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# INSTITUTIONAL ADVISORY COUNCIL MINUTES

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**Friday, May 15, 2020**

Truckee Meadows Community College

11:00 am to 1:00 pm

Via Zoom

## 1. Roll Call:

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Chair BJ North, Vice Chair Nancy McCormick **IAC Members:** Debra Biersdorf, Sesh Commuri, Joseph Nannini, John Thurman, Marissa Brown, Mindy Lokshin, Steve Reid.

**Guests:** Regent Carol Del Carlo, Vice Chancellor Nate Mackinnon

**Ex Officio:** Julia Bledsoe, Classified Council President; Alexandra Patri, Student Government Association (SGA) President; YeVonne Allen, Faculty Senate Chair-Elect, Julie Muhle, Nevada Faculty Alliance Representative

**Administrators/Faculty/Staff:** President Karin Hilgersom, Associate Vice President Elena Bubnova; TMCC Foundation Executive Director Gretchen, Finance and Administrative Services Vice President Jim New, Academic Affairs Vice President Marie Murgolo, Student and Diversity Services Vice President Estela Gutierrez, Technical Sciences Barbara Walden, Career Hub Manager Sidney Sullivan, Executive Assistant and Recording Secretary Lisa Farmer, Special Assistant to the President Dana Ryan, and Administrative Assistant Valerie Kelley

## 2. Public Comment

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Chair North called for public comment, there was none. Public comment was closed.

## 3. Approval of Minutes

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### a) February 7, 2020

This item was removed from the agenda and would be voted on at a later date.

## 4. New Schedule

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Vice-Chair McCormick explained that the schedule needed to be adjusted to accommodate the new date for TMCC Commencement on September 18th. Council Member Joe Nannini made a motion approve the revised schedule, Council Member Biersdorf seconded the motion. The motion was **APPROVED** by a vote of 9-0-0.

## 5. President's Update

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President Hilgersom thanked everyone for joining and having the flexibility to move the meeting a week later.

### a) COVID-19 Response:

#### a. Operational Move to Remote

Dr. Hilgersom reported that TMCC very quickly moved all operations to remote March 17<sup>th</sup>. It was quite sudden, notice occurred on the first of the week of Spring Break. Many faculty availed themselves to training during that time and were

ready for remote instruction when students returned. Faculty have been working non-stop to provide near seamless instruction.

### b. Communications

Daily updates have been provided along with approximately 60 official communications to do our very best during these tumultuous times. President Hilgersom understood it was hard for faculty and staff, and knows it must be extremely for students. Environmental Health and Safety Manager Ben Davis is the liaison for TMCC with NSHE and with the Washoe County Emergency Operations Task Force and State of Nevada COVID Information Committee.

The TMCC COVID-19 Crisis Management Team was formed quickly with a very small group and started meeting twice daily, now an expanded Team meets twice a week. A lot of work has come out of that group, Dr. Hilgersom was grateful to everyone for the extra work and long hours. A Budget Reduction Task Force was formed consisting of 6 teaching faculty, 7 administrative faculty, and the Faculty Senate Chair. Vice Presidents attend as resources. The goal of the Task Force is to provide recommendations to the Office of the President for budget reductions at 6%, 9%, and 15%. TMCC was asked by NSHE and the State of Nevada for an immediate 4% reduction, but future reductions are anticipated. President Hilgersom said NSHE was expecting a special State Legislative sessions as well.

A recent element of the Crisis Management Team is the "Homecoming" Subcommittee who worked on guidelines and action plan templates for the reopening of TMCC. Those plans are specific to each department and will help administrators determine the tools needed to have a positive return.

TMCC is expecting to return in the Fall with a majority of hybrid classes (half remote, half in-person) and has added numerous safety measures to tools such as plexiglass and electronic whiteboards to help the transition. Training will be available during the Summer semester for faculty. Originally the TMCC deadline to submit operation plans was June 9<sup>th</sup>, the NSHE deadline was now moved up to May 27<sup>th</sup>.

### c. Supporting Community Needs

President Hilgersom reviewed the list of services and resources provided (Attachment A).

SGA President Alexandra Patri appreciated TMCC's shift to online instruction to protect everyone's safety. She has seen amazing instructors work hard to quickly adapt to remote instruction.

