

## **College Council Meeting Minutes 2/03/25, 10:00 a.m. via Zoom**

### **College Council Members Present:**

Non-Voting - Dr. Dalpe, President  
Non-Voting – Tracy Mendibles, Recorder  
Voting – Dr. Ryan, VPASA  
Voting – Coral Lopez, CFO  
Voting – Niki Gladys, Chief Advancement Officer  
Voting – Martin Schmidt, Academic Faculty Senate Chair  
Voting – Robin Eppard, Adjunct Faculty Representative  
Voting – Gretchen Stanerson, Administrative Faculty Senate Chair  
Voting – April Reyes, Classified Council President  
Voting – Catalina Wilson, ASWN President  
Voting – JW Lazzari, Audrey Auer & Travis Carr, Academic Directors

### **College Council Members Absent:**

Audrey Auer

### **Guests with Agenda Items**

Troy Wadsworth  
David Jacowitz  
Chelsie Hamtak  
Melody Duley  
Gretchen Stanerson  
Heather Rikalo  
Susan Trist  
Amanda Godin  
JW Lazzari  
Kathy Strain  
James Feser  
Lauren Slemenda

### **Summary of Actions Taken:**

- 12/13/2024 meeting minutes approved
- Proposed revisions to Policy 1-1-1: College Council & Policy and Procedure Development – approved
- Proposed review of Policy 3-2-2: Course Numbering System – approved
- Proposed retirement of Policy 3-3-8: Full-time Enrollment Equivalency for Students with Disabilities – approved
- Proposed revision of Policy 3-3-9: Community Education Program – approved

- Proposed review of Policy 3-3-10: Student Withdrawal Policy – approved
- Proposed retirement of Policy 3-4-6: Athletic Fee Waiver – approved
- Proposed revision of Policy 11-1-2: Accident Investigation Environmental Health and Safety – approved
- Proposed revision of Policy 11-1-3: Campus Emergency Notification Guidelines – approved
- Proposed revision of Policy 11-1-5: Dealing with EH&S Regulatory Agency – approved
- Proposed revision of Policy 11-3-11: Hearing Conservation Program – approved
- Proposed revision of Policy 11-3-15: Tobacco Use Policy – approved
- Proposed revision of Policy 11-3-16: Volunteers in State Service – approved
- Proposed revision of Policy 13-1-1: Deans List – approved
- Proposed revision of Policy 13-1-2: Graduation with Honors – approved
- Proposed revision of Policy 13-2-1: Personal Care Attendant Policy – approved
- Proposed revision of Policy 13-2-2: Service Animal Policy – approved
- Proposed revision of Policy 6-1-1: Facilities Use Policy - approved

#### **Agenda Items for Next Meeting:**

- 02/07/25 approval of minutes
- 2<sup>nd</sup> Reading:
  - Proposed review of Policy 3-3-6: Grade Changes
  - Proposed revision of Policy 3-3-7: Instructor Approval on Late Student Registration
  - Proposed review of Policy 3-3-12: Faculty Assigned W's
  - Proposed revision of Policy 3-4-1: Admissions, Registration, Grade and Examinations
  - Proposed revision of Policy 3-4-3: Even Exchange of Course
  - Proposed revision of Policy 4-3-1: Classified Staff of WNC
  - Proposed revision of Policy 4-3-3: Reclassifying an Existing Classified Position Guidelines
  - Proposed revision of Policy 7-3-1: Purchasing
  - Proposed revision of Policy 7-7-2: Institutional Sustainability Policy
  - Proposed review of Policy 15-1-3: Outstanding and Honored Administrative Faculty Award
  - Proposed new Policy: Wildcat Esports Arena
  - Proposed new Policy: Policy on Video and Audio Equipment Usage
  - Proposed new Safety Committee bylaws
- 3<sup>rd</sup> Reading:
  - Proposed review of Policy 3-2-13: Academic Calendar Proposal and Adoption
  - Proposed revision of Policy 3-3-13: DSS Memory Aid Policy

**Agenda Item 1: Call to Order and Roll Call - (Kyle Dalpe)**

**Action Taken:** None

**Summary of Discussion:** The meeting was called to order at 10:03 a.m. Roll call was taken via the participation list. A quorum was present.

**Agenda Item 2: Opening Remarks and College Updates - (Kyle Dalpe)**

**Action Taken:** None

**Summary of Discussion:** Continue to monitor all events happening at both state and federal levels and we will continue to share as it makes sense. We are in the legislative session and already have 4 meetings set up and Coral and group have already had to respond to 15-20 fiscal notes so far.

Accreditation visit April 2-4, 2025, anyone who is attending this meeting should not plan on taking any time off during this time. If you will not be on campus during this time please let us know.

Rural Community of College Day at the Legislature, March 24, nothing required but if you would like to stop by the legislature to represent WNC you are welcome to do so.

