

PLANNING COUNCIL MEETING MINUTES

Monday, March 22, 2021

9:00 am

Zoom Web Conference

In Attendance: Dr. Dana Ryan, Lisa Farmer, Dr. Karin Hilgersom, Dr. Melissa Deadmond, Dr. Julie Ellsworth, Amber Anaya, Hieu Do, Barb Evans, Dr. Joan Steinman, Thomas Dobbert, YeVonne Allen, Dr. Natalie Brown, Dr. Ayodele Akinola, Barb Walden, Dr. Tina Ruff, Darian Richards, Dr. Virginia Irintcheva, Julia Bledsoe, Kim Studebaker, Elise Bunkowski, Cynthia Pierott, Dr. Marie Murgolo, Cheryl Scott, Kofi Poku, Amy Williams, Heather Haddox, Gwendolyn Clancy, Alyssa Fromelius, Cecilia Vigil, Maggie Dostal, Cheryl Cardoza

Second Nature Nationally Determined Contribution Sign-On Letter

YeVonne Allen, Program Director of Equity and Inclusion, presented for consideration to the Council a Letter from the Second Nature Climate Action Pursuit of 2021. Second Nature is asking for colleges and universities to sign onto a letter to the US NDC which is in support of 50% emissions reductions from the 2005 baseline by 2030. With a motion to approve from Dr. Virginia Irintcheva and a second from YeVonne Allen, the Council unanimously agreed without additional discussion to support the letter and the President should proceed with signing.

Health & Wellness Committee addition the Planning Council

Dr. Karin Hilgersoma and Dr. Tina Ruff, Athletics Director, presented to Council a request to add the Health and Wellness Committee as a standing Planning Council. This action would legitimize the committee, allow for regular updates and would be an appropriate Planning Council fit as one of our Strategic Master Plan values relates to health and wellness. Dr. Ruff made a motion to approve with a second from Julia Bledsoe. The Council unanimously agreed without additional discussion to add the Health & Wellness Committee as a standing Planning Council committee.

Strategic Master Plan Key Performance Indicators

Dr. Melissa Deadmond, Associate Dean of Assessment and Planning, gave an overview of the Key Performance Indicators (KPIs) established by the Accreditation Committee with appreciated help from the Institutional Research Office. The Council separated into breakout rooms to review the KPIs and begin discussion on setting targets. When the Council reconvened each group shared feedback from their session. Dr. Deadmond will collect the notes from all groups and use them in adjusting the plan. KPIs will return to the Planning Council for a second review at the April 2021 meeting.

Website Housekeeping: Update of President's Advisory council Language

Special Assistant to the President, Dr. Dana Ryan, presented to the Council a need to revise the TMCC Bylaws to accurately reflect our structure of governance. The current bylaws reflect a past President's Advisory Council which purpose is being met but not in the way as described in the bylaw language. The Council held discussion on heading/title changes, modifications to Article III including replacing President's Advisory Council with Planning Council, governance vs organization language changes and the need to clean up the document overall to accurately reflect the purpose of the Planning Council. Council members will take back to their respective constituent groups and submit any feedback or recommendations to Dr. Dana Ryan and the item will be reviewed for a second time at the April 2021 meeting.

Enrollment Management Plan Goals Update

Dr. Julie Ellsworth, Dean of Life Sciences, Allied Health and Public Safety Division, and Instructional Research Director Cheryl Scott, gave a presentation to the Council on the TMCC Strategic Enrollment Plan focusing on the committee charge, membership, timeline and goals. The full presentation may be viewed within the attachments for these minutes.

Planning Council Committee Updates

- Academic and Student Services Committee
 - Dr. Marie Murgolo, Vice President of Academic Affairs, reported that the committee is still working on Jumpstart and figuring out where fully online classes for Fall will fit within the pricing structure.
- Accreditation Committee
 - No additional report at this time. The committee's next meeting will be April 15.
- Budget Committee
 - Elise Bunkowski, Interim Executive Director of Budget and Planning, reported that a Budget Committee has been formed and will hold their first meeting soon.
- Diversity Committee

- YeVonne Allen reported on projects and initiatives of the Diversity Committee including participating in the upcoming Northern Nevada Diversity Summit on April 8, a task force focused on diversity course review, the F.R.E.E. committee and diversity training for search committees.
- Enrollment Management Committee
 - No additional report at this time.
- Facilities Committee
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, provided project updates to the Council including permit delays, Red Mountain chemistry lab design, Meadowood modernization, Redfield parking lot and Meadowood signs.
- Technology Committee
 - Thomas Dobbert, Chief Technology Officer, reported that the majority of life cycle replacements have come in and IT will be able to get started on the project early.

