
MEETING MINUTES - SEPTEMBER 16, 2024

In Attendance: Karin Hilgersom, Jeffrey Alexander, Julie Ellsworth, Yuli Chavez-Camarena, Melissa Goldstein, Ron Marston, Kimberly Harrell, Natalie Russell, Mark Maynard, Nicole Scollard, Juana Reynoza-Gomez, Amy Williams, Jinger Doe, Ann Flesher, Kylie Rowe, Fayth Ross, Hallie Madole, Alex Harris, Cheryl Jones, Geoff Hawkins, YeVonne Allen, Nicole Scollard, Gretchen Sawyer, Marcus Ollum, Crista Jorgensen, Cecilia Vigil, Steve Bale, Fred Lokken, Ben Davis, Melissa Deadmond, Destanee Cachucha, John Hughes, Gwendolyn Clancy

President Updates – Dr. Karin Hilgersom

Happy Spirit Week!

We are very close to securing a \$7 million donation from the Gillemot Foundation for the first TMCC aviation flight school in Stead. A big thank you to the team working towards implementing this program.

How can TMCC implement the Pride and Belonging theme into the college?

- Review institutional processes to promote inclusivity by providing diversity questions that hiring committees can use to scale the impact of the initiative. We can also examine other institutional policies, including those in HR, to see if we can incorporate belonging into more TMCC policies and procedures.
- Several faculty members are attending an upcoming CTE conference. We hope they return with ideas on onboarding part-time faculty who may not be familiar with an academic setting. Many of them come from industries like healthcare, where they may not know how to feel welcome in academia.
- Host part-time faculty in the ACUE program. Jeff Alexander mentioned that a new cohort of part-time faculty will be starting the program this fall.
- Focus on the purpose of this initiative rather than making it a numbers game. Prioritize qualitative results over quantitative.
- Student Services initiatives: An employee trading card game—learn about what each employee does through trading cards. Members of the diversity committee are taking Spanish classes to improve communication with each other in Spanish.
- Incorporate TMCC's history into tenured faculty training.

Board of Regents Update: There was a unanimous vote at the last Board of Regents meeting from the Funding Formula Committee regarding the new recommendation, which will likely provide TMCC with an additional \$2 million in the next budget to support the new model. TMCC had the highest percentage increase in the state for weighted student credit hours completed. TMCC has performed well in the past, but things are looking especially promising for the next biennium. It's standard to fund caseload growth to accommodate enrollment increases over time. A couple of special Board of Regents meetings are scheduled in October. We may be ready to add capital items to the agenda for December and March, including the theater estimate, the Gillemot Foundation gift, and the fire tower project. The theater project has a \$10 million budget, and a proposal for the BOR could be prepared fairly quickly.

All-Student Surveys Pilot – Kylie Rowe

Announcement of the All-Student Survey Pilot, which will be sent to students in April 2025. Kylie has met with the Directors of IT, Web Services, and Marketing to discuss how surveys are currently distributed to students, with the goal of obtaining reliable survey data. The survey will feature well-written, thoughtful, and approved questions. The two main

goals are to reduce the number of surveys opt-outs and increase survey participation, possibly through incentives. If the pilot is successful, a new policy regarding data collection may be developed.

Currently, there is no formal approval process for survey questions or for surveying students. Each year, IR sees an increasing number of requests to send surveys to students. Typically, several surveys are distributed each school year. However, this spring, only one survey will be administered to students, accompanied by an internal marketing campaign.

Gretchen Sawyer will assist in crafting language for the next Planning Council meeting to propose a first vote on this. President Hilgersom would also like input from the SGA.

Planning Council Committee Updates

Academic and Student Services Committee – Dr. Jeffrey Alexander

The Credit by Portfolio webpage will go live in October. Thank you to everyone and the task force for their great work in developing the recommendations and procedures for how students can seek credit by portfolio.

We want to diversify the faculty and staff at the college to better reflect our student population. We have created a robust faculty job advertisement that highlights our inclusivity, provides better information about benefits, and outlines how we can support new hires. We are also expanding professional development for those who have never taught before.

The NSHE leadership group, known as Align and Shine, was created by the Chancellor to discuss dual credit within NSHE colleges and universities. The first meeting is today. The group will address the alignment of dual credit, as there is currently no perfect alignment among colleges. This does not guarantee success in aligning everything, since philosophies differ regarding what a credentialed instructor should possess in terms of experience and training. TMCC is committed to instructional quality, and this group will work on those questions.

