

FACULTY SENATE MEETING MINUTES

March 17, 2023

Faculty Senate Chair: Amy Cavanaugh	Faculty Senate Chair-elect: Rick Bullis	Past Chair Virginia Irintcheva
Executive Committee member, Academic Standards and Assessment Chair Jinger Doe	Executive Committee member, Curriculum Review Chair Katie Kolbet	Executive Committee member, Professional Standards Chair Marynia Giren-Navarro
Executive Committee member, Salary, Benefits and Budget Chair Matt Leathen	Administrative Faculty Committee Chair Ben Davis	Learning Commons Committee Chair John Kemp
Part-Time Faculty Committee Chair Edwin Lyngar	Recognition & Activities Committee Chair Tara Connolly	WebCollege Faculty Advisory Committee Chair Blisin Hestiyas
Senators At-Large: Ben Davis Jennifer Pierce Adine Stormoen Amanda Stibick	Senator for Allied Health: Julie McMahon Rori Wilkis	Senators for Technical Sciences: Jeremy Coggin Wyatt Ziebell
Senators for Biology: James Kuzhippala Sharif Rumjahn	Senators for Computer Technologies: Steve Bale	Senators for English: Lenaya Andersen Karen Wikander
Senators for History, Political Science & Law: John Kemp Kofi Poku	Senators for Humanities: Gabriel Chavez Nancy Faires	Senators for Math: Rebecca McCleary Lars Jensen
Senators for Physical Sciences: Sameer Bhattarai Michael Leonard	Senators for Social Sciences: Marynia Giren-Navarro Haley Orthel-Clark	Senators for Visual and Performing Arts: Candace Garlock Ron Marston
Senators for Part-Time Faculty: Cara Dopf Gus Stuart	Classified Council Representative Sarah Gill	Student Government Representative Chanikan Buntha

Absent: Amanda Stibick (Proxy: Jennifer Pierce)

Guests: Jeffrey Alexander, YeVonne Allen, Sam Byington, Yuli Chavez Camarena, Cheli Cuevas, Maggie Eirenschmalz, Anne Flesher, Ashlyn Herold, Karin Hilgersom, Kate Kirkpatrick, Emily King, Estella Levario-Gutierrez, Jim New, Lora Robb, Joe Sanpietro, Nicole Scollard, Kim Studebaker, Ellie Wilkins

The meeting was called to order at 12:30 p.m.

Administrative Report: Karin Hilgersom, TMCC President

Dr. Hilgersom opened her report congratulating the newly tenured faculty: Gabriel Chavez, Vanina Coudriet, Jencie Davies, Emily King, Stephanie Mead, Kofi Poku, and Kerry Kuster. Dr. Hilgersom supports restoring and possibly increasing the department travel allocations and restoring the Faculty Senate travel awards. A low staffing model for energy savings over the summer is being discussed. No decisions have been made. The proposal would begin May 15 thru July 24, 2023. TMCC would use a low staffing model and will power down the campus at noon on Fridays until TMCC reopens on Monday morning. Services such as the Welcome Center would be relocated to the Learning Commons on those Fridays.

Chair's Report – Amy Cavanaugh

Senate Chair Cavanaugh opened her report with the meeting protocols, congratulated the newly tenured faculty, and Regent Award winners.

Planning Council: The Key Performance Indicators (KPI) in the Strategic Master Plan are being reviewed in Planning Council. The KPI's can be found here: <https://www.tmcc.edu/institutional-research/data-dashboards/strategic-master-plan-annual-progress>. Feedback can be provided to Senate Chair Amy Cavanaugh.

Currently, the remote work policy states that employees can have up to 30 days of remote work with a Supervisor's approval or an accommodation through HR. Please go up the management chain if your request is denied.

The Summer energy savings plan would have the HVAC systems set to unoccupied mode where the temperature would go no higher than 80°. The Testing Center and IT are exploring how that would work for their areas and whether these areas can be cooled separately.

The Arts Festival is April 12-21, 2023. There is also a TMCC art display at the airport.

Updates from the standing committees of the Planning Council were also given.