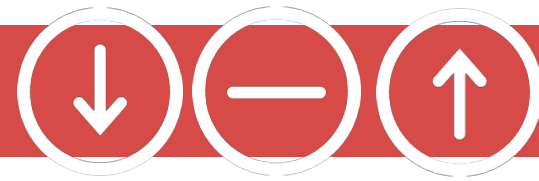
Constituency Updates

- Student Government Association
 - Maggie Dostal, Student Government Association Senator, reported on the events and initiatives of the SGA including hydration station additions and signage, healthy café menu options and SGA elections.
- Classified Council
 - Julia Bledsoe, Classified Council President, announced nominations for the Classified Council Executive Board are open through April 20. A new online hospitality form has been created to make it easier to notify the board of employee life events.
- Faculty Senate
 - Faculty Senate Chair, YeVonne Allen, noted that the Faculty Senate met last on March 12. At the meeting the Senate reviewed legislative updates, discussed a roaring 20s panel and introduced a bylaw revision to make pronouns gender neutral.

Next Meeting: Monday, April 19, 2021

SMP Metrics (KPIs) and Goal Setting

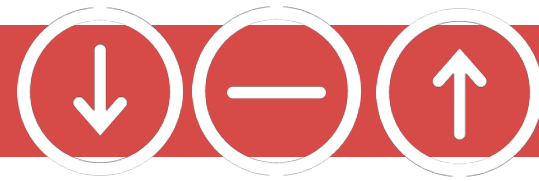
Planning Council
March 22, 2021



Access - Increase TMCC's enrollment to keep pace with our community's growth and diversity.






1. Serve as an open access institution.

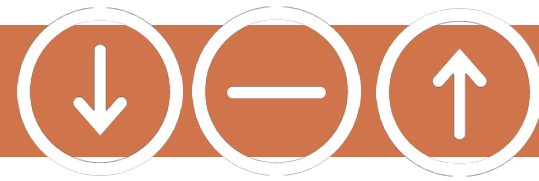
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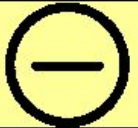






2. Cultivate a welcoming, safe, and inclusive learning environment.

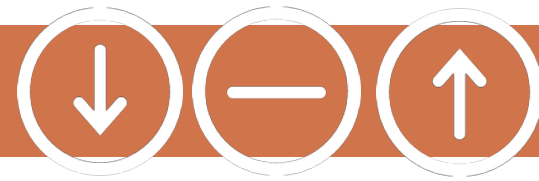
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2.3 Number of faculty and staff participating in:								
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Safe Zone	-----	15	14	25				
Mental Health First Aid	-----	-----	-----	-----				
DIE Workshops (unduplicated)					2019-20	118		
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Student Success – Increase student success metrics to those of our aspirational peers.







3. Improve successful completion of students' educational goals.

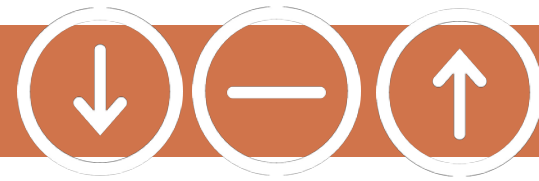
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3.3 Degrees and certificates awarded	2,431	2,389	2,508	2,478	2019-20	2,547		
3.4 Fall-to-Fall retention of new, full-time degree-seekers (at TMCC)	63%	61%	63%	66%	Fall 2019	59%		
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3.6 Successful completion of gateway math & English courses	math: 59% English: 75%	math: 62% English: 74%	math: 62% English: 74%	math: 71% English: 79%	Fall 2020	math: 73% English: 79%		
3.7 Course completion for job upgrade and personal interest students	87%	89%	78%	86%	Fall 2020	87%		



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4. Foster student learning and preparation with high-quality instruction.

