

College Council Meeting Minutes 02/03/23, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting – Dr. Ryan, Interim VPASA
Non-Voting – Tracy Mendibles, Recorder
Voting – Natasha Anderson, Classified Council Chair
Voting - Jim Strange, Academic Faculty Senate Chair
Voting – Suzanna Stankute, ASWN President
Voting - Niki Gladys, Executive Director, Advancement
Voting - Debi Ingraffia-Strong or Eric York, Academic Directors Representative

College Council Members Absent:

Non-Voting - Dr. Dalpe, Interim President
Voting - Coral Lopez, CFO
Voting – Roswell Allen, Adjunct Faculty Representative
Voting – Justin McMenemy, Administrative Faculty Senate Chair
Voting – Scott Morrison

Guests with Agenda Items

None

Summary of Actions Taken:

- 12/9/22 Minutes approved
- Revisions to the Budget Committee Bylaws approved
- Revisions to Policy 1-1-2: College Committee Nominations/Appointments approved

Agenda Items for Next Meeting:

- Draft minutes of 2/3/23 College Council meeting
- 2nd Readings:
 - Proposed revision to Policy 7-3-4: Accounting Administration
 - Proposed revision to Policy 7-5-4: Fee Refund
 - Proposed revision to Policy 7-8-1: Audit Response Requirements
 - Proposed revision to Policy 1-3-1: Campus Closure

Agenda Item 1: Call to Order and Roll Call - (Dana Ryan)

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:04am. Roll call was taken via the participation list. A quorum was present.

Agenda Item 2: Opening Remarks and College Updates - (Dana Ryan)

Action Taken: None

Summary of Discussion: Legislative session starts next week. There has been a lot going on in preparation for legislative session. Kyle and Coral are at a Board meeting today in preparation for what is coming next. Kyle is our representative but we also have an outside contractor representing us. In the last month there have been many of State of's events; State of the Governor, State of the County, State of the State. On campus we have a lot going on. It is Financial Aid month, it's assessment month, high school visits February 16 and 23, CTE month, kicked off this week with rebrand of the Professional and Applied Technology to Workforce, Career and Technology Education, press announcement of with partnership with Subaru, Nursing career fair, CTE career fair and open house at the end of the month, and a second press event to announce a new partnership with the College.

Agenda Item 3: Approval of Minutes from December 9, 2022 College Council Meeting - (Dana Ryan)

Action Taken: Minutes approved

Summary of Discussion: Niki Gladys moved to approve the December 9, 2022 College Council minutes, Jim Strange seconded the motion, the minutes were approved unanimously.

Agenda Item 4: Mentor Responsibilities (For Possible Action) – Tracy Mendibles

Action Taken: None

Summary of Discussion: Justin McMenemy, Tracy Mendibles and Melody Duley did meet to discuss the role of mentor. We discussed what happens during onboarding and what additional information should be included for a mentor

Agenda Item 5: Policy and Procedures: First Reading (Information Only)

- a) Proposed revision to Policy 7-3-4: Account Administration – Shannon Covey
- b) Proposed revision to Policy 7-5-4: Fee Refund – Justine Stout
- c) Proposed revision to Policy 7-8-1: Audit Response Requirements – Tracy Mendibles
- d) Proposed revision to Policy 1-3-1: Campus Closure – Dana Ryan

Action Taken: None

Summary of Discussion:

- a) Proposed revision to Policy 7-3-4: Accounting Administration – Policy for Accounts Administration. Edits were made to reflect title changes and minor clean up.

Concern was brought up to regarding the formatting of the strikeout document. Jim Strange will present to Academic Faculty to see if there is any pushback. Discussion about if it is possible to have document with the strikeouts and another clean copy with changes.

- b) Proposed revision to Policy 7-5-4: Fee Refund – Minor changes made to this policy. Changes have been made to section 2 to reflect the actual process.
- c) Proposed revision to Policy 7-8-1: Audit Response Requirements – Discussion about the bottom section that has been highlighted and question marks included. Title 4, Chapter 9,9. Where does that information come from? The Board of Regents/NSHE Handbook? This will be reviewed and the policy updated and sent of for Faculty Senates and Classified Council review.

Clarification this policy is for emergency changes to policy that would not have to go through the standard protocol.

- d) Proposed revision to Policy 1-3-1: Campus Closure – Input from around the college addressing issues when campus needs to be closed. Possible changes that make the policy clearer and more understandable.

Second bullet is unclear. The first administrator in charge is of the institution? And the second administrator in charge is of the site? Could this be changed to appropriate institutional leadership? Update the policy with this verbiage.

There is an OR in Section XXX: Delayed Opening, “Students shall be advised to contact their instructors regarding the status of classes or Instructors shall email their affected classes with instructions. Instructors will email students of the affected classes as soon as possible after the delayed opening announcement.” A late start policy should be included in the syllabus. The policy will be updated to include the following, “Instructors shall email their affected classes with instructions. Instructors will email students of the affected classes as soon as possible after the delayed opening announcement.”
Instructors shall be encouraged to include this information in their syllabus.

Discussion regarding faculty and students being on campus when campus is closed, is there a policy? Asked if there is a policy. Not aware of a policy but an email was sent out by President Dalpe letting faculty and staff know that if campus is closed, they should not be on campus. The reason behind this was for the safety of everyone and liability.

Agenda Item 6: Policy and Procedures: Second Reading (For Possible Action)

Action Taken: None

Summary of Discussion: No second readings

Agenda Items 7: Policy and Procedures: Third Reading (For Possible Action)

- a) Proposed revisions to the Budget Committee Bylaws – Coral Lopez
- b) Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments – Kyle Dalpe

Action Taken: Items 7a and 7b were approved.

Summary of Discussion:

- a) Proposed revisions to the Budget Committee Bylaws – Final changes to titles. Motion to approve Natasha Anderson, second Debi Ingrassia-Strong. Revisions to Budget Committee Bylaws approved.
- b) Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments – Motion to approve Jim Strange, second Niki Gladys. Proposed revisions to Policy 1-1-2 approved.

Agenda Item 8: Updates from Members

Action Taken: None

Summary of Discussion:

Suzanna Stankute – Very busy month, updated flip charts with events, Welcome Back Week is next week, a Valentine’s Day event the following week, and a Police event is on the 22nd. Elections are starting to happen, right now you can file for office and campaigning to begin. ASWN is working with NFA on a resolution that was brought up at the Board of Regents meeting. On February 9, there will be a Black History event in the library from 6-8pm.

Shannon Corey – Food trucks for the spring semester will be starting the week of the February 13th, Monday, Wednesday and Thursdays. New location for food trucks will be located between Dini and the CDC. There is a possibility of having a coffee cart on campus soon.

Niki Gladys – Nursing student fund raiser at Chic Fil A on February 7th.

Natasha Anderson – The Board of Regents Classified Employee of the Year will be announced at the March meeting.

Tracy Mendibles – There will be two Regents on campus next week, Regent Arrascada and Regent Brown. Regent Brown will be meeting with ASWN.

Debi Ingrassia-Strong – On February 14th from 12 to 3pm in Cedar, the Student Nurses Association will be holding a job and development fair with about 14 community partners.

Agenda Item 9: Old Business

Action Taken: None

Summary of Discussion:

None

Agenda Item 10: New Business

Action Taken: None

Summary of Discussion:

None

Agenda Item 11: Public Comment

Action Taken: None

Summary of Discussion:

None

College Council meeting adjourned by unanimous consent at 10:40am