
MEETING MINUTES – FEB. 26, 2024

In Attendance: Rick Bullis, Hallie Madole, Geoffrey Hawkins, Cheryl Jones, Gwendolyn Clancy, Kim Studebaker, Karin Hilgersom, Jeffrey Alexander, Melissa Deadmond, Julie Ellsworth, John Hughes, Melissa Olsen, Melissa Goldstein, Brianne Lee, Ron Marston, Kimberly Harrell, Staci Miller, Kofi Poku, Mike Peyerl, Stephanie Sellers, Ayodele Akinola, Steven Bale

President Updates

Good news story - TMCC enrollment is up 7.3% overall and 9.1% FTE.

The Funding Formula Committee Chair has asked each institution how it would redesign its funding formula and the Leadership Team has brainstormed some wonderful ideas that are very concise and professional. When that is completed, it will be shared with the Planning Council.

TMCC was recently recognized in an EDawn video shown at the recent EDawn “State of the Economy in Northern Nevada” Economic Update Luncheon in front of over 1200 people.

The next BOR meeting will discuss college budgets for the next two years, tune in to hear that conversation.

Proposals for Decision

Second Read - Award of Tenure 5% - Dr. Rick Bullis

Motion to approve by Melissa Deadmond, second Steve Bale. Motion carries. See below for full policy details. Policy has been added as 6527 in TMCC Policy Manual.

Proposal of Standing Committee - AI Taskforce – Dr. Rick Bullis

Due to the increasing need to establish strong guidelines around AI, proposal was brought forth to establish the AI Task Force as a standing committee.

Motion to approve by Steve Bale, second Hallie Madole. Motion carries.

Planning Council Committee Updates

Academic and Student Services Committee – Dr. Jeffrey Alexander

- The committee is working on a revised program for the Student Awards Ceremony scheduled for May 1st. The committee will team up with SGA and PTK to put on an extended and enhanced program. Up to 3 students from each department can be nominated, must have a GPA of 3.75 or better. This is moving towards a process rather than a general call for nominees to identify students who are especially deserving of an award.
- The credit for prior learning policy passed in December 2023 (Policy: 6526). The Credit for Prior Learning Task Force has 20 members who have met once this year already. They will work over the summer to put together procedures to enact that policy for the fall semester.

Accreditation Committee – Dr. Melissa Deadmond

The Accreditation Committee met on Feb. 14. The primary discussion point was reviewing a draft template of an annual goal setting and work plan template to help document activities towards Standard 1.B. This will be discussed further at the next meeting, though the primary focus will be to begin planning for the Fall 2025 Mid-Cycle Evaluation following observations brought back from Melissa Deadmond’s Mid-Cycle Evaluation visit the week before. The next meeting will be sometime during the week of April 29.

Budget Committee – Mike Peyerl

- 2nd Budget Committee Meeting of the year took place this month. They are developing funding strategies for the FY26 & FY27 biennium and COLA recovery. The budget will be restored to FY20 levels if the funding formula stays constant. They are hoping to recover the full amount of COLA money.
- VP Peyerl is also sitting on the NSHE Safety Committee. They are focused on solutions around physical security such as door locks.
- VP Peyerl and VP Alexander are sitting on the NSHE team looking at concurrent and dual enrollment pricing for the next biennium and they will bring it for a presentation once it's ready.
- Congressman Mark Amodei & Representative Virginia Fox are looking to pass a bill in regards to the taxable Pell Grant.

Diversity Committee – Staci Miller on behalf of Juana Reynoza-Gomez

ADA Committee

IT is moving forward with the initiatives that were discussed last FY: The emergency evacuation initiative and VPAT. Next meeting: they are going to decide on 3 goals for the rest of the FY. Next meeting 3/08/2024 at 9 am.

Diversity Committee

Black History Month, Guest Speaker, Prisca Gayles Ph.D. on February 27 from noon to 1 p.m. Save the date: Unity Graduation is May 2, from 4-6 pm in the Student Center.

