

## WESTERN NEVADA COLLEGE INSTITUTIONAL ADVISORY COUNCIL MEETING MINUTES

Wednesday, November 15, 2017, 10:00 a.m.  
Western Nevada College – Carson City Campus  
2201 W. College Parkway, Carson City, NV 89703  
President's Board Room

Interactive video hook-up from the meeting site to:  
Fallon Campus - Virgil Getto Hall – Room 308

### MEMBERS PRESENT:

- Tim Dyhr, Vice President, Nevada Copper
- Mark Ghan, Acting President, WNC
- Rob Hooper, Executive Director, NNDA/IAC Chair
- Mike Jackson, CEO, Micromanipulator Company
- Michelle Joy, VP/COO, Carson Tahoe Health
- Nick Marano, City Manager, Carson City
- Ricky Medina, Director, Assessment/Accountability, Carson City School District
- Mary Pierczynski, Educator
- Cary Richardson, COO, Miles Construction
- Rupert Ruiz, CPLC, Inc., Nevada President (via phone)
- Bus Scharmann, Commissioner, Churchill (Fallon – due to technical difficulties that were not resolved, he was unable to participate.)

### MEMBERS ABSENT:

- Laura Ijames, Secretary, Fallon Paiute-Shoshone Tribe (Fallon)
- Richard Stokes, Superintendent, Carson City School
- Theresa White, Superintendent, Douglas County School District

### AD HOC MEMBERS PRESENT:

- Wayne Workman
- Sandra Sheldon
- Tania Covarrubias

### WNC STAFF PRESENT:

- Mandy Billings, WNC Strategic Plan Steering Committee Chair
- Sandy Burnette, Chair, WNC Strategic Plan Steering Committee Chair
- Deb Conrad, Assistant to the President, (Recorder)
- JW Lazzari, Director, Financial Assistance
- Scott Morrison, Vice President of Academic Affairs
- Georgia White, Director, CTE

### GUESTS PRESENT:

- Anita Lawrence, NNDA
- Nate Mackinnon, NSHE Vice Chancellor for Community Colleges
- Lynn O'Mara, NNDA

## Call to Order

1. Call to Order and Roll Call: Chair Rob Hooper called the meeting to order at 10:08 a.m. and asked for roll call. Roll call was taken and a quorum was present.
2. Public Comment: Vice Chancellor for Community Colleges Nate Mackinnon introduced himself to the council members, explained his role and said that he would have an item on future IAC meeting agendas to provide updates.
3. Approval of Minutes from August 9, 2017: Chair Hooper asked all members to take a minute to review the minutes from August 9, 2017. (Handout can be found online at: <http://www.wnc.edu/president/institutional-advisory-council/>). Chair Hooper asked if there was a motion to approve the minutes. **Tim Dhyr motioned to approve the minutes. Michelle Joy seconded the motion.** No further discussion. **Motion carried by unanimous vote.**
4. Remarks from WNC President Mark Ghan: President Ghan briefly reviewed the handouts on the newly proposed, but not yet adopted, NSHE Strategic Goals and explained the Board will be meeting in January to approve them. President Ghan said the chancellor and other NSHE staff would be at WNC on November 21 to hear the budget priorities presentation; the three top priorities are 1.) FTE for Summer School, 2.) continuation of capacity enhancements and 3.) additional weighting for Nursing and AIT. President Ghan added that the Carson City/WNC sign will be going up at Save-Mart in the near future.
5. Remarks from WNC IAC Chair Rob Hooper: Chair Hooper said he attended elected officials conference in D.C. along with Bus Scharmann, Mayor Crowell and others. Chair Hooper said the White House Administration has opened up the doors of the agency to the local levels. Ten different agencies came in and said what their top three priorities were. Those agencies asked those in attendance at the conference to be in touch with the agencies regarding needs. Chair Hooper said letters have been sent to the agencies and three have already replied. Chair Hooper believes there is an opportunity to work with the agencies in a much bigger way. Chair Hooper thanked the IAC members for their service.
6. Remarks from WNC IAC Members: Cary Richardson asked about the 45% increase in online enrollment and President Ghan explained it was in part due to the change in procedure and the online classes are no longer capped; new sections open as needed. President Ghan added that 1% of all WNC students are taking an online class. Mary Pierczynski asked how much enrollment in Jump Start has increased this year and President Ghan replied Fall 2017 enrollment is at 496 and last year it was 420. President Ghan added that WNC is now developing an internal oversight for Jump Start to ensure it is sustainable. Wayne Workman said Lyon County has 125-130 enrolled in Jump Start this year.
7. Report on the last Board of Regents Community College Committee Meeting: Chair Hooper explained that the Community College Committee meetings are open and all are welcome to attend. Chair Hooper said the last meeting was very short and still feels that Western is leading

the way in the state. Chair Hooper added that he senses the IAC needs to move from talking about things that need to be done to reporting on what has been done.