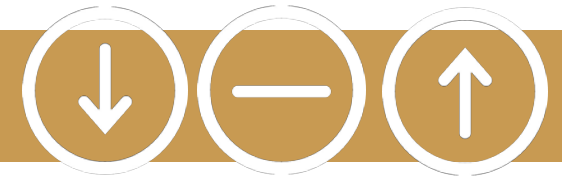
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Quantitative Reasoning	-----	67.6%	68.9%	68.9%	2019-20	71.4%		70%
4.2 Program learning outcomes (PLO) achievement (programs completing PUR; % students assessed at \geq Proficient)	-----				2019-20			



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5. Provide student support services that correlate with student success.

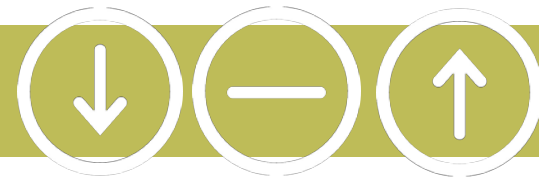
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5.3 Counseling: F/F persistence (used counseling v. did not use counseling)	61% vs 41%	59% vs 41%	62% vs 39%	60% vs 40%	2019-20	57% vs 37%		



Close the Achievement Gap


6. Close achievement gaps among underserved student populations.

KPI	4 Years Prior	3 Years Prior	2 Years Prior	1 Year Prior	Data Year	Value	Trend	Goal
6.1 Graduation rate by gender	M: 28% cohort: 31% (-3%)	M: 25% cohort: 28% (-3%)	M: 23% cohort: 30% (-7%)	M: 28% cohort: 31% (-3%)	Fall 2014	M: 25% cohort: 28% (-3%)		male rate = to IPEDS cohort rate
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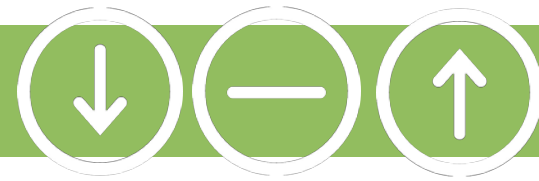


Workforce – Proactively cultivate public-private partnerships to strengthen economic growth and diversification and build a competitive, highly-skilled workforce.

7. Develop innovative programs that respond to the dynamic needs of industry and the community.

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7.1 Workforce awards conferred (CT, SKC, BAS, AAS)	1473	1431	1439	1387	2019-20	1303		
7.2 Number of Employers sponsoring TMCC Apprenticeships					2019-20	25		
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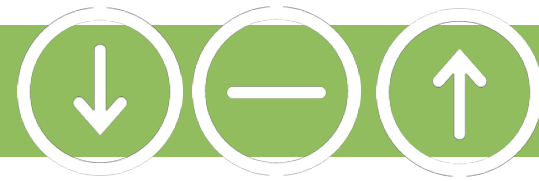
Highlights of work with regional employers (qualitative)



Research – Enhance research as a tool for teaching and learning.


8. Promote student learning through undergraduate research and experiential learning.

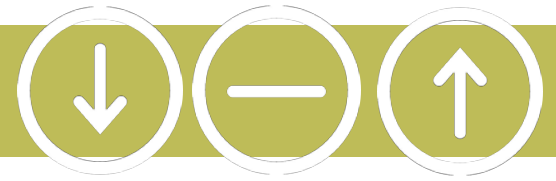
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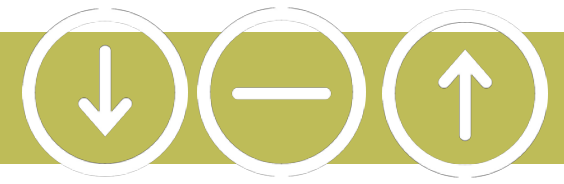
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Stewardship of Resources— Ensure ongoing stewardship of resources.

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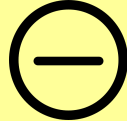




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11. Maximize and grow non-state-funded revenue streams.



