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# MEETING MINUTES - OCTOBER 21, 2024

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**In Attendance:** Melissa Olsen, Jennie Allan, Karin Hilgersom, Jinger Doe, Fred Lokken, Mike Peyerl, Juana Reynoza-Gomez, Ron Marston, Marcus Ollum, Cecilia Vigil, Julie Ellsworth, Geoff Hawkins, Jeff Alexander, Melissa Deadmond, Steve Bale, Anne Flesher, YeVonne Allen, Gretchen Sawyer, Leslie Jia, Mark Maynard, Fayth Ross, Amy Williams, Estela Gutierrez, Ben Davis, Nicole Scollard, Kim Studebaker, Jennifer Delaney, Alex Harris, Natalie Russell

## **Jennifer Delaney Organizational Resilience Training and Exercise Coordinator (ORTEC)**

Jennifer Delaney, who works with Ben Davis, is from Organizational Resilience. She introduced herself and mentioned that she will be working with TMCC. TMCC has a new memorandum of agreement with ORTEC, who is serving as an emergency management function/liason. They are also working with several other northern Nevada universities and colleges, including UNR. ORTEC provides all-hazard support services (natural disasters and technological disasters, whether natural or human-caused) for partnership, communication, and resources in times of need. They also focus on disaster prevention, and there will be an upcoming tabletop exercise aimed at building preparedness, response, and recovery for any disaster.

## **New Policy Presentations**

Dr. Alexander presented the first reading of the policy expectation standards set by AWCCUS, as well as the Federal Department of Education's expectations that we identify and verify IDs for students enrolled in online sections. Our accrediting body requires that all students provide ID. For now, we have a policy that will bring us into compliance and enable us to verify student IDs using one of our online proctoring platforms. Our policy will mirror that of UNR, which states that each online course is required to have one proctored/supervised exam or an equivalent experience. We would like to verify IDs early in the semester to avoid "ghost students." Our pilot project now extends the administrative drop window to two weeks to better align with the possibility of students adding later in the semester, ensuring they are caught.

The policy will read as: *Each online course is required to have one (1) proctored/supervised exam, quiz, or assessed experience, at which students are required to present photo identification upon signing in for the proctored event. This requirement enables the instructor to ensure that the student taking the assessment is the same student who receives credit for the course. The proctored assessment should be scheduled early in the session, in order to help identify fraudulent enrollments. Instructors should bring concerns of possible enrollment fraud to the attention of Admissions & Records.* The timeline for implementing this policy is Spring 25.

Mike Peyerl presented the new political partisan policy for a first read. Currently, TMCC does not have a policy in place to respond to the regular requests to use TMCC space for partisan events or other political activities. This policy creates external transparency and it consists of a way for faculty and staff to respond to future requests as we are able to accommodate partisan entities that pursue contracted use of the space. This will generate revenue for the college according to TMCC's rental and related use fee schedule.

The policy will read as: *While TMCC will not sponsor or support partisan political activities, candidates for public office or partisan groups may rent campus grounds and facilities for political events. Candidates for public office and partisan political groups are treated as non-College users and charged the full rental and related use fees applicable to the grounds or facilities they wish to use. The use of TMCC facilities by non-College entities requires general liability insurance with a combined single limit of liability of at least \$2,000,000 and a Certificate of Insurance naming the Board of Regents, Nevada System of Higher Education, on behalf of Truckee Meadows Community College, as additional insured. Additional liability insurance may be required for high-risk events or activities. TMCC will require candidates for public office or partisan political groups to include the following statement in any public releases, and/or when publicizing photos or videography, concerning events at TMCC: "This media does not reflect an opinion or endorsement by Truckee Meadows Community*

*College, the Nevada System of Higher Education, or its Board of Regents.” TMCC will request final editorial review to ensure guidelines are met.*

TMCC will request a final editorial review to ensure that all guidelines are met. We will include language regarding the use of images, such as photos and videography of TMCC signs and logos; however, it is implied that we will review the final product to ensure compliance with the guidelines. It is recommended to remove the language regarding the price of insurance, as this amount may change over time, and the current insurance price is already listed on our scheduling website. Additionally, the requesting campaign will be responsible for covering the costs of their own security.

