

WESTERN NEVADA COLLEGE
INSTITUTIONAL ADVISORY COUNCIL MEETING

Minutes

Thursday, May 21, 2015

2:00 p.m. – 3:30 p.m.

Bristlecone Building, Board Room

Carson City Campus

Video Connection from the meeting site to:

Fallon Campus, Piñon 203

MEMBERS PRESENT:

Chet Burton, WNC President
Rachel Dahl, Executive Director, CEDA
Tim Dyhr, Vice President, Nevada Copper
Jeffrey Gordon, Plant Manager, GE/Bently
Rob Hooper, Executive Director, NNDA
Laura Ijames, Secretary, Fallon Paiute-Shoshone Tribe
Gerd Poppinga, Sr., CEO/President, Vineburg Machining
Cary Richardson, COO, Miles Construction
Bus Scharmann, Commissioner, Churchill County
Hoyt Skabelund, CEO, Banner Churchill Hospital
Robert Slaby, Superintendent, Storey County School District

MEMBERS ABSENT:

Nick Marano, City Manager, Carson City
Ricky Medina, Director Assessment/Accountability, Carson City School District
Lisa Noonan, Superintendent, Douglas County School District
Mary Pierczynski, Educator

Ad hoc MEMBERS PRESENT:

Richard Stokes, Superintendent, Carson City School District

WNC STAFF PRESENT:

Bonnie Bertocchi, Assistant to the President (Recorder)
Darla Dodge, Budget Officer
Mark Ghan, Vice President of Administrative and Legal Services/General Counsel
Barbara Walden, Project Director, Workforce Development
Robert Wynegar, Vice President of Academic and Student Affairs

GUEST(S):

Kevin Melcher, NSHE, Board of Regents
Frank Woodbeck, Executive Director, NSHE Nevada College Collaborative

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Call to Order

1. Call to Order and Roll Call: Vice-Chair Cary Richardson called the meeting to order and took roll call. He announced that a quorum was present.
2. Remarks from WNC President Chester Burton: President Chet Burton thanked everyone for attending. He said this meeting of the IAC is intended to provide additional background information for the council members. He said he would like the IAC to focus on the needs in their respective areas, and identify ways that the college could help. Chet informed the council that the chair elected at the February 4, 2015 meeting resigned as a council member and that Vice-Chair Cary Richardson has filled the chair position in the interim. He said a new chair would be elected at the meeting today under agenda item #7.
3. Public Comment: None
4. Update from Frank Woodbeck, Executive Director, NSHE Nevada College Collaborative: Executive Director Woodbeck informed the IAC that his job is to work with the colleges on shared services and efficiencies. He is working on ways to solicit other support which would give colleges a greater voice with workforce development. Mr. Woodbeck explained that colleges are built to serve specific geographic areas, and that services have traditionally been contained to that area. Sharing services is a new phenomenon which attempts to look for ways that institutions could partner to provide services between geographic areas. He said shared services currently include: professional development, institutional research, library services, and distance education. Areas being considered for shared services are: purchasing, information technology, admissions & records, and financial aid. He said services could be shared between all colleges, or just between two or three institutions depending on the need. Executive Director Woodbeck said students should not be negatively affected by shared services. Executive Director Woodbeck said the four-college collaboration on the \$10 million TAACCCT Grant received from the Department of Labor offers opportunities for training in specialized areas at various campuses.
5. Remarks from WNC IAC Members: President Burton asked all members to introduce themselves and identify the business they are representing. Members were asked for remarks. The following brief remarks were made:
 - Bus Scharmann said he attended the session with the Chancellor concerning President Burton's contract. He said he thought the session went well and said "Go Chet."
 - Regent Kevin Melcher introduced himself and said he is the Vice-Chair of the Board of Regents Standing ~~on the~~ Committee ~~for~~ on Community Colleges Collaboration. He said he is attending the meeting to lend support to the WNC-IAC. He explained that he is looking for direction from the IAC, and that he has a set agenda item on the Board of Regents meeting agenda to report on community colleges.