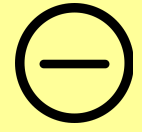


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* Spring 2021 not yet complete







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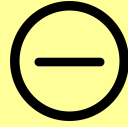
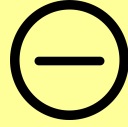
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12. Promote environmental sustainability.

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12.1 Maintain Nature Resilience Commitment Status								
12.2 Campus-wide environmental sustainability initiatives (qualitative)								

Update languages in TMCC Bylaws, Article III, Sections B & F

Q: Is there a desire to change the heading of Section III: Organization of the College? Ex. Shared Governance: Organization & Planning

Suggested changes for review/discussion -

Section B: Organization of the Administration & Planning

The President's Cabinet **and Planning Council** ~~and the President's Advisory Council~~. For the purpose of coordination of efforts and generating recommendations on matters of personnel policy, institutional mission, **long-term planning** and College policy, these Bylaws authorize the formation of ~~two~~ **an administrative groups** to be known as the President's Cabinet. ~~and the President's Advisory Council.~~ **and a shared governance team to be known as the Planning Council.**

1. President's Cabinet

- **1.1.** Membership in the President's Cabinet. The President shall designate the composition of the President's Cabinet. **President's Cabinet shall include the Chairs (or Chairs' designees) of the Faculty Senate, Classified council, and the Student Government association and others designated by the President.** The President shall serve as the chair of the President's Cabinet
- **1.2.** Meetings of the President's Cabinet. The President shall establish a regular meeting schedule for the President's Cabinet **to allow a forum for deliberation of matters of administrative concern, institutional mission, and College policy.**
- **1.3.** Actions of the President's Cabinet. President's Cabinet actions are advisory only; the President shall have final authority regarding all actions recommended by the President's Cabinet.

~~President's Advisory Council~~

- ~~**2.1.** Membership in the President's Advisory Council. The President shall designate the composition of the President's Advisory Council. Membership in the Council shall include the Chairs (or Chairs' designees) of the TMCC Faculty Senate, Classified Council, and the Student Government Association and others designated by the President. The President shall serve as the chair of the President's Advisory Council.~~
- ~~**2.2.** Meetings of the President's Advisory Council. The President shall meet with the membership of the President's Advisory Council to allow a forum for deliberation of matters of administrative concern, institutional mission, and College policy.~~
- ~~**2.3.** Actions of the President's Advisory Council. The President's Advisory Council's actions are advisory only; the President shall have final authority regarding all actions recommended by the President's Advisory Council. The President's Advisory Council's recommendations may be forwarded to the President through the President's Cabinet for further deliberation and recommendation.~~

2. Planning Council

- **2.1.** Membership in the Planning Council. The Planning Council represents both constituent groups and functional areas. The President shall serve as the Chair of the Planning Council.
 - 1. Representatives of the following constituent groups shall be included: Chairs (or Chairs' designees) and representatives of the Faculty Senate, Classified Council, and the Student Government; a representative from part-time faculty; a representative from Nevada Faculty Alliance; and others designated by the President.
 - 2. The functional members shall include members of the Leadership Team, Deans, Directors, Legal Counsel, and others designated by the President.
- **2.2.** Meetings of the Planning Council. The President shall establish a regular meeting schedule for the Planning Council to allow a forum for deliberation of matters of strategic planning and College policy.
- **2.3.** Actions of the Planning Council. Planning Council actions are advisory only; the President shall have final authority regarding all actions recommended by the Planning Council.

2.4. Subcommittees of the Planning Council. The Planning Council shall oversee a subcommittee structure to accomplish specific planning tasks or gather input. Subcommittees and/or task forces will be formed as needed. Subcommittees will provide regular status and progress updates to the Planning Council.

3. **Administrative Representation on Committees.** Whenever administrative participation is required on institutional committees, the President shall consider recommendations from the President's Cabinet ~~and the President's Advisory Council~~ regarding committee membership.
4. **Administrative Organization.** Creation, abolition or substantial alteration in the organization of administrative units within TMCC shall be approved only after prior consultation with the Faculty Senate. For those changes requiring Board approval under Title 4, Chapter 14, Section 10, final action shall require the approval of the Board of Regents upon the recommendation of the President through the Chancellor.

