

College Council Meeting Minutes 03/08/24, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting – Tracy Mendibles, Recorder
Voting – Dr. Ryan, Interim VPASA
Voting – Coral Lopez, CFO
Voting – Niki Gladys, Executive Director, Advancement
Voting – Rachelle Bassen, Academic Faculty Senate Chair
Voting – Justin McMenemy, Administrative Faculty Senate Chair
Voting – Natasha Anderson, Classified Council Chair
Voting – Suzanna Stankute, ASWN President
Voting – Travis Carr & Scott Morrison Academic Directors

College Council Members Absent:

Non-Voting - Dr. Dalpe, President
Voting – Jim Bathgate, Adjunct Faculty Representative
Voting – Debi Ingraffia-Strong

Guests with Agenda Items

Susan Trist
Geri Pope
Casey Otto
Nichole Paul
Nigel Harrison

Summary of Actions Taken:

- 2/2/24 Minutes approved
- Proposed new policy, New Course Commissioning Policy – Approved
- Proposed new policy, LMS Application Integration Policy – Approved
- Proposed revisions to Policy 3-1-2: Cell Phone and Pager Usage – Approved
- Proposed revisions to Policy 3-2-5: Students Taking Courses Taught by Immediate Family Members – Approved
- Policy 3-2-9: Online and Web-enhanced Course Compliance with Section 508 Web Standards/Accessible Technology – Reviewed
- Policy 3-2-10: WNC Textbook Policy – Reviewed
- Proposed revisions to Policy 3-4-5: Academic Integrity – Approved
- Proposed revisions to Policy 5-1-1: Collection Development – Approved

- Proposed revisions to Policy 5-1-2: Library Circulation – Approved
- Proposed revisions to Policy 5-1-3: Interlibrary Loan – Approved
- Proposed revisions to Policy 5-1-4: Non Student Use – Approved
- Proposed revisions to Policy 5-2-1: Fines and Replacement Charges – Approved
- Proposed revisions to Policy 5-2-2: Claims Returned – Approved
- Proposed revisions to Policy 5-2-3: Behavior – Approved
- Proposed revisions to Policy 5-2-4: Refunds for Lost WNC Library Materials – Approved
- Proposed retirement of Policy 5-3-1: WNC IAV Policy – Approved
- Proposed retirement of Policy 5-3-2: Media and Equipment Loan – Approved
- Proposed retirement of Policy 5-3-3: iPad Policy – Approved
- Proposed revisions to Policy 7-2-1-1: Student Team or Group Travel – Approved
- Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control - Approved

Agenda Items for Next Meeting:

- 3/8/24 approval of minutes
- Student fee change requests FY26 – American Sign Language
- Student fee change requests FY26 – Auto
- Proposed revisions to Policy 3-2-1: Course Approval
- Proposed revisions to Policy 8-2-6: Computing Services Security incident Response
- Proposed revisions to Policy 8-3-1: Email
- Proposed revisions to Policy 14-2-1: Academic Faculty E-mail Address and Part-time Instructors Manual Policy
- Proposed revisions to WNC Auxiliary Services Advisory Committee bylaws
- Committee updates

Agenda Item 1: Call to Order and Roll Call - (Coral Lopez)

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 - (Coral Lopez)

Action Taken: None

Summary of Discussion: No opening remarks

Agenda Item 3: Approval of Minutes from February 2, 2024 College Council Meeting - (Coral Lopez)

Action Taken: Minutes approved

Summary of Discussion: Natasha Anderson motion to approve meeting minutes from 2/2/24. Suzanna Stankute seconded the motion; the minutes were approved unanimously.

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

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

- a) Student fee change requests FY26 – American Sign Language – Travis Carr
Action Taken: None
Summary of Discussion: Request to increase Special Course Fees by \$50 for American Sign Language classes. Students support this fee. Moved to second read.
- b) Student fee change requests FY26 – Auto – Travis Carr
Action Taken: None
Summary of Discussion: Request to increase Special Course Fees by \$50 for Auto classes. Moved to second read.
- c) Proposed revisions to Policy 3-2-1: Course Approvals – Geri Pope
Action Taken: None
Summary of Discussion: Significant changes to this policy. Moved to second read
- d) Proposed revisions to Policy 8-2-6: Computing Services Security Incident Response – Computing Services
Action Taken: None
Summary of Discussion: Significant changes to this policy. Changes include removal of procedure. Moved to second read.
- e) Proposed revisions to Policy 8-3-1: Email – Computing Services
Action Taken: None
Summary of Discussion: Minor change to the Statement, moved to second read.
- f) Review of Policy 14-2-1: Academic Faculty E-mail Address and Part-time Instructors Manual Policy – Geri Pope
Action Taken: None
Summary of Discussion: Significant revisions to this policy, moved to second read
- g) Proposed revisions to WNC Auxiliary Services Advisory committee bylaws – Shannon Covey
Action Taken: None
Summary of Discussion: Updates to membership requirements and chairs. Moved to second read.

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

Discussion and questions from groups; possible action.