Chair North was thankful for the nice feedback. It was encouraging to know NSHE will continue to provide excellent educational opportunities during the pandemic. She thanked the students for their patience and having a positive outlook.

President Hilgersom said TMCC will continue to take cues from the Governor and NSHE as to when the reopening will occur. This guidance and decisions made by WCCSD will impact TMCC decisions on the modality of instruction. The Child Care Center will be opening on June 1<sup>st</sup> (tentatively). The other campus locations won't open until the Governor and Chancellor have given their permission. Some CTE courses are opening now, using mitigation protocols. These courses require hands-on education to complete. Instructors and staff are being extremely cautious and taking measures to protect everyone's health and wellness.

Discussion followed regarding CARES grant opportunities for child care centers. More information would be provided on the type of grants TMCC is applying for related to COVID-19.

## 6. Update

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### 6a. Vice Chancellor of Community Colleges Update

Vice Chancellor of Community Colleges Nate Mackinnon thanked Regent Del Carlo for joining the meeting. Vice Chancellor Mackinnon congratulated President Hilgersom and her staff on how quickly they were able to pivot to remote instruction and operations. He reiterated that in-person instruction of key health-related fields were allowed to continue to complete their training to enter the workforce as soon as possible.

Community Colleges will be taking a large role in assisting the workforce, as Nevada's economy will be hit hard based on our major dependence on funds generated from large gatherings of people. He was already identifying areas where the college can provide workforce training to allow for short term completion. He will need help from the IAC to help identify areas where training is needed to get people back to work. Vice Chancellor Mackinnon announced that Caleb Cage was tagged to lead the Governor's COVID-19 Response Team. Presidential evaluations almost complete, they will be presented at the June Board of Regents meeting. The Chancellor has agreed to stay on until the Chancellor search can resume and Presidents Johnson and Meana will remain until such time that searches can be completed and those positions are filled.

Chair North asked that Vice Chancellor share the IAC's congratulations with Caleb Cage and thank you for all his work. Vice-Chair McCormick asked if the position would be backfilled, as there was no more vital time to have someone in that position. Vice Chair Mackinnon said they would be looking to fill that position, pending any necessary budget reductions.

### **6b. Faculty Senate**

Faculty Senate Chair-Elect YeVonne Allen was attending in place of Faculty Senate Chair Anne Flesher. An update was provided in the agenda packet to the IAC. There were no questions for the Faculty Senate. Starting July 1st YeVonne will be new Faculty Senate Chair.

### **6c. Classified Council**

Classified Council President Julia Bledsoe was grateful to have an opportunity to share the classified employee voices on the Budget Reduction Task Force and the COVID-19 Crisis Management Team. She was working with TMCC and NSHE classified employees statewide on plans for the eventual return to campus. In the upcoming year, they would be looking to rebalance workloads due to hiring freezes. Concerns were expressed about potential impacts to classified employees, particularly those in the lower pay grades with freezes and the implementation of furloughs. President Bledsoe was working on a resolution to provide to the Governor requesting a graduated scale for furloughs based on employees' pay grades.

### **6d. Student Government Association**

Student Government Association (SGA) President Alexandra Patri shared the SGA's accomplishments for the 2019-2020 Academic Year. SGA held several events throughout the year achieving unprecedented participation, the largest event attendance of 7,000 students for the year. The SGA made advances in sustainability efforts and developed a \$20,000 scholarship fund for undocumented students. President Patri thanked the IAC Chair for continuing to keep the SGA involved with the IAC and for their support throughout the year.

## **7. Presentation & Discussion: regarding TMCC Response to COVID-19 to include, but not limited to:**

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### **a) Budget Reduction Planning Efforts**

President Hilgersom briefed the IAC on recent budget reductions. The Governor called for budget reductions that didn't allow a lot of time for discussion. The plan for a 4% overall budget reduction was drafted and submitted in less than a week. The Budget Reduction Task Force was able to quickly review the plan to be submitted and agreed it was a fair plan for an immediate reduction. Fortunately, TMCC is in a stable financial position with a robust contingency fund.