Diversity Advocate

Micaela is working with faculty to integrate the word "culture" into the TMCC classroom lexicon across the curriculum. She is also working with the DRI Nevada Robotics program to take a culturally responsive STREAM approach, which means deepening STEM with antibias robotics and arts activities. Micaela is also working with the ASA chair to open the People and Cultural Awareness GELO to further critical analysis, rather than permit it to be published as it exists with the minimal revisions from the earlier subcommittee process. She is encouraging the ASA chair to ask the campus community to revise the six outcomes/rubrics with an antiracist approach.

Faculty of Color Coalition

Met to revise their vision, mission, and goals. They will elect new co-chairs at their next meeting and have an end-of-the-year BBQ off campus. They will also be participating in Earth Day: career closet with gently used clothes for students and staff. Donations can be taken to RDMT 114, EISO.

Foster College Success Committee

Summit is scheduled for Friday, April 19 for new students and the end of year luncheon for current students is scheduled for April 23.

HSI Task Force met and is working to update goals, initiatives, and strategies.

Sustainability Updates

The committee is visiting the Sparks Water Treatment Plant for the next meeting on 3/13. They received two Innovation and four Sustainability grants to support their efforts. Members attended the Second Nature Higher Education Climate Leadership Conference in Long Beach, CA.

Please visit the new website (<https://www.tmcc.edu/committees/sustainability-champions-committee>) to register for a table for Earth Day and you can also take the Sustainability Pledge. Please mark your calendar for 4/19 for the TMCC Earth

Day Celebration, from 9 am to Noon. Bring clothing (does not have to be Patagonia) that needs slight repairs since Patagonia repair department will be working on these that day. At 11:30am they will move the event to the pollinator garden to unveil a plaque related to TMCC land acknowledgment and to see the TMCC Child Center students release insects and learn about natural pesticides.

Enrollment Management Committee – John Hughes on behalf of Yuli Chavez & Anne Flesher

- The EM Committee met on 2/1/24. Welcomed Kofi Poku as the newest committee member.
- Enrollment update: After the second purge, our overall enrollment data shows we are up 7.3% headcount and 9.1% FTE.
- The retention committee is exploring new and innovative retention strategies. A special interest is given to the adoption of new technologies that advance retention and graduation.
- 2024-2025 FAFSA Update: The Department of Education announced that they will transmit FAFSA batches to schools in the first half of March. The delay is due to ED having to update the Student Aid Index Calculation and reprocessing more than 3.1 million FAFSA forms that have already been completed in addition to the new FAFSA forms that are still being completed. Submitting a FAFSA will be challenging for students who have parents who are undocumented since the parents will have to complete a seven-step verification process to receive an FSA ID. Financial Aid is conducting an extensive campaign to encourage students to complete the FAFSA.
- TMCC ID Card: In the past, students and staff could only use the government-issued ID on the TMCC ID Card. Soon, they will be able to use their preferred name. The chosen name will appear on the front of the ID card, and the legal name on the back. We will implement it as soon as IT can help with implementation.
- Guided Pathways. The committee has identified the following areas to group our degrees into: Art, Design, and Communication; Business, Culinary, and Hospitality; Health Professions and Public Safety; STEM Education and Social Sciences; Manufacturing; Architecture & Construction; Transportation, Distribution, and Logistics
- The Stop Out Campaign has concluded. MCO worked with Interact Communications to send emails and texts to 2,000 students who had stopped attending before completing their degree. Results from the campaign as of Friday, February 2: 214 students enrolled in Spring 2024 - 1437.50 credits

Facilities Committee – Dr. Ayodele Akinola

- 41 ongoing projects
- Proposal for facilities master plan is upcoming this year
- The Red Mountain stairs project is moving along as planned and is expected to be complete by the end of March
- The Childcare Center for Public Project Replacement is 100% complete
- The Campus Wide Access Control Project is 50% designed
- The Phase 4 HEPA replacement project is ongoing as planned
- Meadowood site: completed 100% of the installation of the fire alarm devices
- Health Sciences center expansion is 100% complete
- Applied Technology Center expansion at the Edison Campus is at the start of its design