8. Vacancy on WNC's IAC: Chair Hooper reminded council members that Jeff Gordon resigned at the last meeting. Chair Hooper asked that council members to email him with suggestions for a replacement. Although the IAC has generally tried to replace members with another member from a similar industry-sector or region, Chair Hooper is open to all suggestions.
9. Update on ROADS: Chair Hooper said that ROADS started out as Own Your Future, but the name was already owned by NYU, so it was changed to ROADS. NNDA formed a task force to develop the program and Anita Lawrence and Sherry Woodsgreen are heading it up. Chair Hooper explained that marketing and promotional outreach are under way, the website is under development and an 800 number has been secured. The task force is now in process of identifying 10 candidates and then finding employers who will agree to employ them when they have completed the program. Grant writers are working on funding. ROADS has been adopted by the Western Manufacturing Alliance as its primary goal. The ROADS program will include life skills and leadership training to occur before the students show up for their first class; these will be held at the NNDA offices.
10. Update on WNC Accreditation and Master Plan: President Ghan said that WNC is gearing up for an on-site accreditation visit in April 2018 and briefly explained the Master Plan, which is a document primarily regarding the vision of the physical campus, hasn't been updated since 2001, so the process is underway to update it and take it to the board for approval. President Ghan said there is a survey on the WNC website to receive input on the Master Plan and encouraged all IAC members to take a few minutes to participate.
11. WNC Strategic Plan Exercise: Sandy Burnette and Mandy Billings, who are part of the Strategic Plan Steering Committee, explained that the process has begun to update WNC's mission and core themes. A handout was distributed and the members were asked to review the proposed statements and provide feedback. The group discussed the mission statements and provided input.
12. IAC Objectives: Review and action items: Chair Hooper led a discussion to review the WNC IAC top five objectives as listed on the handout that was distributed. All agreed that the first objective, to recruit qualified students to career programs to support workforce development, is still a top priority for the IAC. The group discussed objective two (being the primary advocate to the local and state government for community college issues), and Mary Pierczynski suggested that a good opportunity to stay abreast of the goings-on before the next session is to pay attention to the interim education meetings which do sometimes address community college issues. Chair Hooper asked Mary Pierczynski to alert the IAC when pertinent meetings come up on the schedule. President Ghan and Vice Chancellor Mackinnon explained that NSHE will adopt a unified message that all colleges in the system will put forth, so that will need to be considered in creating talking points for advocacy. Chair Hooper asked if the IAC is doing objecting #3 which is supporting economic development in the region and discussion occurred among the group regarding how current workforce demand is measured. Georgia White indicated that quantification of job numbers occurs through DETR and Burning Glass. Chair Hooper suggested

Bob Potts from GOED be invited to the next IAC meeting to do a presentation. Chair Hooper wondered if it was time for the Council to bring together different sectors of industry and explain what is currently being done and receive feedback from industry members. Sandra Sheldon suggested more coordination between high schools and college is needed to help students envision themselves being in college and what future holds. Ricky Medina added the messaging needs to start earlier than junior and senior year. Mike Jackson asked if WNC checks to ensure what is being offered is matching up to the needs and Georgia White replied yes. Chair Hooper asked all council members to think about this topic between now and the next meeting. Chair Hooper said one take away is better articulation to the high schools and also getting the message to the employers about the value of the certifications. Chair Hooper wrapped up the discussion by asking how the WNC IAC can become active in the community to get the message out to employers and for member to come back to next meeting with suggestions.

13. Update on Nevada Promise Scholarship: Director of Financial Assistance for WNC, JW Lazzari, gave a presentation on the Nevada Promise Scholarship. At the end of the presentation Lazzari asked for IAC member to consider being mentors and to help spread the word about being a mentor. The college has 721 applicants and is in need of more mentors.

14. New Business: None.

15. Public Comment: None.

Adjournment: The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Deb Conrad

Handouts for this meeting can be found on the following link:  
<http://www.wnc.edu/president/institutional-advisory-council/>