The Academic and Student Services Committee will be presenting a draft policy to meet compliance with NWCCU, ensuring student identity verification for confirming that the person enrolled in a class is indeed the one attending. Verifying student identity will also assist with the student drop process at the beginning of the school year to help free up seats. We need a documented process for verifying student identity because ghost student accounts are becoming a larger issue. CSN reported losing \$8 million this fall due to ghost student accounts, which they later identified through specific software. TMCC is also considering this software, but it is very expensive.

Spirit Day: We look forward to seeing everyone tomorrow at 10:30 AM for the Spirit Day march. Cultural showcases will take place throughout the day, and the winner of the Spirit Day contest will be announced at 4 PM. The tailgate will be held on Friday and Saturday night. The minimum fundraising goals were reached. The official tailgate begins at 9 AM on Saturday, with the first game at 1 PM and the second game at 3 PM.

Accreditation Committee- Melissa Deadmond

The Accreditation Committee met on September 9th to brainstorm how to approach their mid-cycle report. The report consists of three primary sections: mission fulfillment, student achievement, and showcasing two examples of programmatic assessment. They will meet monthly, with the next meeting scheduled for October 11th. At the upcoming meeting, they will review examples of mid-cycle reports to help guide their decisions.

Budget Committee – Crista Jorgensen

Budget Committee Meetings – If you want to be part of the Budget Planning Committee, let them know. Financial Team Review Meetings are coming up—look out for invites. You will start receiving invites from Chelsey Coggin. Feel free to bring yourself and your team to these meetings. They will be reviewing upcoming requests and prioritizing wants and needs in light of the changes for the next biennium.

Diversity Committee – Juana Reynoza-Gomez

Happy Hispanic Heritage Week!

Diversity Committee

The Diversity Committee will be reviewing their charge and goals.

- Monday, September 16, from 11 a.m. to 1 p.m.: Latinx SGA Sip & Paint in RDMT Student Center. For more information, contact sga@tmcc.edu.
- Tuesday, September 17, from 11:30 a.m. to 1 p.m.: Spirit Day - Cultural performance by Ballet Folklorico Flor De Castilla, TMCC PLAZA. For more information, visit spiritday.tmcc.edu.
- Wednesday, September 18, from 12:30 p.m. to 1:30 p.m.: Las Platicas in RDMT 114, The DISCO. For more information, contact counseling@tmcc.edu.
- Tuesday, September 24, from 12 p.m. to 1 p.m.: Lotería in RDMT 114, The DISCO. For more information, contact diversity@tmcc.edu.
- Thursday, October 10, from 11:30 a.m. to 12:30 p.m.: Tu Bienvenida (Join us for Bachata, Ballet Folklorico Flor De Castilla, churros, and agua fresca). For more information, contact diversity@tmcc.edu.

NASA Updates

Ninety-three students on the fee waiver, 160 tribal members on campus. Michelle hosted a Native American Student Services Orientation on August 20 and had 31 students in attendance with 7 presenters.

Diversity Advocates

Micaela would like to encourage everyone to stop by and check out the New Art Exhibits for Fall, by TMCC Faculty and local artists. She is collaborating with Michelle McCauley Bobadilla and NASA to fund Native welding students; coming up with a sculpture for the pollinator garden. She is assisting in the creation of the Hispanic/Latinx student club and will serve as an advisor. She is collaborating with the sustainability champions to host a cultivating event on Earth Day, featuring an essay contest.

ADA Committee Update

Reviewing DRC policies to get committee inputs. OCR has sent out an accommodation "recommendation/suggestion". DRC has brought it up to ADA committee and they will be reviewing and discussing with an end goal of this then going to the faculty senate so they can make the decisions and consult with faculty. Evacuation app is being created by IT and is under program review this week. They will get updates on the confirmed launch date next week. The thought is to have it on the police TMCC site, student resources page and faculty resources page. The App would be released at the end of the semester, first responders will know where students/staff are in case of emergencies.

Faculty of Color (FOC)

Discussed FOC's mission, vision, and goals from last year and how to implement some of these items to make them actionable for this academic year. The next meeting on Tuesday, October 8, 2024, from 2 pm to 3 pm in RDMT 255.

Foster College Success Committee

This committee meets today. Twenty-seven students enrolled for Fall 24 semester with 18 students receiving fee waiver (15 enrolled, 3 didn't enroll). Annalisa has had 95 student meetings held between June 1 and today (September 16). Edison Campus tours being held 9/30 and one TBD. Fall luncheon being held 10/22. The Fall Summit was held 9/10 - 14 youths attended. Kudos to Annalisa she does an amazing job providing resource information to Foster Youth. The next committee meeting will be on Sept. 16, at 10 am via Zoom.

HSI Task Force

Updated their website. Discussed "Transforming Hispanic-Serving Institutions for Equity and Justice." Emphasized the importance of having Student Identity/Sense of Self courses, such as Ethnic Studies. The committee continues to explore servingness and discussed the challenges of creating programs to serve students without grant money or resources.