Health & Wellness Committee – Geoffrey Hawkins

- Brand new drop-in free fitness classes every Wednesday at 12:00pm
- TMCC Health and Wellness Tournament will be March 28th at 12:00pm with 16 teams-8 for the students and 8 for the department members, it will align with the upcoming Sweet 16 Basketball Tournament
- The Tailgate event-Saturday, September 21st
- Mighty Lizard Soccer Camps-3 sessions this summer
- Washoe County Health District is doing a series of offering sexual health testing once a month in the fitness center

Technology Committee – Cheryl Jones

AI Task Force

- Met on 1/30/24 and 2/15/24 (every 2 weeks)
- Transition to standing committee was presented by Dr. Bullis
- AI Website in progress
- Work with proper stakeholders at the college on a stackable Skill Cert in AI

Technology Committee

- Met on 2/2/24
- Kyle Smith gave a brief update on preliminary tech survey results
- Survey results will be worked on by all 3 tech committees with some infographics with salient points by April
- Kyle also had the opportunity to attend the Educause Innovation Summit: AI, Friend or Foe? Feb 14-15 in Las Vegas (thank you jeff) and Kyle and Bill will report to the AI Task Force about the summit and their experience
- Next meeting: 3/1/24

Instructional Tech Committee

- Met on 2/6/24

Discussed technology training

Vivi – regular Vivi training will be developed this spring

Smartboard – Diesel uses It regularly; training is on the books for this spring

IPEVO document cameras – video is being made; additional instructions for teacher’s stations

A Hyflex video is being made by Tim Ill and AnnaShiela Paul; SIER 110 – in person, zooming from home, zooming in Nevada State classroom in Henderson. Once complete, the video will be sent to our 5 HyFlex classrooms (EDSN270, MDWS205, RDMT322, SIER110, HSC109

- Next Meeting: 3/5/24

Part-Time Faculty Steering Committee – Gwendolyn Clancy

Committee has been meeting on a monthly basis. They are working on the final version of the tier one and tier two faculty programs.

Constituency Updates

General Updates

Student Government Association – Brayson Gomez

The application period for involvement in SGA for the upcoming Fiscal Year has been extended. Applications will close on March 3rd at 11:59pm, please share this opportunity with students. The SGA senators are putting together proposals for projects such as charging stations, food options, and nap pods. In addition, Brayson has partnered with multiple community members and Dr. Olga Mesina in the counseling office to plan and provide Naloxone education and training. Brayson will attend the BOR Meeting this Thursday and Friday.

Classified Council – Hallie Madole

The annual Classified Council Easter Egg Hunt will be on Saturday, March 23rd. Donations of candy/plastic eggs are greatly appreciated. The Classified symposium will be taking place in the summer at the end of June through July and will highlight

each of our TMCC Locations. Remind supervisors to work with classified staff during the Low Staffing/Energy Savings Model this summer.

Faculty Senate – Dr. Rick Bullis

- Proposal to make the AI Taskforce into the "Artificial Intelligence and Emergent Technologies Oversight Committee" – Faculty Senate Approved
- Tara Connolly asked for the Recognition and Activities Committee to have co-chairs.
- Bradley Summerhill (SBBC) is working with VP Mike Peyerl on salary "step" models.
- Ben Davis had his first meetings as the official Administrative Faculty Representative on JEB and Faculty Senate.
- Western States Communication Association held a Forensics tournament here at TMCC on February 23rd and 24th. Approximately 85 College and University students from 6 states competed. Texas Southern University won the sweepstakes title of "Best in the West". Special thanks to Hans Meadows, Steven Meyer, Natalie Russell, and Mike Peyerl.
- Tenure Celebration! Thursday, February 29th, 6:00 at the Little Waldorf!
- Rick will be attending the DRI - Las Vegas Board of Regents meeting via Zoom.