Section F: Committees

1. **Establishment of Committees.** The President may appoint committees to facilitate the administration of the College.
2. **Responsibilities of the Committees.** All committees advise the President who has final responsibility for institutional decisions.
3. **Composition of Committees.** The President may be guided by the following criteria for selection:
 - o **3.1.** The President will attempt to ensure that institutional groups affected by the committee recommendations shall have representation on the committee.
 - o **3.2.** The President will seek recommendations for nominations to committees from the organizational governing bodies of affected groups (Faculty Senate, Classified Council, Student Government Association, ~~and the President's Cabinet, and the President's Advisory Council~~).

TMCC Strategic Enrollment Plan

Update to Planning Council

March 22, 2021



CHARGE

The **Enrollment Management Committee** is a standing committee of the Planning Council that, with broad college-wide input, coordinates a comprehensive strategic process to identify and achieve enrollment goals that are aligned with the institutional mission, strategic plan, and available resources.



COMMITTEE MEMBERSHIP



Elena Bubnova, Co-chair
Julie Ellsworth, Co-chair

Students:

Catie Faria

Instruction:

Ana Douglass, Paul Seybold, Barb Walden

Classified:

Jackie Draper, Leone Thierman

Administrative:

Natalie Brown, Elise Bunkowski, Yuli Chavez,
Thomas Dobbert, Andy Hughes, Leslie Jia,
Kate Kirkpatrick, Dave Rhodes,
Nicole Scollard, Cheryl Scott, Sidney Sullivan

TIMELINE

April 2016

PC approves charge for EM committee



Sept. 2016

President provides general direction for plan



Oct. 2016

Review SMP, research best practices, develop structure, format



Nov. 2016 - Jan. 2017

Identify goals, work groups gather data, draft plan



Feb. 2017

Present draft to Planning Council



March 2017

Present to President's Cabinet



Summer 2018-2020

Update metrics annually and review by EM committee to inform committee action



March 2021

Present update to Planning Council



GOAL 1: Increase enrollment by 2% by 2020

Objective		Baseline	2017-18	2018-19	2019-20	Change from Baseline
	AAFTE	5851	5740	5761	5849	0%
1.1	WCSD capture rate	23.8%	22.4%	22.6%	23.4%	-2%
1.2	headcount of high school students (incl TMHS)	618	703	963	1647	167%
1.3	percentage of underrepresented students	40.7%	42.2%	43.7%	46.2%	14%
1.4	percentage of non-traditional students (25+)*	37.8%	37.2%	37.1%	33.5%	-11%
1.5	headcount of international students	48	45	49	37	-23%

GOAL 2: Increase retention & persistence by 5% by 2020

Objective		Baseline	2017-18	2018-19	2019-20	Change from Baseline
2.1	course completion	76.3%	77.5%	76.2%	78.4%	3%
2.2	fall-to-fall persistence	63%	61%	63%	66%	5%

GOAL 3: Increase completion by 6% by 2020

Objective		Baseline	2017-18	2018-19	2019-20	Change from Baseline
3.1	graduation rate of FT students (IPEDS)	31%	28%	30%	31%	0%
3.2	graduation rate of PT students (SAM)	24%	29%	32%	34%	42%
3.3	number of associate degree recipients (unduplicated HC)	1258	1112	1186	1111	-12%
3.4	number of CTE credentials earned (CT + Skills Certificates)	1098	1119	1122	1118	2%
3.5	percent of Pell-eligible students receiving Pell	74.5%	70.8%	70.8%	75.6%	1%

NEXT STEPS



EM Team working on updating the **Goals and Objectives** to be reflective of the post-Covid enrollment challenges

The revisions will **set targets** for the next 3-year EM cycle

In May, we will bring **proposed updates** to the Planning Council for consideration

An aerial photograph of a university campus, likely the University of Utah, showing various academic buildings, parking lots, and green spaces. The image is overlaid with a semi-transparent yellow filter. The word "Questions?" is written in a large, bold, black sans-serif font across the center of the image.

Questions?