LGBTQ+ Friends and Allies Committee

Committee is exploring creating online educational tools for educational language. They would like to champion being anti-racist/anti-discriminatory. There is lots of interest in the safe space workshop.

Sustainability Champions Updates

The Sustainability Champions started the year with a popular Zine booth at kick-off. The booth followed the AY 24 / 25 theme of Pride and Belonging and introduced the Champions theme of Civic Engagement: Why civic engagement is important to us as a community and as individuals, how it promotes pride and belonging, and how it is interconnected with CARE and its essential elements of action and reflection, social justice, and Earth sustainability.

The Champions met on the afternoon of August 24, and will continue to have monthly meetings on the last Tuesday of the month at 3:30 in RDMT 255. The Champions will uphold collaboration with the F.R.E.E. committee by sharing the first 30 minutes of each meeting together.

We also are upholding our close relationship with the Help Save The Bees Foundation. Cecilia and Gina True volunteered at the Bowers Mansion Bluegrass Festival where they helped the foundation raise money by selling local honey.

The Committee is planning a series of events this semester and throughout the year leading up to our traditional Earth Day celebration. The first will be held on October 17. It will be a panel discussion with local leaders from the community and TMCC and focus on the core theme of Civic Engagement: How does civic engagement cultivate care for pride and belonging in our diverse community?

We want student engagement. We want our year of Pride and Belonging to be student facing and driven. Please invite your students to the events and urge them to get involved.

Cecilia Vigil was nominated and chosen for the 2024 Golden Pinecone Sustainability Award in the Educator category. There will be an award ceremony, the Green Gala, on October 10. Tickets can be purchased on the Eventbrite Ticket webpage.

Enrollment Management Committee – Yuli Chavez Camarena

Enrollment Update - *Presented by Keegan*

- Overall headcount and FTE up by 12%
- Hispanic student enrollment increased by 17%
- Significant increase in Hispanic Jump Start students by 119%
- Public health pre-nursing saw a 110% increase among Hispanic students
- 25-34 age group increased by 16%
- Recent high school graduates' enrollment is up by 16%
- Non-degree applications are down across all categories, with a decrease of 47% compared to last year

Stop Out Registration Project - Presented by Kate, Staci, and Yuli

- In-house campaign to re-engage students who dropped out, targeting students from Fall 2023 and Spring 2024
- The campaign includes 5 emails and 5 text messages. Collaboration between MOC, RAC, and Advising teams.
- Parent Outreach Campaign
- Discussed results from EAB's 2024 Parent Survey on top concerns in the college search process

- Seventy-three percent of parents want direct communication from colleges, with early outreach (freshman or sophomore year) improving student engagement. Main concerns for parents include cost, safety, belonging, and their child's future career outcomes. New project to connect with parents directly will take place this fall led by MCO, Kyle Cassinelli, and RAC
- Review of Enrollment Strategies
- Reviewed the Google Sheet with 66 strategy submissions. An ad hoc committee will meet to review and summarize the results

Retention Committee Update - Presented by John Hughes

- John Hughes and Staci Miller are co-chairs of the Enrollment Management Committee. Meeting scheduled with President Hilgersom to discuss her vision for retention. Continuing student enrollment is up by 13%

Financial Aid

- FAFSA updates: Release date shifted to December 1 (originally October 1)
- Financial aid disbursements increased from \$6.7 million last year to \$8 million this year
- Important reminder: Instructors need to drop students not attending classes, particularly for loan eligibility, which requires enrollment in at least 6 degree-applicable credits

Academic Advising

- New process: Advising appointments are now released two weeks in advance (previously four weeks)
- This change has significantly reduced wait times and the no-show rate, which is now only 3%
- Every Friday, new appointments are released for the upcoming two weeks
- If appointments are full, students only need to wait until Friday for new availability

Facilities Committee – Marcus Ollum on behalf of Ayodele Akinola

The contract amendment is being created to build the new theater. The full cost estimate for the theater buildout design process is ready; we have a \$10 million budget to construct it. Dr. Hilgersom wants to present it to the Board of Regents, possibly in December, to obtain approval for phase one of Eastview. We have hired Sam Wesley as the new café manager.

Facilities is starting the Redfield Master Plan Committee meetings, hopefully this week. They would like to wrap up this discussion to present to the Board of Regents in December. The Facilities Master Plan meetings for all campuses will begin next month to discuss what each of our campuses would like to focus on for the next 10 years.

