

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

College Council Members Present:

- Non-Voting – Dr. Ryan, Interim VPASA
- Non-Voting – Tracy Mendibles, Recorder
- Voting – Coral Lopez, CFO
- Voting – Jim Strange, Academic Faculty Senate Chair
- Voting – Justin McMenomy, Administrative Faculty Senate Chair
- Voting – Natasha Anderson, Classified Council Chair
- Voting – Niki Gladys, Executive Director, Advancement
- Voting – Debi Ingrassia-Strong, Scott Morrison and Eric York, Academic Directors

College Council Members Absent:

- Non-Voting - Dr. Dalpe, Interim President
- Voting – Roswell Allen, Adjunct Faculty Representative
- Voting – Suzanna Stankute, ASWN President

Guests with Agenda Items

Melody Duley

Summary of Actions Taken:

- 2/3/23 Minutes approved

Agenda Items for Next Meeting:

- Draft minutes of 3/3/23 College Council meeting
- 2nd Readings:
 - Proposed revisions to Policy 4-3-2: Recruitment Guidelines for Classified Staff
 - Proposed revisions to Policy 4-5-1-2: Hiring Academic & Administrative Faculty
 - Proposed retirement of Policy 7-6-1: Computer Loan
 - Proposed revisions to Policy 10-1-3: Parking Regulations
 - Student Course Fee Requests FY25
- 3rd Readings:
 - Proposed revisions to Policy 7-3-4: Account Administration
 - Proposed revisions to Policy 7-5-4: Fee Refund
 - Proposed revisions to Policy 7-8-1: Audit Response Requirements

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

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:01am. 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: No opening remarks or college updates.

Agenda Item 3: Approval of Minutes from February 3, 2023 College Council Meeting - (Dana Ryan)

Action Taken: Minutes approved

Summary of Discussion: Scott Morrison moved to approve the February 3, 2023 College Council minutes, Natasha Anderson seconded the motion, the minutes were approved unanimously.

Agenda Item 4: Policy and Procedures: First Reading (Information Only)

- a) Proposed revisions to Policy 4-3-2: Recruitment Guidelines for Classified Staff – Melody Duley
- b) Proposed revisions to Policy 4-5-1-2: Hiring Academic & Administrative Faculty – Melody Duley
- c) Proposed revisions to Policy 7-1-2: Compensation of School Districts for Use of Facilities – Coral Lopez
- d) Proposed revisions to Policy 7-4-1: Conflict of Interest – Coral Lopez
- e) Proposed retirement of Policy 7-6-1: Computer Loan – Coral Lopez
- f) Proposed revisions to Policy 7-7-3: Trade-out Policy – Coral Lopez
- g) Proposed revisions to Policy 10-1-3: Parking Regulations – Coral Lopez
- h) Student Course Fee Requests FY25 – Coral Lopez

Action Taken: None

Summary of Discussion:

- a) Proposed revisions to Policy 4-3-2: Recruitment Guidelines for Classified Staff – Melody Duley –
Recruiting for Classified Staff, the majority of changes to this policy are updates to outdated language, process updates that are no longer current. No substantive changes to the process because this one mostly governed by BCN.
- b) Proposed revisions to Policy 4-5-1-2: Hiring Academic & Administrative Faculty – Melody Duley –
Updates to process language that are appropriate to the policy. Requesting to change the recruiting time from 30 days to two weeks. Removal of the three deep reference checks and update to three references one deep. Moving reference checks to after

interviews, for top candidates. There is flexibility to move reference checks to prior to in-person interviews if committee felt this would benefit the search.

Should definition be updated for composition of the committee. Definition of area possibly? Could this be updated to reflect to have a minimum of two subject area experts on the committee? Add a third point to paragraph B, the committee shall include two subject area experts.

The HR team has been working on putting out resources for recruiting, search and hiring processes. This includes a bank of interview questions and reference check questions. A guidance document on conducting interviews. Most importantly process maps have been developed for each stage of the process and are being finalized.

- c) Proposed revisions to Policy 7-1-2: Compensation of School Districts for Use of Facilities – Coral Lopez

Informational only, the only change is the contact is changing to Chief Financial Officer and adding a revised date of March 3, 2023.

- d) Proposed revisions to Policy 7-4-1: Conflict of Interest – Coral Lopez

Informational only, removed the NSHE/NRS Codes and verified all of the links worked and updated the revision date.

- e) Proposed retirement of Policy 7-6-1: Computer Loan – Coral Lopez

Proposing to delete this policy. Will need to go to senates for review and a second reading. Concern that this is a removal of employee benefits.

- f) Proposed revisions to Policy 7-7-3: Trade-out Policy – Coral Lopez

Information only, changing titles and updating revision date.

- g) Proposed revisions to Policy 10-1-3: Parking Regulations – Coral Lopez

Sgt. Wilson and President Dalpe did most of the revisions to this policy and were not able to attend today. Please take to the senates for review.

- h) Student Course Fee Requests FY25 – Coral Lopez

Request for update on student fees and what you can review is what has been submitted to the CFO's office. Fees increasing by a smaller amount can be approved by the College Council and will go into effect Fall 2023. A more substantial increase in fees need to be submitted to the Board of Regents for review at either the October or December meeting. If approved they will go into effect Fall 2024. The majority of the

fees involve Nursing and Applied Science. There are a handful of fee increases for the Fire Program. Differential fees for Nursing are asking to be increased from \$90 to \$120 to be in line with other NSHE Nursing programs.

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

- a) Proposed revisions to Policy 1-3-1: Campus Closure – Kyle Dalpe
- b) Proposed revisions to Policy 7-3-4: Account Administration – Coral Lopez
- c) Proposed revisions to Policy 7-5-4: Fee Refund – Coral Lopez
- d) Proposed revisions to Policy 7-8-1: Audit Response Requirements – Coral Lopez

Action Taken: Proposed revisions to Policy 1-3-1: Campus Closure – Tabled to add verbiage defining snow day vs remote work day.

Summary of Discussion:

- a) Proposed revisions to Policy 1-3-1: Campus Closure – Kyle Dalpe
Classified have concerns about clarity on snow day, if working remote or if an actual snow day? Is this also a concern with faculty also? What is a governor closure, what is a remote day? Jim Strange asked to have this tabled until language is developed.
Seconded by Natasha Anderson
- b) Proposed revisions to Policy 7-3-4: Account Administration – Coral Lopez
No opposition, moved to third reading.
- c) Proposed revisions to Policy 7-5-4: Fee Refund – Coral Lopez
No opposition, moved to third reading.
- d) Proposed revisions to Policy 7-8-1: Audit Response Requirements – Coral Lopez
No opposition, moved to third reading.

Agenda Items 6: Policy and Procedures: Third Reading (For Possible Action)

Action Taken: None

Summary of Discussion:

No third readings

Agenda Item 7: Updates from Members

Action Taken: None

Summary of Discussion:

Student Leadership Summit taking place right now in Reynolds.

Agenda Item 8: Old Business

Action Taken: None

Summary of Discussion:

Computer loan policy, historically the NFA and Faculty Senate oppose removing this policy. This policy was put in place when computers were very expensive. Another concern is that if a person is terminating employment the law prohibits collecting the remainder of the loan balance cannot be deducted from an employees paycheck.

Agenda Item 9: New Business

Action Taken: None

Summary of Discussion:

None

Agenda Item 10: Public Comment

Action Taken: None

Summary of Discussion:

None

College Council meeting adjourned by unanimous consent at 10:41am

DR