- a) Proposed new Policy: New Course Commissioning Policy – Justin McMenemy
Action Taken: Approved
Summary of Discussion: Motion to approve by Suzanna Stankute seconded by Rachelle Bassen, unanimously approved.
- b) Proposed new Policy: LMS Application Integration Policy – Justin McMenemy
Action Taken: Approved
Summary of Discussion: Motion to approved by Rachelle Bassen, seconded by Suzanna Stankute, unanimously approved.
- c) Proposed additional revisions to Policy 3-1-2: Cell Phone and Pager Usage – Geri Pope
Action Taken: Approved
Summary of Discussion: Motion to approve Justin McMenemy, seconded by Rachelle Bassen, unanimously approved.
- d) Proposed revisions to Policy 3-2-5: Students Taking Courses Taught by Immediate Family Members – Geri Pope
Action Taken: Approved
Summary of Discussion: Updating his/her to their and add guardian. Motion to approve Justin McMenemy, Natasha Anderson seconded, unanimously approved.
- e) Review of Policy 3-2-9: Online and Web-enhanced Course Compliance with Section 508 Web Standards/Accessible Technology – Geri Pope
Action Taken: Reviewed
Summary of Discussion: None
- f) Review of Policy 3-2-10: WNC Textbook Policy – Geri Pope
Action Taken: Reviewed
Summary of Discussion: None
- g) Proposed revisions to Policy 3-4-5: Academic Integrity – Geri Pope
Action Taken: Approved
Summary of Discussion: Minor revisions. Motion to approve Rachelle Bassen, seconded by Justin McMenemy, unanimously approved.
- h) Proposed revisions to Policy 5-1-1: Collection Development – Ron Belbin
Action Taken: Approved

Summary of Discussion: Motion to approve Rachelle Bassen, seconded by Justin McMenemy, unanimously approved.

- i) Proposed revisions to Policy 5-1-2: Library Circulation – Ron Belbin
Action Taken: Approved
Summary of Discussion: Removing procedure from policy. Motion to approve by Natasha Anderson, seconded by Rachelle Bassen, unanimously approved.
- j) Proposed revisions to Policy 5-1-3: Interlibrary Loan – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Justin McMenemy, seconded by Natasha Anderson, unanimously approved.
- k) Proposed revisions to Policy 5-1-4: Non Student Use – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Rachelle Bassen, Suzanna Stankute seconded, unanimously approved.
- l) Proposed revisions to Policy 5-2-1: Fines and Replacement Charges – Ron Belbin
Action Taken: Approved
Summary of Discussion: No longer charging fine but are charging replacement costs. Motion to approve by Natasha Anderson, seconded by Justin McMenemy, unanimously approved.
- m) Proposed revisions to Policy 5-2-2: Claims Returned – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Rachelle Bassen, seconded by Coral Lopez, unanimously approved.
- n) Proposed revisions to Policy 5-2-3: Behavior – Ron Belbin
Action Taken: Approved
Summary of Discussion: Updated to disruption rather specific behaviors. Motion to approve by Niki Gladys, Justin McMenemy seconded, unanimously approved.
- o) Proposed revisions to Policy 5-2-4: Refunds for Lost WNC Library Materials – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Coral Lopez, seconded by Natasha Anderson, unanimously approved.
- p) Proposed retirement of Policy 5-3-1: WNC IAV Policy – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Rachelle Bassen, seconded by Justin McMenemy, unanimously approved.

- q) Proposed retirement of Policy 5-3-2: Media and Equipment Loan – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Niki Gladys, seconded by Rachelle Bassen, unanimously approved.
- r) Proposed retirement of Policy 5-3-3: iPad Policy – Ron Belbin
Action Taken: Approved
Summary of Discussion: Motion to approve by Coral Lopez, seconded by Suzanna Stankute, unanimously approved.
- s) Proposed revisions to Policy 7-2-1-1: Student Team or Group Travel – Coral Lopez
Action Taken: Approved
Summary of Discussion: Removed section 4 regarding advances, all team travel needs a completed team travel request form. Motion to approve by Rachelle Bassen, seconded by Natasha Anderson, unanimously approved.
- t) Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control – Coral Lopez
Action Taken: Approved
Summary of Discussion: Removal of procedure from the policy. Motion to approve by Justin McMenemy, seconded by Rachelle Bassen, unanimously approved.

Agenda Item 6: Policy and Procedures: Third Readings (For Possible Action)

Discussion and questions from groups; possible action.

No third readings

Agenda Item 7: Committee Updates – (Information Only)

- a) Accessibility Committee – Susan Trist
The Accessibility Committee is working on revising bylaws. A BRR has been submitted for accessibility lead. Ready to launch Accessibility training to the campus.
- b) Accreditation Committee – Geri Pope
Year 6 report has been submitted. Findings in the report will be addressed in year 7.
Accreditation visit coming up in the spring of 2025
- c) Auxiliary Committee – Shannon Covey
We continue to have food trucks on campus. Feedback on the options is appreciated.
May be moving the location of the food trucks. Text Book Brokers is working with us with book adoptions and will also be selling swag at commencement.
- d) Budget Committee – Casey Otto
Starting reviews for FY25 budgets. Working on the budget for FY25, 26 & 27.

- e) Curriculum Committee – Geri Pope
Working on larger projects. The curriculum committee webpage has been updated.
- f) Distance Education Committee – Justin McMenemy
Continue to look at updates for our bylaws.
- g) Diversity, Equity and Inclusion Committee – Nichole Paul
Working on SMART goals and will have those completed to present shortly.
- h) Healthy Campus and Environment Committee – Nigel Harrison
Distance challenge completed. In April weekly hiking events will be taking place in cooperation with the Veterans Resource Center. The next meeting on the 21st.

Agenda Item 8: Updates from Members

Action Taken: None

Summary of Discussion:

ASWN update provided by Suzanna Stankute

Classified Council update by Natasha Anderson

Update by Coral Lopez

Agenda Item 9: Old Business

Action Taken: None

Summary of Discussion: None

Agenda Item 10: New Business

Action Taken: None

Summary of Discussion: None

College Council meeting adjourned by unanimous consent at 11:00am