Vice President of Administrative Services and Finance Jim New said as indicated he had very little time to prepare for the cuts. TMCC was  $\frac{3}{4}$  through the academic year making it difficult as many funds were already depleted. The majority of the

funds for the reduction came from the contingency fund, in addition to monies set aside for classroom updates and deferred maintenance. Those projects were canceled until further notice. Savings were also gained from restricting travel and drop in utility expenses with the college closure. Overall operations were minimally affected. President Hilgersom said the Budget Reduction Task Force was now charged with looking at cuts of 6%, 9%, and 15% as requested by NSHE. Dr. Hilgersom asked the Task Force to also look at ways for 20% and 25% reductions in case further cuts were needed.

Associate Vice President Elena Bubnova gave a presentation (Attachment B) reviewing information from faculty, staff, and students regarding how COVID-19 has them. SGA President Patri said she did receive comments and concerns related to online coursework saying that classes and exams were not long enough. Others felt the grading was not as lenient as in-person instruction.

Vice President Marie Murgolo provided an update on Academic Affairs. The change to remote instruction was extremely quick. Faculty have been training to adjust to this modality. Fall courses will offer different modes of deployment, should TMCC remain to provide online instruction, return to face to face courses or shift to online instruction again if it becomes unsafe for students, faculty, and staff. Vice President Murgolo provided descriptions on how Career Technical Education (CTE) courses and courses require labs or hands-on instruction are being provided.

Vice President of Student and Diversity Services Estela Gutierrez gave a report on current operations for her division. She was concerned about students struggling with unknowns. Her division staff are determining who is essential and how to work in shifts to keep following safety procedures and the TMCC return protocols. Vice President Gutierrez was working with the Foundation to find monies for grants to help students who may be struggling financially, particularly focused on students who don't meet the criteria for CARES money.

### **b) Plans for Reopening**

Planning efforts were occurring college-wide in alignment with a four-stage return plan. Overall institutional plans would be provided to NSHE for review and approval.

## **8. New Business**

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Vice Chair McCormick said it would be good to have an understanding of the different grant systems and initiatives that could potentially affect community colleges. She wanted to know what TMCC had already applied for and what was being planned for submission in the next month stating there are a variety of opportunities for additional funding related to upscaling and retraining. (A memo was provided to the IAC outlining this information following the meeting)

Discussion followed regarding Federal funding initiatives including opportunities to train displaced workers and targeted training for those wanting to become contact tracers.

SGA President Patri suggested additional information on OER and a progress update on student savings and implementation by faculty.

Council Member Brown suggested the IAC brainstorm as to what new and upcoming areas that will be needed to fill the workforce gap. Discussion followed regarding info gathering for NSHE to look at such opportunities. President Hilgersom thought it was an excellent suggestion. She and Vice President Murgolo were already looking at some areas, Dr. Hilgersom asked that Vice President Murgolo share information and her findings to the IAC at a subsequent meeting.

Chair North directed Council Members to send any additional agenda items to her or Lisa Farmer to get them on the next agenda.

## **9. IAC Take-Aways**

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Regent Del Carlo thanked the IAC for a good meeting. She was proud of TMCC and other NSHE institutions for connecting with our students and adapting so quickly during this pandemic. She commended TMCC on the event honoring Coach Lopez who had passed away due to COVID related issues. Regent Del Carlo was happy to hear of the work by the Budget

Reduction Task Force as buy-in was needed from everyone, these cuts may be painful. We need to listen to everyone and consider all aspects of the college.

Council Member Biersdorf said as the representative of the Washoe County School District (WCSD), she was so appreciative of TMCC and their commitment to continue providing excellent educational opportunities during these unprecedented times. She also very much appreciated the partnership between WCSD and TMCC.

Vice Chair McCormick congratulated TMCC on keeping the college afloat and continuing to plan for the future. As a community, the Truckee Meadows has a lot ahead of us, including challenges and opportunities that will require a lot of collaboration.

### 10. Public Comment

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Chair North opened the floor to public comment. There was none.

### 11. Adjourn

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The meeting adjourned at 1:12 pm.

**Approved** on September 25, 2020 by a vote of 6-0-3 Biersdorff, Brown, and Nannini absent.