Departmental travel and Senate travel funding are being reviewed for restoration and hopefully an increase.

The Board of Regents had a brief special meeting. They did not change their elections time. Senate Chair Amy Cavanaugh was able to read the support resolution of Collective Bargaining for NSHE Professionals into the minutes and a copy was emailed to the regents and acting chancellor. The resolution was also read as public testimony at the Assembly Committee of Government Affairs. A copy was also emailed to each committee member.

Board of Regents Quarterly Meeting on March 9-10, 2023: The Chancellor is working with the Council of Presidents to standardize work policies and to also provide flexibility as a retention perk. The Council is also looking to address employee development and recruitment. The Chancellor is appointing a committee to review the recent audits and develop new policies. Nevada State College was approved to change their name to Nevada State University. The final approval will come from the Legislature. The Chancellor search will be national. A memo will be sent on Monday to the Presidents to begin presidential reviews. Faculty will be asked to participate in September.

Legislative Updates: AB268 is at the assembly. NSHE Professional Staff are not included in the retention bonuses; however, a bill is headed to Senate who will hopefully add them back in with an amendment.

The Dual Enrollment Bill, AB317, to expand dual enrollment is being discussed. The instructor's education requirements are not in the bill.

Child care for commencement is limited to children who are not in diapers and the drop off time is 3:30 p.m. Faculty do not have to wear regalia and may sit in the general audience to better accommodate drop off and pick up of children and other family members.

Performance Surveys from the Senate office will be sent out. The results will go directly to the supervisors of those being surveyed.

The NFA Contract has changes to the evaluation cycle that will not go into effect until the next evaluation cycle.

Chair-Elect's Report: Rick Bullis

We will be discussing Agenda Item 11 Bylaw Changes later in today's meeting. Nominations are open for the next Senate Chair-Elect. The Adhoc Elections Committee will present the list of nominees at the Faculty Senate April meeting.

Past Chair's Report: Virginia Irintcheva

Read by Faculty Senate Chair Amy Cavanaugh: I am sorry I could not be here with all of you today. Here is my quick report. As you heard via email from the Human Resources office, the VPFG search is still ongoing and is expected to conclude later this semester. I hope you have a productive discussion for the PAIDs committee proposed policy. As with any policy there could always be potential issues with implementation, but Brad, Ron, and I tried to use our experience to create a policy that if implemented and continuously financed will provide a mechanism for some more substantial raises. We were very clear from the beginning of this process that this policy should not supersede COLAs, merit, or equity adjustment. I see it as one additional avenue for faculty salary increase for faculty who work hard to this institution and its students. I wish everyone a restful and fun spring break.

Administrative Report: Jeffrey Alexander, Vice President of Academic Affairs

There were two items on the Academic Affairs Council Agenda AAS in Dietetic Technician was replaced with a certificate and the remaining degree. The Associate of Science and Geoscience which was replaced with the Associate of Science with an emphasis in Geology.

Dr. Alexander reported 38 faculty members are participating in the Open Educational Resources (OER) program. TMCC is working with the College of Southern Nevada (CSN) to possibly create a repository for content.

The Dean of Technical Sciences search is underway and awaiting recommendations from the hiring committee. The Associate Dean of Library and Online Instruction search is also underway.

The Evaluation cycle will continue as scheduled. A new form is still under discussion.

The WebCollege Faculty Advisory Committee's action item does not accord with the NFA Contract in Item 3, unscheduled class visits. Per the contract the administration is to notify NFA of access. Request for access is not required by contract.

PAIDs Committee Policy

Senator Karen Wikander moved and Senator Gus Stuart seconded to close the meeting for the PAIDs Committee Policy discussion. The motion passed with 21 ayes, 1 abstention, and 1 nay. This item will be moved to the end of today's agenda.

Approval of the February 10, 2023 Minutes

Motion: To approve the Faculty Senate Minutes for February 10, 2023.

Movant: Senator Gus Stuart

Second: Senator Sharif Rumjahn

Vote: Motion passed with 26 ayes as corrected.

