



Truckee Meadows Community College

Faculty Senate

FACULTY SENATE MEETING MINUTES

September 3, 2021

Faculty Senate Chair:

Virginia Irintcheva

Executive Committee member,
Academic Standards and Assessment
Chair

Jinger Doe

Executive Committee member, Salary,
Benefits and Budget Chair

Matt Leathen

Part-Time Faculty Committee Chair

Pat Miller

Senators At-Large:

Yuli Chavez Camarena

Jennifer Pierce

Adine Stormoen

Sidney Sullivan

Senators for Biology:

James Kuzhippala

Sharif Rumjahn

Faculty Senate Chair-Elect:

Amy Cavanaugh

Executive Committee member, Curriculum
Review Chair

Katie Kolbet

Administrative Faculty Committee Chair

Ashlyn Moreno

Recognition & Activities Committee Chair

Rebecca Eckland

Senator for Allied Health:

Heidi Himler

Julie McMahon

Senators for Computer Technologies:

Steve Bale

Topher Reynolds

Senators for Humanities:

Eric Bullis

Gabriel Chavez

Senators for Social Sciences:

Marynia Giren-Navarro

Haley Orthel-Clark

Classified Council Representative

Sarah Gill

Past Chair

YeVonne Allen

Executive Committee member,
Professional Standards Chair

Marynia Giren-Navarro

Library Committee Chair

John Kemp

WebCollege Faculty Advisory
Committee Chair **James Kuzhippala**

Senators for Technical Sciences:

Jeremy Coggin

Wyatt Ziebell

Senators for English:

Lenaya Andersen

Karen Wikander

Senators for Math:

Hieu Do

Rebecca McCleary

Senators for Visual and Performing

Arts: **Candace Garlock**

Rossitza Todorova

Student Government Representative

Darian Richards

Senators for History, Political Science
& Law:

John Kemp

Michael Miller

Senators for Physical Sciences:

Sameer Bhattarai

Olga Katkova

Senators for Part-Time Faculty:

Gwendolyn Clancy

Heather Haddox

Absent: Ric Bullis (Proxy: Elena Atanasiu), Topher Reynolds (Proxy: Steve Bale), Olga Katkova (Proxy: Sameer Bhattarai)

Guests: Jeffery Alexander, Amber Anaya, Elise Bunkowski, Araceli Cuevas, Anne Flesher, Bob Fletcher, Meeghan Gray, Karin Hilgersom, Minsung Jung, Kate Kirkpatrick, Archana Kumar, Karen McKenna, Keegan Phillips, Gretchen Sawyer, Nicole Scollard, Cheryl Scott, Kim Studebaker

The meeting was called to order at 12:31 p.m.

Chair's Report – Virginia Irintcheva

Senate Chair Virginia opened her first report as Senate Chair welcoming everyone.

COVID-19 Crisis Response Team: YeVonne, Amy, and Virginia continue to serve on the COVID-19 Crisis Response Team. The Nevada State Board of Health approved mandatory vaccinations for students. Proof of vaccination will be required in order to register for the Spring semester. The Board of Regents will be discussing and voting on mandatory vaccinations for NSHE employees at their next meeting. Currently the college is developing the process for all unvaccinated employees to undergo mandatory COVID testing and report the results to the college.

Board of Regents Update: In June, the Board of Regents approved merit pay of 1% to be awarded for meritorious performance. The pool would begin by fiscal year 2023, which starts July 1, 2022. Annual plans being submitted this year would be used to determine merit pay recipients. The established Merit Pay Policy will be used as there was a short turnaround to implement merit pay. A Merit Pay Task force was formed in the summer of 2021. The Merit Pay Task Force will gather data to determine if changes are wanted and needed to the policy.

Administrative and Finance Structure Review Committee: This committee will develop a process to evaluate the effectiveness of the current interim administrative structure and provide recommendations to the President by the Spring 22 semester. Senate Chair Virginia and Senate Chair-Elect Amy serve on this committee.