### **President Updates – Dr. Karin Hilgersom**

Present Hilgersom presented the Community College Survey of Student Engagement survey:

Phase one: The combined survey to all currently enrolled students will be administered prior to the midpoint of the semester and paired with an internal marketing campaign and inspiring students to provide feedback, educating on the importance of student data and obtaining faculty staff support. To encourage student completions of the survey, we'll determine a consolidation process of all the questions and a maximum survey length and offer incentives to students if appropriate. Incentives to students for completing the survey data will be disseminated in sections according to the questions requested approximately two weeks after the survey class. Pilot was approved at 9:26 AM.

If the pilot is a success, phase two will bring the full policy to Planning Council in Spring 25. We will devote time each semester in Planning Council to determine the student survey questions.

At the last Board of Regents meeting, they voted to support the consensus of a national presidential search.

Moving forward, we are asking Planning Council Committee Chairs to submit meeting items to discuss in advance, since these items tend to take up a lot of time at the meetings. During future meetings, President Hilgersom will ask if there are any questions for Planning Council regarding that month's committee report, such as, does the committee Chair have a critical item that they want to expand on that they don't think they captured well in their report? If there are items for discussion, please submit them as agenda items in advance.

Planning Council Committee Updates

### **Facilities Committee – Marcus Ollum on behalf of Ayodele Akinola**

The game room construction is expected to be completed by mid-November. A meeting will be held with leadership to discuss the facilities master plan for the next 10 years. Various groups will be involved, and we have hired a consultant who specializes in master planning, facilities, and capital projects to thoroughly assess the issues with our current infrastructure.

### **Academic and Student Services Committee – Dr. Jeffrey Alexander**

The new credit for prior learning website was published last Thursday. The committee is working on forming a task force to study the withdrawal process. We will study what other institutions do, and crowdsource some information from other schools within our region. We look forward to that task force bringing back some findings and recommendations for any suggested modifications or updates to the withdrawal process.

### **Accreditation Committee- Melissa Deadmond**

The Accreditation Committee met on 10/9 to review examples of Mid Cycle reports and discuss how best to approach them. We will begin the writing process in November, and our next meeting will be Nov. 13 at 1 pm, location or Zoom TBD. We welcome new members and would especially like to see IR and more faculty representation. Please contact Melissa Deadmond if interested.

## Budget Committee – Mike Peyerl

The Budget Committee met in October and will also meet in November. We have three priorities this fiscal year. One is to continue to refine the one shots. Two, we started a new project based off last year's assessment. We are going to organize and prioritize all of the project submissions for renovations across the entire campus, as well as synchronizing that list with Dr. Ayo's and Marcus's deferred maintenance project list. By January we should have a prioritized list for everybody and then we can start to achieve those items.

## Diversity Committee – Juana Reynoza-Gomez

- Reviewing charge and exploring ways to diversify Faculty Searches accordingly per NFA contract.
- Planning Spring 25 Training - "Culturally Responsive Antibias Curriculum and Events" Part 2 training
- EDU Curriculum Transformation -integrating the TMCC theme of "Pride and Belonging" with "Cultures of Care" into some EDU courses.
- Book Talks - about *Environmental Liberation Education: Diversity, Mindfulness, and Sustainability Tools for Teachers and Students*.
- Indigenous Land Back Support - Collaborating with Felix Danger, Visual Arts, trying to get a portion of the Dandini Campus designated for the Paiute, Washoe, and Shoshone peoples.
- Hispanic-Serving Institution Task-force Liberation Framework - advocating an intersectional liberation framework for the task-force.
- Brianne Lee is working on Organizing a guest speaker event featuring a Latino entrepreneur.

## ADA Committee Update

- Working on Evac program and hope to pilot it Spring 2024.
- Working on getting an accessible gender-neutral bathroom.
- Reviewing DRC website for policy comments and suggestions.

## FOC (Faculty of Color Coalition)

- Solidifying goals and will be surveying membership. Next meeting 11/19 at 2 pm.

## Foster College Success Committee

- Ensuring all students who are eligible to receive ETV are getting the resources they need.