The Faculty/Staff Complaint Procedure portion of the February 10, 2023 lists a suggestion that was made during the meeting, but is not a part of the final procedure.

Senator Gus Stuart moved and Senator Haley Orthel-Clark seconded to approve the motion with the edit as discussed. The motion passed with 26 ayes.

Consent Agenda

Motion: To approve the March 17, 2023 Consent Agenda.

Movant: Senator Ron Marston

Second: Senator Jeremy Coggin

Vote: Motion passed with 25 ayes.

Standing Committee Reports

Academic Standards and Assessment Committee – Jinger Doe

The committee last met March 3 and has currently completed 6 of the 12 PURs to be reviewed this year. The Academic Calendar was approved in committee and is coming to today's Faculty Senate Meeting for final approval. The committee next meets March 31, 2023.

The motion to approve the Academic Calendar and the 26-27 Academic Year was approved with 26 ayes.

Administrative Faculty Committee – Ben Davis

The committee met today. They discussed the bylaw reviews, Professional Development, the reclassification process, and the Salary Advancement Policy with the possibility of creating a policy specific to Administrative Faculty. The committee next meets April 21, 2023.

Curriculum Review Committee – Katie Kolbet

The catalog has wrapped for next year. The last day to submit changes for the next CRC meeting is today. The last day to submit changes for the May 5 meeting is April 14. The committee next meets April 7, 2023.

Learning Commons Committee – John Kemp

Joe Anderson was elected Chair for the next term. The Afghan War Panel is on April 20 in RDMT 256 at 3:30 p.m. The committee next meets April 6, 2023.

Part-Time Faculty Committee – Edwin Lyngar

Senator Gus Stuart provided today's report. The committee met today. The Learning Commons Committee want to collaborate with the Part-Time Faculty Committee to create a resolution for pay to Part-Time Faculty for office hours done in the Learning Commons. The Part-Time Faculty have an open seat in Planning Council. Please contact Gwen Clancy if you are interested. The committee is looking to recognize long-time, part-time faculty who are retiring. The committee also discussed the Fellowship Program and whether they could be included in the program or have some options for training and development. The committee next meets April 14, 2023.

Senator Gus Stuart moved and Cara Dopf seconded to present a resolution to commend Pat Miller during her time as Part-Time Faculty Committee Chair. The motion passed with 24 ayes.

Whereas, Patricia Miller, under circumstances of an emergent nature, was the sole volunteer to take over the Part Time Faculty Committee Chair position;

Whereas, her time as Chair of the Part Time Faculty Committee was nothing less than exemplary of the spirit of volunteerism and service beyond self we would hope to have in any of our volunteers within the Faculty Senate Apparatus;

Therefore, be it resolved that this body commends her time and service as Chair of the Part Time Faculty Committee and is grateful for her service.

Professional Standards Committee – Marynia Giren-Navarro

The committee met today and discussed the NFA Contract and its impact on the committee charges in the Faculty Senate Bylaws. The committee also discussed a draft of the academic faculty form and are planning to invite the VPAA to the April meeting. The committee will also discuss the Deans rubric. The process for electronic tenure binders will come the April Faculty Senate meeting. The committee is also seeking a new chair. The committee next meets April 14, 2023.

Recognition and Activities – Tara Connolly

Read by Amber Anaya: Lee Raubolt was our February Professional of the Month. We are grateful for all his exceptional work supporting Admissions & Records, our students, and the TMCC community. Our “Share the Love” activity is still ongoing since there is too much snow to plant wildflowers in the pollinator garden. Visit the south side of the Student Center (near RDMT 111), take a heart sheet containing wildflower seeds, and share it with someone as a symbol of love and friendship. Or write something or the name of someone you love on a heart and hang it on the Manzanita branches. When the time is right, all the hearts will be planted in our pollinator garden later this semester. We have four finalists for the Distinguished Service Award and five finalists for the Distinguished Teaching Award. Two subcommittees are currently reviewing nomination packets and the recipients will be announced during the Awards and Recognition Ceremony on April 24th. The committee next meets on April 7, 2023.