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6. Approval of Minutes from February 4, 2015: Minutes from the February 4, 2015 meeting were reviewed. Rachel Dahl attended the February 4, 2015 meeting and requested that the minutes be revised to include her name as an attendee. Jeffrey Gordon said that the former chair recommended that he and Cary Richardson meet to develop an action plan which would get students involved in manufacturing careers, and bring that action plan back to this meeting. He said the action plan has not yet been developed, and asked that the action plan be brought back to the next meeting for discussion/action. Vice-Chair Cary Richardson called for a vote on approval of the February 4, 2015 IAC minutes. **Laura Ijames moved to approve the minutes with the addition of Rachel Dahl's name as an attendee. Rob Slaby seconded the motion. The February 4, 2015 minutes with the aforementioned edit were approved by unanimous vote.**

Bus Scharmann said he hoped that IAC would be viewed as a valuable entity with the NSHE standing community college committee. Regent Melcher said the Board of Regents' are excited about the community college committee and that they have total support from the NSHE administration. He said the community college collaboration meetings would provide opportunities for more feedback from colleges and the communities they serve through the IAC efforts.

7. Election of WNC Institutional Advisory Council Chair: Chet explained that the previous chair resigned his position. The IAC chair would hold a two-year term, and would serve as an ad hoc member of the Community College Collaborative Committee and would be the connection between the college, stake-holders and the Board of Regents. Chet asked for nominations for the Chair position. Gerd Poppinga nominated Jeffrey Gordon. Jeffrey said holding this position would be a challenge with his current schedule, but would accept the nomination with the caveat that the vice-chair would need to step in when he wasn't available for meetings. Frank Woodbeck explained that the Chair and Vice-Chair or a designated individual could attend system level meetings when conflicts occur. Rob Hooper said the linkage with economic development is important and that he would be willing to fulfill the role of Chair. All agreed that Rob Hooper would be the best fit for chair, and Chet called for a vote. **Robert Slaby moved to elect Rob Hooper as chair of the IAC for a two-year term. Bus Scharmann seconded the motion. Motion carried by unanimous vote.**

8. Institutional Advisory Council Description and Operational Guidelines: Chet said the IAC description and guidelines were ~~driven~~ formulated by the at the request of the College of Southern Nevada, and subsequently reviewed by the Standing Committee for adoption and use by all the colleges. Frank added that the description/guidelines takes the IAC charter and develops parameters, and provides structure for the committee. Rob Hooper asked whether the IAC could bring forward issues to meetings. Frank explained that normal procedures would be used whenever an issue needed discussion or action. They would consult with the president and request that the issue be added to the next meeting agenda. Frank further explained that committees should be careful when dividing into sub-committees and noted that sub-committee meetings would need to follow the Open Meeting Law. He said sub-committees could conduct their work in conjunction with regular meetings for OML posting purposes. Frank said the IAC description and operational guidelines could be adjusted in the future if the council found

the need. Rob Hooper said the document presented today was a good place to start, and called for a motion to approve the WNC-IAC Description and Operational Guidelines. **Cary Richardson moved to approve the WNC-IAC Description and Operational Guidelines. Jeffrey Gordon seconded the motion. Motion carried by unanimous vote.**

9. Campus Update and Metrics: Chet introduced Mark Ghan who presented an update on campus projects. He said the following construction projects are scheduled this summer:
- Bristlecone Building lobby on the Carson City campus will have the non-ADA compliant ramp removed, which would open the space for student use. The remodel of the area includes new ceiling tiles, paint and new furniture.
 - The Fallon campus will have five classrooms remodeled. The computer lab will be enlarged/remodeled. The science lab will also have work going on. All of the classroom remodels will include new media, carpet, paint, and furniture.
 - The Aspen Building on the Carson City campus has new HVAC
 - The 187kw solar array on the Bristlecone Building on the Carson City campus cannot be used until railing is installed. The cost for the railing is \$55,000 and will be shared with Black Rock.
 - Chet said the Machine Tool Technology center would get a full electrical upgrade and said a possible future project would include a robotics lab when funding is available.