Senate and Campus Updates: Department Chair elections just concluded. Sam Byington was elected as Applied Technology Chair and Haley Orthel-Clark was elected as chair of Social Sciences. Part-time Senator nominations are opening September 6-10 with voting taking place September 15-22, 2021. The Planning Council also has open seats for faculty.

Chair Virginia closed her report reminding faculty to stick to their teaching modality, reach out to their department chair or dean if changes are needed, and to work with Ben Davis if cases of COVID are reported in your classrooms.

Questions and comments received mainly concerned COVID and acknowledged Ben Davis' hard work on the issue. Below are the questions and answers received.

How is the decision made to go to online quarantine after exposure? An email was sent with different scenarios when quarantine is needed. A concern noted was for students who are not self-reporting and the instructor is finding out after the student has exposed the class.

A pivot to quarantine would be decided by Ben Davis with consultation of the Dean. The instructor can establish COVID protocols with the students in order to get honest reporting. Another suggestion is to create a student code of conduct when students come to class with COVID.

Will merit pay affect part-time faculty? The part-time faculty will not be affected because the merit is tied to the annual plan.

Chair-Elect's Report – Amy Cavanaugh

Chair-Elect Amy opened her first report as Chair-Elect with two updates on vaccinations and sabbaticals.

Please check to see if your vaccination status has been updated by logging into Workday, viewing your profile, selecting overview, and finally selecting additional data. Please update your status with HR if your vaccination does not show up.

The pre-application for [Sabbaticals](#) is due to the department chair/director and dean by September 10, the full application is due October 8. TMCC can give up to 7 sabbaticals.

Questions received were if supervisors are to follow up with staff whose vaccinations are not registered in Workday and what is the procedure Department Chairs should do. Senate Chair Virginia said Human Resources is handling all vaccination verifications.

Past-Chair Report – YeVonne Allen

Past-Senate Chair YeVonne provided a legislative and Board of Regents wrap up from the end of her term as Senate Chair.

The 81st session of the Nevada Legislature closed on time. A budget reduction was maintained by NSHE but there were some last minute add-backs. AB450 was passed to look over governance and workforce alignment. A 1% merit pay passed to be received in FY 23 (July 1, 2022) for qualifying faculty. AB 109 passed. YeVonne is currently working with NSHE on language for AB 109. SB 327 added traits associated with race. AB 262 passed and allows tuition waivers for recognized members of Native American tribes of the State of Nevada.

The Board of Regents approved a performance pay pool allocations, [a metrics update](#) was presented by Dr. Hilgersom, and Regents McAdoo and Carter were elected as Chair and Vice-Chair, respectively.

Administrative Report – Dr. Karin Hilgersom, TMCC President

Dr. Hilgersom opened her report thanking everyone for can-do spirit and a good start to Fall Term 2021.

There will be a process in place to verify student vaccinations. Processes for mandatory testing for employees not yet vaccinated is being finalized. TMCC is near the 70% threshold that would release us from the testing requirement. The threshold is considered location-by-location. Mandatory vaccinations for employees will be considered at next week's Board of Regents Meeting. The Presidents of NSHE and the Chancellor are supportive. Townhalls will be held throughout the semester.

The Remote Work Policy is headed for the second reading in Planning Council. The Faculty Senate will provide input today on this policy.

Items the Board of Regents have tasked TMCC with are: a 1% merit implementation, NASH Framework for diversity in our institutional hiring practices, and statewide dual enrollment and credit consistency and standards across the state.

Administrative Report – Dr. Jeffery Alexander, TMCC Vice President Academic Affairs

Dr. Alexander reported on three topics: faculty advising, increasing diversity of faculty hiring, and instructor credentials.

The Chronicle of Higher Education published a piece [The Missing Link in Academic Advising: the Faculty Perspective](#). This article reflects Dr. Alexander's one team approach and issues a call to action to full time faculty to join the Faculty Advising Program with the support of their supervisor.

