

**WESTERN NEVADA COLLEGE  
INSTITUTIONAL ADVISORY COUNCIL MEETING**

Minutes

Wednesday, August 9, 2017

10:00 a.m.

Western Nevada College – Carson City Campus  
2201 W. College Parkway, President’s Board Room  
Carson City, NV 89703

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

**MEMBERS PRESENT:**

Chet Burton, President, WNC  
Tim Dyhr, Vice President, Nevada Copper  
Jeffrey Gordon, Plant Manager, GE/Bently  
Rob Hooper, Executive Director, NNDA/IAC Chair  
Laura Ijames, Secretary, Fallon Paiute-Shoshone Tribe (Fallon)  
Mike Jackson, CEO, Micromanipulator Company  
Michelle Joy, VP/COO, Carson Tahoe Health  
Nick Marano, City Manager, Carson City  
Mary Pierczynski, Educator  
Cary Richardson, COO, Miles Construction  
Rupert Ruiz, CPLC, Inc., Nevada President  
Bus Scharmann, Commissioner, Churchill (Fallon)  
Theresa White, Superintendent, Douglas County School District

**MEMBERS ABSENT:**

Ricky Medina, Director, Assessment/Accountability, Carson City School District  
Richard Stokes, Superintendent, Carson City School

**WNC STAFF PRESENT:**

Deb Conrad, Assistant to the President, (Recorder)  
Mark Ghan, Vice President of Administrative and Legal Services/General Counsel  
Anne Hansen, Special Assistant for External Affairs  
John Kinkella, Dean, Student Services  
Scott Morrison, Vice President of Academic Affairs  
Georgia White, Director, CTE

**GUESTS PRESENT:**

Carol Del Carlo, Regent, District 9  
Tony Green, CPLC Nevada  
Anita Lawrence, NNDA  
Lynn O’Mara, NNDA  
Sheri Woodsgreen, Rural Housing Authority / Wise Ventures

## Call to Order

1. Call to Order and Roll Call: Chair Rob Hooper called the meeting to order at 10:00 a.m. and asked for roll call. Roll call was taken and a quorum was present.
2. Public Comment: President Burton welcomed Mike Jackson as a new member of the IAC.
3. Approval of Minutes from May 24, 2017: Chair Hooper asked all members to take a minute to review the minutes from May 24, 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. **Teri White motioned to approve the minutes. Cary Richardson seconded the motion.** No further discussion. **Motion carried by unanimous vote.**
4. Remarks from WNC President Chester Burton: President Burton introduced the WNC staff in attendance as well as Regent Carol Del Carlo. President Burton provided updates on recent faculty hires, Jump Start College enrollment, and ongoing and upcoming construction projects. President Burton also announced that the new chancellor started this week.
5. Remarks from WNC IAC Chair Rob Hooper: Chair Hooper introduced Lynn O'Mara and Anita Lawrence and Sheri Woodsgreen. Chair Hooper announced NNDA's magazine, "Viewpoint," will feature mainly articles about workforce development and WNC and reviewed the content of the magazine, which will be available as an insert in the Nevada Appeal and Record Courier. Overprints will also be available.

10:25 - *Jeff Gordon arrived.*

6. Remarks from WNC IAC Members: Chair Hooper asked for remarks from IAC members.
  - Bus Scharmann thanked the IAC for its help with the WNC Nursing Program in Fallon.
  - Rupert Ruiz and Michelle Joy echoed the importance of the nursing program.
7. Report on the last Board of Regents Community College Committee Meeting: Chair Hooper reviewed the report that was emailed to IAC members prior to the meeting. (Report can be found at <http://www.wnc.edu/president/institutional-advisory-council/>.)
8. Request for one IAC member to join WNC's ad hoc strategic planning committee: President Burton provided a brief explanation of the need for an updated strategic plan for the college and its relation to accreditation. as well as explaining the need for a link between the IAC and the development of the updated strategic plan. President Burton asked for a volunteer from the membership to join the committee. Bus Scharmann volunteered to do so. Chair Hooper asked if there was a motion to appoint Bus Scharmann to WNC's ad hoc strategic planning committee. **Laura Ijames motioned to appoint Bus Scharmann to WNC's ad hoc strategic planning committee. Jeff Gordon seconded the motion.** No further discussion occurred. **Motion carried by unanimous vote.**