Salary, Benefits and Budget Committee – Matt Leathen

The committee met on February 24, 2023. Brad Summerhill was nominated as the new chair. Faculty Senate Travel requests were approved on today's consent agenda. The committee is working on a resolution to support an increase in travel funds. The salary policy from the PAIDs Committee was also discussed. The committee next meets on March 31, 2023.

WebCollege Faculty Advisory Committee – Blisin Hestiyas

The committee last met on March 10, 2023. The WebCollege has purchased software from Cidi Labs and plan to offer trainings once the software is set up. The committee approved a procedure for online class visits which is coming to the Senate today.

Online Course Access and Class Visits

COURSE ACCESS

- (i) Other than the instructor of record, the LMS administrator, and the LMS support staff, no other member of faculty, staff, or administration shall be given account/sub-account level access to a course. Account/sub-account level access already granted to any other party must be terminated by 5/15/23.
- (ii) The LMS administrator and LMS support staff may not use their account/sub-account level privileges to service requests from the administration on information pertaining to an individual course or an individual instructor.

SCHEDULED CLASS VISITS

- (i) Staff, administrators, and other faculty intending to access a class or to add another person must channel the request through the instructor of record or the department chair.
- (ii) The appropriate Teaching Evaluation form should be used whenever a Scheduled Class visit is for the purpose of evaluating the instructor.

UNSCHEDULED CLASS VISITS

- (i) Per the TMCC-NFA Contract, Section 12.5.4, unscheduled class visits may be conducted in extraordinary circumstances in response to concerns or complaints based on reasonable cause.
- (ii) The unscheduled visit must be conducted by the immediate supervisor of the faculty member.
- (iii) Requests for access should be routed through the Department Chair or the instructor of record. The supervisor will only be granted course-level access to the course or courses to which the extraordinary circumstances pertain. Account/sub-account level access shall not be granted.

(iv) Before an unscheduled visit, the TMCC-NFA President shall be notified of any person who has been granted access to the course and the time and date of that access.

Senate Chair Amy Cavanaugh opened the floor for discussion. She noted the area where the VPAA raised concern that the policy does not accord with the NFA Contract (shown below).

(iii) Requests for access should be routed through the Department Chair or the instructor of record. The supervisor will only be granted course-level access to the course or courses to which the extraordinary circumstances pertain. Account/sub-account level access shall not be granted.

It was suggested to amend or strike the language that is not going to be supported by the VPAA.

(iii) ~~Requests for access should be routed through the Department Chair or the instructor of record.~~ The supervisor will only be granted course-level access to the course or courses to which the extraordinary circumstances pertain. Account/sub-account level access shall not be granted.

Committee Chair Blisin Hestiyas suggested to change the word unscheduled to uninvited and striking the first sentence of iii. The word "unscheduled" is used in the NFA Contract. The word "uninvited" is not used in the NFA contract. VPAA Alexander agreed striking the first sentence of (iii) would accord with the NFA Contract.

Senator Jensen moved to vote on the motion as written. No second was received. The motion died.

Senator Ron Marston offered a friendly amendment to strike the first sentence of (iii). Senator Gus Stuart seconded the motion to strike the sentence as shown below. Committee Chair Blisin Hestiyas accepted the amendment. The motion passed, as amended, with 17 ayes, 6 abstentions, and 2 nays.

(iii) ~~Requests for access should be routed through the Department Chair or the instructor of record.~~ The supervisor will only be granted course-level access to the course or courses to which the extraordinary circumstances pertain. Account/sub-account level access shall not be granted.

Senator Jensen motioned to table. A second was not received. The motion died.

Student Government Association (SGA) – Chanikan Buntha

Read by Senate Chair Amy Cavanaugh: The SGA have been working with marketing on a student scope project to collaborate with local businesses to provide student discounts. They have also been working on other events and projects to better connect with students. The events have received more attendance. The election process is going well and students will be able to start campaigning next week.