NASH Equity Action Framework, championed by NSHE, will be used to increase diversity of faculty hiring. Faculty have suggested to strip applications of personal identifiers and to ask search committees to review the applications in this anonymous fashion. A joint faculty and leadership taskforce formation would be welcomed if the Senate body wishes to pursue it.

Some NSHE institutions could potentially lower the credentialing standards to teach in dual credit programs. The impact on the quality of instruction could be impacted at community colleges. Please advocate to keep the current, stronger standards.

Budget and HEERF Update – Elise Bunkowski, Interim Executive Director Budget & Planning

Elise provided a budget and HEERF update. There is currently a \$3-4 M deficit. Capacity allocations include OER, technology, classroom refreshes, and looking at how to calculate 1% of merit and set aside funding moving forward. Requests to the budget office are taking longer due to new audit requests from the State. Budget Reduction Taskforce recommendations were taken into consideration and TMCC saw savings from travel, the Faculty Senate was awarded \$5,000 for faculty travel, frozen positions were restored, and operating reductions were made.

HEERF 1 & 2 have been spent. HEERF 3 has some funds remaining which will expire in February 2022.

Approval of the May 12, 2021 Minutes

Motion: To approve the Faculty Senate Minutes for May 12, 2021.

Movant: Senator Karen Wikander

Second: Senator Sidney Sullivan

Vote: Motion passed with 20 ayes and 1 abstention.

Consent Agenda

Motion: To approve the May 14, 2021 Consent Agenda.

Movant: Senator Steve Bale

Second: Senator Karen Wikander

Vote: Motion passed with 23 ayes.

Remote Work Policy

Chair Virginia opened the floor for discussion and questions on the policy. There was feedback and questions from the English Department. It was suggested to have a clear differentiation of policies for academic faculty and what relates to them and a separate policy for safe work environment. Ashlyn Moreno asked what situations would be approved permanently? Dr. Hilgersom cited some positions in the Budget Office as an example that would work well since it is a backend position that is not student facing. Each request will be evaluated on a case by case basis. Chair Virginia requested to please send any feedback or concerns to her.

Standing Committee Reports

- **Academic Standards and Assessment Committee – Jinger Doe**

The committee met August 27 and had a joint meeting with the Curriculum Review Committee to discuss each committee's charges, quantitative reasoning, and the diversity taskforce. The committee then had their individual meeting and continued discussing the diversity taskforce and motioned in committee to make the Regulation for Academic Dishonesty into a policy. The committee next meets September 10, 2021 at 9 a.m. via Zoom.

To approve forwarding the Policy for Academic Dishonesty was passed with 24 ayes.

- **Administrative Faculty Committee – Ashlyn Morneo**

The committee has not met yet. Over the summer the committee hosted the Summer Synergy Summit and will be working on merit pay and faculty annual evaluations. The committee next meets September 17, 2021 at 10:30 a.m. via Zoom. The committee is looking for new members.

- **Curriculum Review Committee – Katie Kolbet**

The committee met August 27 and had a joint meeting with the Academic Standards and Assessment Committee. After the joint meeting, the CRC approved the courses and programs that were approved on today's Senate Consent Agenda. The committee also approved quantitative reasoning and are forming a subcommittee to assist faculty with submissions. September 10 is the last day to start workflow for the October CRC meeting. October 15 is the last day to submit for the November CRC meeting and any new programs for the catalog.

- **Learning Commons Committee – John Kemp**

No report was given.

- **Part-Time Faculty Committee – Pat Miller**

The committee met today and discussed activities of the recent years in the Part-Time Faculty Committee. The committee has a strong desire to create community among all faculty and to create a community of mentorship for part-time faculty. The part-time faculty open house featured a newcomers meet and greet which was well received. The Part-Time Senators election is opening for nominations next week. The Part-Time Faculty Survey will be shared with constituencies. The committee next meets October 8, 2021 at 10-11:30 a.m.

- **Professional Standards – Marynia Giren-Navarro**

The committee met today and approved the Special Hearing Committee list that was also placed and approved on today's Senate Consent Agenda. The committee discussed the In-Person and other observation forms and discussed next steps. Feedback will be collected from department chairs and coordinators. Please consider joining the committee. The committee next meets October 8, 2021.