**Agenda Item 3: Approval of Minutes from December 13, 2024 College Council Meeting - (Kyle Dalpe)**

**Action Taken:** Minutes approved

**Summary of Discussion:** Gretchen Stanerson motioned to approve meeting minutes from 12/13/24. April Reyes seconded the motion; the minutes were approved unanimously.

**Agenda Item 4: Microsoft Updates – (Information Only) – Troy Wadsworth/Dave Jacowitz**

Update from IT Services on the email migration. February 18 through March 10, will begin the migration discovery mode. March 10 through 31, will begin base configuration. April 1 through May 19 will be the syncing and mapping of the data. There will be no disruption of Gmail during these dates. May 20 will be the go live date. Dave will be forming an Office Migration Group to include IT, Marketing and Library and Innovation. On February 10, IT will be releasing some FAQ's. Training and training seminars will begin on March 1. Discovery form going out next week, asking what you use in Google, please complete the form as it will help with migration.

**Agenda Item 5: Policy and Procedures: First Reading (For Possible Action)**

*Introduction and information only; groups should take these items and share with their respective members for feedback at the next meeting.*

- a) Proposed review of Policy 3-3-6: Grade Changes – Chelsie Hamtak

Action Taken: None

Summary of Discussion: No changes to this policy for review only.

- b) Proposed revisions to Policy 3-3-7: Instructor Approval on Late Student Registration – Chelsie Hamtak  
Action Taken: None  
Summary of Discussion: Minor change, open entry classes allow late registration thru the 9<sup>th</sup> week of the semester.
- c) Proposed review of Policy 3-3-12: Faculty Assigned W's – Chelsie Hamtak  
Action Taken: None  
Summary of Discussion: No changes to this policy, for review only.
- d) Proposed revisions to Policy 3-4-1: Admissions, Registration, Grades and Examinations – Chelsie Hamtak  
Action Taken: None  
Summary of Discussion: Significant updates to this policy. Updated the statement and added Title IX verbiage. Aligned this policy with board policy.
- e) Proposed revisions to Policy 3-4-3: Even Exchange of Course – Chelsie Hamtak  
Action Taken: None  
Summary of Discussion: No significant updates mostly clarifying verbiage.
- f) Proposed revisions to Policy 4-3-1: Classified Staff of WNC – Melody Duley  
Action Taken: None  
Summary of Discussion: Policy updates include the statement and reference links.
- g) Proposed revisions to Policy 4-3-3: Reclassifying an Existing Classified Position Guidelines – Melody Duley  
Action Taken: None  
Summary of Discussion: Significant updates to this policy and updated reference links.
- h) Proposed revisions to Policy 7-3-1: Purchasing – Coral Lopez  
Action Taken: None  
Summary of Discussion: A lot of procedure was included in this policy so it has been removed. Host account updates were included in accordance with NSHE policy.
- i) Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy – Coral Lopez  
Action Taken: None  
Summary of Discussion: Minor changes, including institutional sustainability and recycling and which departments can assist with that across the campus.

- j) Proposed review of Policy 15-1-3: Outstanding and Honored Administrative Faculty Award – Gretchen Stanerson  
Action Taken: None  
Summary of Discussion: For review only no updates to the policy.
- k) Proposed new Policy: Wildcat Esport Arena – Heather Rikalo  
Action Taken: None  
Summary of Discussion: Need to create a policy for the Esport Arena as it is getting a lot of use. Includes a purpose and scope.
- l) Proposed new Policy: Policy on Video and Audio Equipment Usage – Troy Wadsworth/Dave Jacowitz  
Action Taken: None  
Summary of Discussion: Cameras are going to be installed on the campus in the next few months and a policy needed to be put in place prior to installation. Used UNR's policy as a reference.
- m) Proposed approval of the Safety Committee bylaws – Kathy Strain  
Action Taken: None  
Summary of Discussion: Newly created Safety Committee bylaws for the newly formed ad hoc Safety Committee.

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

*Discussion and questions from groups; possible action*

- a) Proposed revision to Policy 1-1-1: College Council & Policy and Procedure Development – Kyle Dalpe  
Action Taken: Approved  
Summary of Discussion: Standing college committees and ad hoc committees were updated. Gretchen Stanerson motioned the approve, April Reyes seconded the motion, unanimously approved.
- b) Proposed review of Policy 3-2-2: Course Numbering System – Chelsie Hamtak  
Action Taken: Approved  
Summary of Discussion: For review only. Motion to approve by Gretchen Stanerson, motion seconded by April Reyes, unanimously approved.
- c) Proposed review of Policy 3-2-13: Academic Calendar Proposal and Adoption – Chelsie Hamtak

Action Taken: Moved to third reading

Summary of Discussion: Will bring back for a third read after recommended updates from Academic Faculty are made.

- d) Proposed retirement of Policy 3-3-8: Full-time Enrollment Equivalency for Students with Disabilities – Susan Trist/Amanda Godin

Action Taken: Approved

Summary of Discussion: Motion to approve by Martin Schmidt, motion seconded by Catalina Wilson, unanimously approved.