## LGBTQ+ Friends and Allies Committee

- They are working on a gender-neutral bathroom resolution.

## Sustainability Champions Updates

- Meeting is combined with F.R.E.E. (Faculty for Radical Empowerment and Enlightenment) and are collaborating in planning Earth Day and Art Fest.
- Discussed recap of the Civic Engagement Panel Discussion on October 17.
- The next meeting will be on Tuesday, October 29 at 3:30 in RDMT 255.

## Enrollment Management Committee – Yuli Chavez Camarena

- Welcome: Felicia Dewald (ENG faculty) joins Enrollment Management.
- Enrollment Update (Stephanie Walden):  
Current headcount is 11,206, 9-10% above last fall's FTE. Fall 2019 peak was 11,662.
- Retention Committee Update (John Hughes & Staci Miller):  
Student voices are needed for retention efforts. Exciting renovations are underway, including the new Game Room in the student center.
- Class of 2025 Parent Outreach Campaign:  
A project to engage parents of the Class of 2025 via texts and emails begins the week of September 30.

- **Stop-Out Campaign:**  
In-house campaign to encourage re-enrollment of students who stopped out in Fall 2023 or Spring 2024, involving emails and texts, coordinated by RAC, MOC, and Advising.
- **Enrollment Strategies Review:**  
66 strategies were reviewed. Institutional Research is assessing which can be measured for effectiveness.
- **Stop-Out Resource Awareness Report (Staci Miller):**  
Tyton Partners' study shows significant gaps in student awareness of campus resources, especially among stop-outs. Improved communication is essential for retention.

#### Other Updates:

Institutional Research is expanding the Enrollment and Co-requisite Dashboards with additional metrics (graduation, continuation rates). CCSSE survey planned for Spring.

#### **Health & Wellness Committee – Geoffrey Hawkins**

The committee met last Friday. We continue to work on our two main projects which is the Fun Run/Walk and also the Healthy Hoopla. Healthy Hoopla is set for March 20<sup>th</sup>, which is a Thursday and coincides with the March Madness tournament. We're working on a third event which still needs some tweaking, so will not be presented today. We are looking into something called the U.S. Health Promoting Campuses which is currently at one community college and many universities. We have a fantastic charter working through that. With regard to facilities and the park course, we are working with Dave Murray to do some paint and refurbishing to brighten up the park course. The Sustainability Committee has provided brand new signage down there. We want to brighten up the course and then have a fun run when it's all done. We are looking into ways to expand our fitness center hours to accommodate the demands. As the fitness center gets older, we have a little bit more repairs and maintenance, but excited about all the energy that surrounds the fitness center. In athletics, the women's team is currently in a three-way tie for the last spot for the region tournament. We are playing the number five team in the nation at on Thursday at 1:00pm for the women, 3:30pm for the men.

#### **Technology Committee & AI and Emerging Technologies Committee – Fred Lokken on behalf of Cheryl Jones**

The committee is launching two new websites. One for the AI committee that fulfills the committee obligation, and one for resources-eminent and emerging. We will be encouraging everybody to share materials that we can list there that help with professional development, self-taught, learning key aspects. We're working on a spring training event, we are meeting today at noon to talk to with the guest speaker of the event. We heard from our last spring training that people want more specifics. We are working to identify three priority professional development training sessions that we can offer. One, focusing on faculty, we're looking at academic integrity issues, how to deal with it and how to detect it. A second one, specifics on how to use AI in instruction. The third one is tentative but could be how to create a chatbot. Finally, the Llama 3 project is still refining, but that will provide generative AI to staff and faculty.

#### **Safety Committee - Ben Davis**

TTX coming up on November 7<sup>th</sup> in the afternoon. The committee is working on indoor air quality in the art lab, lab waste, and chemical inventory.

## **Constituency Updates**

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#### **Student Government Association – No representative this week**

Last week, SGA had a presentation from International Student Services to discuss their transportation initiative. This week, we are discussing a survey to students to gauge interest in additional athletics at TMCC, and corresponding student fee increases. They have an event on Wednesday Sprinkles of Awareness with DRC.