- **Recognition and Activities – Rebecca Eckland**

The committee will meet on September 7 for the first time this semester. Career Champions was celebrated. The winners were nominated by students. The next meeting is October 5, 2021.

- **Salary, Benefits and Budget Committee – Matt Leathen**

The committee met on August 20. Elise Bunkowski joined the meeting to provide a budget update and have a Q&A session with the committee. The Sabbatical Subcommittee membership was approved during the meeting and on today's Senate consent agenda. The committee will disburse **travel funds** of \$5,000 over the school year. Funds

may be used for workshops and conferences. The due date to apply for funding for the Fall semester is September 17, 2021. The committee will discuss the merit policy. The next meeting is Friday, September 24, 2021 via Zoom.

- **WebCollege Faculty Advisory Committee – James Kuzhippala**

The committee met today and are bringing forth two motions out of committee: definitions of Web Live and Web Course and expansion of testing services to accommodate proctoring for Web Live and Web Course.

There was no discussion on the motion to approve the definitions of Web Live and Web Course. The motion to recommend expansion of testing services received some comments on things to consider: funding, space, and staff. The testing center needs student workers for their current workload. Fridays are a popular test-taking day. Chair Virginia recommended to reach out to Senate and the Vice President of Academic Affairs for these issues.

The committee also discussed the faculty annual performance plan and motioned in committee to recommend a change to remove ratings. The recommendation will go to other appropriate standing committees for discussion. The committee next meets October 8, 2021

To approve the definitions of Web Live and Web Course:

WL = Web Live (Synchronous):

Similar to an in-person course, a weblive course meets virtually at regular dates and times according to your schedule on MyTMCC. Your instructor has the option to require attendance or a webcam for class sessions. While not every course has requirements for proctored exams, your instructor may require you to come to campus or make arrangements with a proctoring center to take proctored exams.

WB = Web Course (Asynchronous):

A web course does not meet at regular dates and times. The course may have a regular schedule and pre-established deadlines. While not every course has requirements for proctored exams, your instructor may require you to come to campus or make arrangements with a proctoring center to take proctored exams.

The motion passed with 24 ayes.

To approve the recommendation that testing services be expanded to accommodate both types of courses (web Live and web courses).

The motion passed with 23 ayes.

- **Student Government Association (SGA) – Darian Richards**

The SGA has voted to adopt a spot for Keep Truckee Meadows Beautiful, hosting a park clean up on October 15 at the Sun Valley Community Park, had successful welcome week with bags of school supplies handed out and opportunities for coffee and food. Darian is attending the Board of Regents meeting next week.

- **Classified Council – Sarah Gill**

Sarah reviewed the current activities of the Classified Council. The council would like to host the gift baskets, Easter Egg Hunt and other fun activities. Sarah reported TMCC is not fully certified as a bargaining unit with ASFME. Four of 11 units are recognized and those units will receive a 3% COLA.

Old Business

None

New Business

Senator Hieu Do expressed a concern with an item in the annual plan and brought forth a possible motion for future consideration. Senate Chair Virginia will forward this to the appropriate committees to look into. Comments received were support for this motion and that the Annual Plan is not meant to deal with personnel issues.

Motion approved by the Math Department: Remove S1a, "Comply with all sections of NSHE code and policies, and TMCC policies, applicable to faculty." from the annual plan.

Reasons for motion:

The NSHE code, Title 2, Chapter 6 already deals with personnel issues, and it includes discipline, which includes verbal and written reprimands, or even termination. The annual plan is not meant to deal with personnel issues, therefore including

this on the annual plan makes faculty vulnerable to receiving an Unsatisfactory for a personnel issue, and this can lead to termination.

Adjourn

Senator Rossitza Todorova moved and Senator James Kuzhippala seconded to adjourn the meeting. The motion passed.

Meeting Adjourned: 2:36 p.m.