- e) Proposed revision to Policy 3-3-9: Community Education Program – Niki Gladys/Lauren Slemenda Moore

Action Taken: Approved

Summary of Discussion: Motion to approve by Gretchen Stanerson, motion seconded by April Reyes, unanimously approved.

- f) Proposed review of Policy 3-3-10: Student Withdrawal Policy – Chelsie Hamtak

Action Taken: Approved

Summary of Discussion: Motion to approve by Coral Lopez, motion seconded by Gretchen Stanerson, unanimously approved.

- g) Proposed revision to Policy 3-3-13: DSS Memory Aid Policy – Susan Trist/Amanda Godin

Action Taken: Moved to third reading

Summary of Discussion: Minor changes suggested to the policy will bring back for a third reading.

- h) Proposed retirement of Policy 3-4-6: Athletic Fee Waiver – JW Lazzari

Action Taken: Approved

Summary of Discussion: Motion to approve by Coral Lopez, motion seconded by Catalina Wilson, unanimously approved.

- i) Proposed revision to Policy 11-1-2: Accident Investigation Environmental Health and Safety – Kathy Strain

Action Taken: Approved

Summary of Discussion: Additional recommendation to update University Police Services Northern Command (UPDNC) "Campus Police". Motion to approve with recommend by Gretchen Stanerson, motion seconded by Martin Schmidt, unanimously approved.

- j) Proposed revision to Policy 11-1-3: Campus Emergency Notification Guidelines – Kathy Strain  
Action Taken: Approved  
Summary of Discussion: Additional recommendation to update University Police Services Northern Command (UPDNC) “Campus Police”. Update to verbiage from lab to all educational spaces. Motion to approve by April Reyes, motion seconded by Coral Lopez, unanimously approved with changes.
- k) Proposed revision to Policy 11-1-5: Dealing with EH&S Regulatory Agency – Kathy Strain  
Action Taken: Approved  
Summary of Discussion: Update verbiage from lab to educational spaces. Motion to approve by Coral Lopez, motion seconded by Martin Schmidt, unanimously approved with suggested changes.
- l) Proposed revision to Policy 11-3-11: Hearing Conservation Program – Kathy Strain  
Action Taken: Approved  
Summary of Discussion: Motion to approve by April Reyes, motion seconded by Martin Schmidt, unanimously approved.
- m) Proposed revision to Policy 11-3-15: Tobacco Use Policy – Kathy Strain  
Action Taken: Approved  
Summary of Discussion: Motion to approve by Coral Lopez, motions seconded by Gretchen Stanerson, unanimously approved.
- n) Proposed revision to Policy 11-3-16: Volunteers in State Service – Kathy Strain  
Action Taken: Approved  
Summary of Discussion: Update request to remove the word job. Motion to approve by April Reyes, motion seconded by Catalina Wilson, unanimously approved with suggested updates.
- o) Proposed revision to Policy 13-1-1: Deans List – Chelsie Hamtak  
Action Taken: Approved  
Summary of Discussion: Motion to approve by Martin Schmidt, motion seconded by Catalina Wilson, unanimously approved.
- p) Proposed revision to Policy 13-1-2: Graduation with Honors – Chelsie Hamtak  
Action Taken: Approved  
Summary of Discussion: Verbiage changes, no actual policy changes. Motion to approve by Catalina Wilson, motion seconded by Martin Schmidt, unanimously approved.

- q) Proposed revision to Policy 13-2-1: Personal Care Attendant Policy – Susan Trist/Amanda Godin  
Action Taken: Approved  
Summary of Discussion: Update with recommended update. Motion to approve by Gretchen Gretchen, motion seconded by Catalina Wilson, unanimously approved.
- r) Proposed revision to Policy 13-2-2: Service Animal Policy – Susan Trist/Amanda Godin  
Action Taken: Approved  
Summary of Discussion: Update with recommended updates. Motion to approve by Martin Schmidt, motion seconded by April Reyes, unanimously approved.

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

*Discussion and questions from groups; possible action*

- a) Proposed revision to Policy 6-1-1: Facilities Use Policy – James Feser  
Action Taken: Approved  
Summary of Discussion: Updates to policy differentiating campus users versus non campus users. Motion to approve by Gretchen Stanerson, motion seconded by Coral Lopez, unanimously approved.

**Agenda Item 8: Updates from Members**

Catalina Wilson, ASWN President, provided update

Coral Lopez, CFO, provided update

Martin Schmidt, Academic Faculty Chair, provided update

Niki Gladys, Chief Advancement Officer, provided update

Geri Pope, ALO, provided update

Troy Wadsworth, Director of IT, provided update

April Reyes, Classified Council President, provided update

**Agenda Item 9: Old Business**



Action Taken: None

Summary of Discussion:

**Agenda Item 10: New Business**

Action Taken: None

Summary of Discussion:

**College Council meeting adjourned by unanimous consent at 11:41 a.m.**