Mark said the reason WNC is able to fund these projects is because during the recession the \$5/credit hour funding for capital improvement projects was not spent. He said that amount has accumulated to approximately \$2 million. Mark said Tech Fee funds would be used to upgrade the media, and a different fee source would be used for furniture purchase. Gerd asked about the Reynold's expansion. Mark said they are looking for funding for that project, but that they are working on the landscaping in that area to reduce water usage and address drainage issues.

Chet said other programs that WNC offers students are the JumpStart College and 15-to-Finish. He said from 2012 to 2014 there has been a 256% increase in the number of students taking a full-load, and that increase is due to a team effort. Chet said that Institutional Research is working on a dashboard for the college that would include "real-time" measurements for critical performance metrics. He said this dashboard would have numbers that the IAC members would have access to.

Chet said the Athletics Foundation of Western Nevada (AFWN) was formed by a group of citizens who offered to find funding so that the athletics program could continue. Chet met with the group several times regarding the future of the programs. A common theme was that three areas needed to be addressed to continue with the programs; 1) a dedicated source of funding for operations and coach's salaries, 2) repair of the baseball field, and 3) funding for an on-campus softball field to address the Title IX issue. The AFWN recently told the college they were not able to commit to a dedicated source of funding for operations and coach's salaries, but did propose to fix the baseball field and try to find funding for a softball field. Due to the fact that a secure and sustainable source of funding is not available to continue the program, at this time Chet indicated that WNC athletics would probably not continue beyond the 2016 season.

10. Presentation on the WNC Budget: Darla Dodge presented an overview of the WNC budget. She explained that the general fund has been reduced since 2009 by a total of 42%, including performance pool funding. Chet explained the need for bridge funding. Darla's presentation included budget information in the following areas:

- Total expenditures by function
- Instruction expenses
- Academic support expenses
- Student services expenses
- Institutional support expenses
- O&M plant expenses
- Scholarships expenses
- FTE recap

Her overview stated that:

- State support has been cut by over 40% in the last 8 years
- WNC is awaiting the final decision on "Bridge Funding" for FY16/17
- There is a strong effort to reduce overhead and redirect funding to instruction and student support
- The overhead as a percentage increased from 2008 to 2014 due to a greater reliance on adjunct faculty (less cost on a per class basis)
- Growth initiatives won't show up in the budget base until 2018.

11. Legislative Update: There is still a chance that bridge funding could go through. The governor's budget was passed with six descending votes due to concern about the community colleges. He said there are a few bills of interest to WNC; 1) \$6 million for workforce development. WNC could apply for funding for programs needed by industries such as Tesla. He said no money has been identified by the legislature to fund workforce development. 2) \$10 million for a need-based financial aid system. Again, no money has been identified by the legislature to fund this program. 3) The campus carry bill did not pass as a stand-alone bill, but they may try to amend campus carry into AB175.

12. Overview of the WNC Jump Start College Program: Due to time constraints, Chet suggested that agenda items 12 and 13 be tabled until the next IAC meeting.

13. TAACCCT IV Grant: Barbara Walden said they have 18 months to make capital improvement investments and have them completed. If they want to move money into any capital project, they need to make a decision now. She said they are asking the Department of Labor to allow them to make changes to some projects; for instance, if Tesla indicates they are interested in solar, WNC would already have the funds available for that program. She said currently they only have CNA, Machine Tool, and Welding programs. They are asking to add Production Technology, Renewables (wind, solar, geothermal), HVAC, Open Entry/Open Exit, and Instrumentation. Chet said he has the authority to approve these decisions, but wanted to get input from the IAC. He said if anyone has input on a definite need in their industry, to please let him know within the next 30-45 days.

14. New Business: None (connection to the Fallon campus ended at 3:30 p.m.)

15. Public Comment: Jeffrey Gordon suggested that the IAC members be given a tour of the WNC Carson City campus. Bonnie will work with the IAC members to identify a convenient date in June. Mark Ghan stressed that no IAC business could be conducted during the tour due to the Open Meeting Law.

Future meetings may take place in off-site locations.

Adjournment: The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Bonnie Bertocchi

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Minutes approved at the August 25, 2015 IAC meeting