New Business/Future Agenda Items

Bring back FAFSA talk, invite Leslie Jia to the next meeting to discuss

Fulbright representative rescheduled their visit for the first week of April, no exact date yet

Strategic Master Plan – this will be the bulk of the next two meetings

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 Bradley Summerhill		Date 11/28/2023
Legal Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials KB
Purpose of this Review <input checked="" 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. <p>Upon the award of tenure, a TMCC faculty member shall receive a five (5) percent increase in salary, which is added to the base salary. This salary increase is for faculty who are granted tenure in 2024 and beyond and will not be granted retroactively.</p>		
Provide the reason and justification for request. <p>On November 3, 2023 the Faculty Senate approved a motion for Tenure Award (motion and executed motion form attached). The motion has been signed by the Faculty Senate Chair, VPAA, VPSD, VPFGA and the President as motion received/acknowledged. The Salary, Benefits and Budget Committee Chair has also signed.</p>		
Describe the impact of this request (cost, legal ramifications, etc.) <p>A five (5) percent increase in salary, which is added to the base salary of newly tenured faculty.</p>		
Planning Council Review		
First Reading 12/11/2023	Second Reading 02/26/2024	Third Reading N/A
Status <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote Yes-PC	Date 2/24/24
Policy Manual & Webpage Update		
Policy Number 6527	Date Posted 3/5/2024	
Departmental Procedure Page Update <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

MOTION FORM ACADEMIC YEAR 2023-2024

Meeting Date:	November 3, 2023
Committee/Origination:	Salary, Benefits and Budget Committee / Faculty Senate
Comments:	Tenure Award
Motion and amendments:	<p>Motion for Consideration</p> <p>NSHE Procedures and Guidelines Manual, Chapter 3, Section 3, subsection 3.e) indicates that "Upon the award of tenure, an academic faculty member shall receive a minimum 2.5 percent increase in salary, which is added to the base salary. An institution may provide for a higher salary increase upon award of tenure in accordance with a written policy drafted by the president in consultation with the faculty senate."</p> <p>As indicated in the recent TMCC Faculty Salary Survey, an overwhelming majority of academic faculty respondents (82 yes, 12 no, 18 does not apply/I don't know/I'm not sure) support awarding five or more percent to the base salary of newly tenured faculty.</p> <p>Therefore, SBBC and the TMCC Faculty Senate recommend that, beginning July 1, 2024, TMCC faculty who earn tenure shall be given a five (5) percent increase in salary, added to the base salary.</p> <p>In accordance with NSHE Procedures and Guidelines Manual Chapter 3, Section 3.3e (cited above), we request that the president adopt the following written policy to be added to institutional bylaws:</p> <p>Upon the award of tenure, a TMCC faculty member shall receive a five (5) percent increase in salary, which is added to the base salary.</p>

Truckee Meadows Community College

Artificial Intelligence & Emergent Technologies Oversight Committee

CHARGE:

- To develop Campus Policies and Procedures relating to A.I. and emergent technologies
- To share how A.I. and emergent technologies can improve instruction and campus operations.
- To address how A.I. and emergent technologies cause concerns across the campus.
- To research and provide guidance relating to student, faculty, and staff use of A.I. and emergent technologies, to recommend A.I. products, and to prepare concise reporting (as requested) to the Planning Council.

ROLES AND RESPONSIBILITIES:

Committee membership will be maintained by volunteers or assigned by the Planning Council. Members should represent a cross-section of the institution and stakeholders, for example, students, academic faculty, IT, student services, leadership, and classified/administrative staff. To promote efficiency, the committee should be limited to 15 members.

Committee Chair:

1. Maintain administrative functions of the committee, including scheduling, facilitating, and documenting meetings.
2. Manage action items and track policy/procedure development.
3. Report monthly to the Planning Council

Committee Members:

1. Work together on Artificial Intelligence & Emergent Technologies issues, policies, and procedures.
2. Participate collaboratively on issues identified by the Committee Chair and/or the Planning Council.

Administration (Planning Council):

1. Identify issues of concern.
2. Provide direction and authorization to the Artificial Intelligence & Emergent Technologies Oversight Committee.

Notes regarding the transition from a Task Force to an Oversight Committee:

- We would like the new Planning Council committee to be effective immediately
- Some of the current Task Force members will be the initial new Oversight Committee members
- If approved, the Oversight Committee will finish out some of the task force charge deliverables, such as a report, recommendations, and initial policies

To share with the Planning Council on the 26th:

- We want to transition the Task Force to permanent committee
- The new committee will complete the AI task force report
- The new committee will continue AI recommendations (ex. AI curriculum, AI Website, creation of AI affinity groups, PD pathways)
- The new committee will develop AI task force policies