#### **Classified Council – Jennie Allan**

- The Halloween Decorating contest will be held on October 30<sup>th</sup>. Please contact us if you have not already if you would like to participate.
- If you are planning on donating a basket to the Holiday Silent Auction, please let us know asap. We do not need to know the contents or theme yet, just trying to get the numbers of participants. You may email me [jallan@tmcc.edu](mailto:jallan@tmcc.edu) or [classifiedcouncil@tmcc.edu](mailto:classifiedcouncil@tmcc.edu)

## **Faculty Senate – Jinger Doe**

Faculty Senate recently met and will meet again on November 8<sup>th</sup>.

## **New Business/Future Agenda Items**

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Melissa Olsen said that she will send the packet of Planning Council updates/agenda the Friday before the meeting, therefore, she will need your bulleted points emailed to her the Thursday before the meeting.

Ben Davis mentioned that TMCC used to be an early voting site and that we should think about continuing to be an early voting site in the future. Fred Lokken mentioned that in the past parking has been an issue. President Hilgersom mentioned that someone in facilities may know more about why TMCC has not recently participated.

# 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 <b>Mike Peyerl</b>		Date <b>10/21/2024</b>
Legal Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials <b>KB</b>
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. <b>See attached</b>		
Provide the reason and justification for request. <b>TMCC does not have a policy in place to respond to regular requests to use TMCC space for partisan events or other political activities. This policy creates external transparency and a consistent way for faculty and staff to respond to future requests.</b>		
Describe the impact of this request (cost, legal ramifications, etc.) <b>As we are able to accommodate partisan entities that pursue contracted use of space, this will generate revenue for the College according to TMCC's rental and related use fees schedule.</b>		
<b>Planning Council Review</b>		
First Reading	Second Reading	Third Reading
Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote	Date
<b>Policy Manual &amp; Webpage Update</b>		
Policy Number	Date Posted	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

# 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 <b>Dr. Jeffrey Alexander, VPAA</b>		Date <b>09/30/2024</b>
Legal Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials <b>KB</b>
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. <b>Each online course is required to have one (1) proctored/supervised exam, quiz, or assessed experience, at which students are required to present photo identification upon signing in for the proctored event. This requirement enables the instructor to ensure that the student taking the assessment is the same student who receives credit for the course. The proctored assessment should be scheduled early in the session, in order to help identify fraudulent enrollments. Instructors should bring concerns of possible enrollment fraud to the attention of Admissions &amp; Records.</b>		
Provide the reason and justification for request. <b>This policy is necessitated by Federal Regulation 34 CFR § 602.17(g) and the Northwest Commission on Colleges and Universities (NWCCU) Standard 2.G.7. Both require the College to maintain an effective student identity process to ensure that the student enrolled in a course is the same student who completes the coursework. Additionally, this practice is needed to combat phony enrollments and Financial Aid fraud.</b>		
Describe the impact of this request (cost, legal ramifications, etc.) <b>This request involves no cost to the institution, and is needed to be compliant with Federal Regulation 34 CFR § 602.17(g) and the Northwest Commission on Colleges and Universities (NWCCU) Standard 2.G.7.</b>		
<b>Planning Council Review</b>		
First Reading	Second Reading	Third Reading
Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote	Date
<b>Policy Manual &amp; Webpage Update</b>		
Policy Number	Date Posted	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

## Partisan Political Activity – 10.21.24

While TMCC will not sponsor or support partisan political activities, candidates for public office or partisan groups may rent campus grounds and facilities for political events. Candidates for public office and partisan political groups are treated as non-College users and charged the full rental and related use fees applicable to the grounds or facilities they wish to use. The use of TMCC facilities by non-College entities requires general liability insurance with a combined single limit of liability of at least \$2,000,000 and a Certificate of Insurance naming the Board of Regents, Nevada System of Higher Education, on behalf of Truckee Meadows Community College, as additional insured. Additional liability insurance may be required for high-risk events or activities. TMCC will require candidates for public office or partisan political groups to include the following statement in any public releases, and/or when publicizing photos or videography, concerning events at TMCC: "This media does not reflect an opinion or endorsement by Truckee Meadows Community College, the Nevada System of Higher Education, or its Board of Regents." TMCC will request final editorial review to ensure guidelines are met.