Classified Council – Sarah Gill

The Classified Employee of the Month for February was Veronica Madera-Camacho. The March Employee of the Month nominations are open. March 12 was the deadline to nominate a Classified Employee of the Year. There were 5 nominees. The Easter Egg Hunt is April 8, 2023. The Classified Council is seeking donations of candy and plastic eggs for the hunt. The Classified Symposium is being planned. The theme is Staff Empowerment. The union is working on collective bargaining for the represented groups of AFSCME and will be working to get more units certified. The one-time payment for Classified Staff goes against board code and state laws concerning Classified salaries. Other options are being explored by Dr. Hilgersom.

Old Business

Ad hoc Bylaw Committee Report on proposed Bylaw Amendment of 7.6.: Chair-Elect Rick Bullis guided the Senate body through the changes. Different versions of the proposal were presented. Chair-Elect Bullis highlighted Proposal B as shown below.

Proposal A: Bylaws Change, First Read:

A voting member of the Senate may move to close a portion of a Senate meeting. The motion requires a second, and then the Senate will vote on the motion. During the "closed" portion of the meeting, only voting members of the Faculty Senate, Student Representatives, Standing Committee Chairs, the Faculty Senate Executive Committee, and those invited by the Senate Chair will be permitted to attend (unless otherwise stipulated by the approved Senate motion).

Proposal B: Bylaws Change, First Read:

~~7.6 — Faculty Senate meetings shall be open. All interested persons are encouraged to attend.~~

7.6 In the spirit of shared governance, meetings of the Faculty Senate are open to all faculty, staff, students, and administrators unless the meeting has been "closed." A voting member of the Senate may move to close a portion of a Senate meeting. The motion requires a second, and then the Senate will vote on the motion. During the "closed" portion of the meeting, only voting and advisory members of the Faculty Senate, Student Representatives, and the Faculty Senate Executive Committee will be permitted to attend (unless otherwise stipulated by the approved Senate motion)."

Discussion circled around who is considered an advisory member and who would be included. It was suggested to say "standing committee chairs and other invited members" and to clarify who invites people. Senator Gus Stuart noted if the Senate can create wording at today's meeting it would meet the first read requirements and can be voted on at the next meeting.

The final wording agreed to be included in the proposed bylaw change is: "In the spirit of shared governance, meetings of the Faculty Senate are open to all faculty, staff, students, and administrators unless the meeting has been "closed." A voting member of the Senate may move to close a portion of a Senate meeting. The motion requires a second, and then the Senate will vote on the motion. During the "closed" portion of the meeting, only voting members of the Faculty Senate, Student Representatives, Standing Committee Chairs, the Faculty Senate Executive Committee, and those invited by the Senate Chair will be permitted to attend (unless otherwise stipulated by the approved Senate motion)."

Chair-Elect Bullis reviewed the other first read bylaw changes he has received.

New Business

A motion was made by Senator Karen Wikander to table the discussion on the Pairs Committee Policy until April. The motion was seconded by Senator Jensen. Senator Wikander withdrew her motion and gave support to send it to the Salary, Benefits and Budget Committee for further discussion and work. The Senate did not enter into a closed session.

Senator Marston suggested to send the Salary Enhancement Policy to gather more input from campus constituencies.

Senator Karen Wikander moved to send the Pairs Policy to the Salary, Benefits and Budget Committee for further work. Chair-Elect Rick Bullis seconded the motion. The motion passed with 22 ayes.

Senator Marston suggested the policy will not be complete by July 1 and recommends allocating the money to the Equity Study for faculty.

Adjourn

It was moved by Senator Gus Stuart and seconded by Senator Ron Marston to adjourn, with the following addition to the minutes regarding adjournment:

The TMCC Faculty Senate adjourns today with a pause to honor those lost in the Care Flight crash, which occurred between this meeting and our last.

In memory of our community's honored fallen: Paramedic Ryan Watson (TMCC Graduate), Nurse Ed Pricola (TMCC Graduate), and Pilot Scott Walton- who gave their lives in service of their profession and in the line of duty; as well as in memory of the patient and patient's spouse who were also lost; the TMCC Faculty Senate holds a moment of silence prior to adjournment. Our solidarity with a hurting community is felt throughout our campuses and in all our hearts.

The motion passed with 21 ayes.

Meeting Adjourned: 3:28 p.m.