Classroom Keys: Key distribution has been settled on the Dandini campus. We are working on finishing up doors and keys on the other campuses. Facilities will also be improving some exterior door security, funded by a State of Nevada Department of Emergency Management grant. Some elevators are being replaced, and the Sierra HVAC and roof replacements will take place in the next six months. The Sierra 201 conference room is complete. The EPIC kitchen remodel is ongoing. The Learning Commons office remodel is in the planning phases, along with the applied sciences layout and the build-out of an extra office for Olivia in HR. They are also looking to install a soccer camera.

Health & Wellness Committee – Geoffrey Hawkins

The Health and Wellness Committee is continuing the Health and Wellness Fun Run/Walk and the Health and Wellness Hoopla, as they did last year, since these were successful events. They are working with Dr. Sheehan regarding a possible donation for the Health and Wellness Committee. The donation would be for projects aimed at alleviating stress for administrative employees. Health testing will continue on October 29th, November 19th, and December 17th in RDMT 255, which is a better location in proximity to students. Fitness center membership numbers are up.

Spirit Week: The big volleyball match this week is the volleyball club vs. the leadership team. Men's and women's home soccer games are also this week against major rival teams. The Health and Wellness Committee is sponsoring a vaccine clinic with new NOVA vaccines on September 26th from 10 a.m. to 2 p.m. in the Student Center. COVID shots are no longer free and will require insurance.

Technology Committee – Cheryl Jones

The committee met on September 6th. This summer, each classroom was checked to identify the exact technology located in every classroom, and physical instruction manuals were created for each room on how to use its technology. The committee is working on designing a prototype of what they call the “showcase classroom.” The space they are using for this will be SIER 204. It will be designed as a space for the future, used for collaboration and demonstrating ways the room can be utilized with our current technology, but designed in such a way that it differs from the classrooms we know now. A new Senior Cyber Security Analyst is starting here today.

AI and Emerging Technologies Committee – Fred Lokken

The AI and Emerging Technologies Committee is a 15-member committee, with about 30 people usually attending the meetings, where many fascinating conversations take place. It is open to anyone interested in discussing this topic. There is really no agenda for the meeting; it is a hands-on gathering to discuss what will be appropriate for us and our students. There is plenty of representation from each area of the college to bring ideas and facilitate discussions on the topic. The group met all summer and had faculty participation during that time as well. They want to explore AI and have been working with IT to obtain subscriptions to some AI programs, discovering which program will work best for us. We may use AI for upcoming accreditation updates. The emerging practice is to use AI for accreditation reporting, allowing it to help us remember any items we may have forgotten.

Part-Time Faculty Steering Committee- Gwendolyn Clancy

Thank you to Natalie Russell and John Hughes for their help with the committee. Any part-time faculty members are welcome to serve; we have two slots open on this committee. The Chair, Matt Vandenberg, is leading the group as a full-time person. They are working on wrapping up a couple of ideas: finishing the tier one and two pay scales. Dr. Hilgersom suggested a new meeting on this topic, as there has been a loss of shared understanding and a need to retrace steps to determine what was decided upon since several of the pay scale items are things we already do. Dr. Hilgersom was under the impression that after the first meeting about this, it would be brought back to part-time faculty to share what we currently do, modify, and fill in the gaps.

Regarding the part-time directory, students likely still do not know this directory exists. If there were a way to search in one place to find everyone, that would work better since students do not really know if a faculty member is part-time or not. For clarifying retirement money questions, those inquiries can be directed toward Human Resources.

Safety Committee - Ben Davis

The Safety Committee met all throughout the summer, the rest of the meetings are scheduled to take place over the next three weeks.

Constituency Updates

Student Government Association - Destanee Cachucha on behalf of Lisha Allison

They are very excited for spirit day tomorrow. Office decorating contest for Spirit Day, their theme is TMCC is Growth. SAG will participate in the tailgate this weekend. Pastries with the President will be on October 1st and a blood drive that day as well.

Classified Council – Hallie Madole

The Classified Council's upcoming bake sale is next Tuesday from 11am to 3pm. They are sponsoring the Halloween Decorating Contest; a traveling trophy and treats will be awarded to the winner. Information regarding the Holiday Silent Auction will be going out on October 1st.

New Business/Future Agenda Items

Ron Marston discussed the ability of faculty to withdraw students up until the end of the first week of the semester. An additional issue is that students are able to late-add classes during this time without permission, and they usually have two tests by that point. He would like to discuss the TMCC procedure regarding the faculty course withdrawal policy and the possibility of extending the withdrawal period to the second or third week of classes (which is similar to how it was done many years ago). The current deadline is very tight. Dr. Hilgersom suggested that if faculty and other constituents draft language to change this policy, we can put it through the proper channels to have it reviewed next month. Cheli Cuevas can organize a Zoom meeting to discuss this topic.