State of Nevada; and

*WHEREAS*, Article 5, Section 1 of the Nevada Constitution provides: “The supreme executive power of this State, shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada.

*NOW, THEREFORE* by the authority vested in me as Governor by the Constitution and laws of the State of Nevada and the United States, it is hereby ordered as follows:

### SECTION 1:

Beginning immediately, the Department shall conduct a thorough review of conditions of State employment including, without limitation, the hiring process, experience and degree requirements, salary ranges, and the onboarding process, promotion and retention rules. Such review shall include a thorough examination of existing statutes, regulations and other rules such as the State Administrative Manual that may impede the hiring, onboarding of new employees as well as the retention and promotion of existing employees.

On or before April 1, the Department shall report to the Governor and make recommendations to simplify and otherwise improve the process for state agencies to hire, retain and promote employees and to remove any unnecessary barriers to entry for State employment. Such recommendations may include proposed changes to existing law and the suspension or modification of existing regulations.



**SECTION 2:**

The Department shall immediately begin working with all State agencies to develop a plan to ensure that the State workers return to pre-pandemic, normal and customary office conditions by July 1, 2023. The Department shall also work with State agencies to ensure that sufficient office space is available.

This Order is effective upon signature and shall remain in force, unless amended, modified, terminated or rescinded by the Governor, until the Department completes the assignments outlined in Section 1 and prepares and transmits a report to the Governor with findings and recommendations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 6th day of January, in the year two thousand twenty-three.

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Governor

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Secretary of State

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Deputy