9. WNC enrollment update and ad hoc Enrollment & Retention Committee recommendations: President Burton said the ad hoc Enrollment & Retention Committee had been formed amid concerns about the declining enrollment and retention numbers. President Burton reviewed the recommendations of the committee which included beefing up tutoring and adding more embedded tutors, having faculty mentors to meet with students as well as counselors, creating a new writing center and more online offerings in conjunction with no caps on online courses. President Burton explained WNC's enrollment decline is part of a national issue. Group discussion covered, among other things, the reasons why students don't come back, of which the top two reasons tend to be: "life got in the way" (i.e. issues at home of one sort or another) or "I got a job."
10. Nevada Promise Scholarship overview and update: President Burton handed out a copy of the Nevada Promise flyer (Handout can be found online at: <http://www.wnc.edu/president/institutional-advisory-council/>) and explained the Nevada Promise Scholarship and its requirements. President Burton encouraged members to share the information with anyone they know who might be interested.

*11:00 a.m. - Bus Scharmann left the meeting. A quorum is still present.*

11. Mechatronics Level 2 update: President Burton explained that WNC instructor Emily Howarth went to Berlin to receive training to teach Mechatronics Level 2 which will put WNC on the map as one of few places in the United States to get the training. President Burton added that the Level 2 training leads to supervisory level positions which pay \$30 to \$40 per hour. Georgia White said the Level 2 training results in a higher level of leadership, problem-solving and critical-thinking. Jeff Gordon added that Bently is proud to have two mechatronics Level 1 graduates and one of the graduates is doing work that frees up the engineers to concentrate on work other than repairing equipment.
12. Action plan for creating counselor tours: Chair Hooper lead a discussion about creating tours for counselors to come to campus and possibly businesses so the counselors can learn more about the career opportunities in CTE. Laura Ijames suggested putting virtual tours online for those who can't make it to campus. Teri White said that having the counselors meeting on campus for a tour is advantageous because not only do the counselors get to see the labs and learn about the programs, the counselors also get a chance to network with each other than they rarely get. Other suggestions were to include superintendents and teachers as well. Laura Ijames asked to ensure tribal schools are included. President Burton said the college would focus on a series of events reaching all the various stakeholders: tribal, Latino, counselors, teachers, parents, etc. Teri White volunteered to help organize events. Chair Hooper asked if any member wanted to make a motion to create an ad hoc committee within the IAC to put together a series of events to bring the aforementioned stakeholders to WNC with Teri White leading the group. **Jeff Gordon motioned to create an ad hoc committee within the IAC to put together a series of events to bring the aforementioned stakeholders to WNC with Teri White leading the group. Michelle Joy seconded the motion.** No further discussion occurred. **Motion carried by unanimous vote.**

13. ROADS update with SNAP Participation: Sheri Woodsgreen gave a presentation on the ROADS initiative to promote workforce education and training for nontraditional students with the target being under-/un-employed adults ages 25-35. (File can be found online at: <http://www.wnc.edu/president/institutional-advisory-council/>). President Burton explained DHHS is also looking to partner with WNC to offer programs to SNAP participants that will help them become more gainfully employed, so that they no longer need SNAP.
14. IAC Objectives: Review and action items: Chair Hooper tabled this item until the next meeting due to time constraints. Chair Hooper asked all IAC members to review the Top 5 objectives and send ideas regarding what else the IAC can be doing to Chair Hooper before the next meeting.
15. (Taken out of order after agenda item 12.) Election of Officers: In accordance with NSHE Procedures & Guidelines, Chair Hooper called for volunteers for the WNC IAC chair and vice chair positions. **Laura Ijames motioned that the current chair (Rob Hooper) and vice chair (Cary Richardson) continue in the positions for the next two-year term. Nick Marano seconded the motion.** No further discussion occurred. **Motion carried by unanimous vote.**
16. 2017-2018 WNC IAC Meeting Dates: Chair Hooper asked the members to review the dates listed on the agenda. Several members indicated conflicts with some of the upcoming meeting dates. Deb Conrad will send out a doodle poll to all members to ensure as many members as possible can attend the next three meetings.
17. New Business: Jeff Gordon announced his resignation from the IAC due to the fact that he is relocating to North Carolina.
18. Public Comment:
  - Lynn O'Mara said that after Irene Bustamante-Adams visited WNC for a tour and has become a vocal advocate trying to get more assemblymen and women to visit WNC.

Adjournment: The meeting adjourned at 12:00 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/>