

## **College Council Meeting Minutes 3/14/25, 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 – 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:**

Voting – Robin Eppard, Adjunct Faculty Representative

### **Guests with Agenda Items**

Katherine Strain  
Chelsie Hamtak  
Melody Duley  
Heather Rikalo  
Troy Wadsworth  
David Jacowitz

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

- 2/3/25 meeting minutes approved
- Proposed review of Policy 3-3-6: Grade Changes – Approved
- Proposed revisions to Policy 3-3-7: Instructor Approval on Late Student Registration – Approved
- Proposed review of Policy 3-3-12: Faculty Assigned W's – Approved
- Proposed revisions to Policy 3-4-1: Admissions, Registration, Grades and Examinations – Approved
- Proposed revisions to Policy 3-4-3: Even Exchange of Course – Approved
- Proposed revisions to Policy 4-3-1: Classified Staff of WNC – Approved
- Proposed revisions to Policy 4-3-3: Reclassifying an Existing Classified Position Guidelines – Approved
- Proposed revisions to Policy 7-3-1: Purchasing – Approved
- Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy – Approved
- Proposed review of Policy 15-1-3: Outstanding and Honored Administrative Faculty Award – Approved

- Proposed new Policy: Wildcat Esport Arena – Approved
- Proposed new Policy: Policy on Video and Audio Equipment Usage – Approved
- Proposed review of Policy 3-2-13: Academic Calendar Proposal and Adoption – Approved
- Proposed revision to Policy 3-3-13: DSS Memory Aid Policy – Approved

**Agenda Items for Next Meeting:**

- 3/14/25 approval of minutes
- 2<sup>nd</sup> Reading:
  - Proposed revisions to Policy 7-4-3: Identify Theft Prevention Policy – Coral Lopez
  - Proposed revisions to Policy 9-2-2: Website Policies – Niki Gladys
  - Proposed retirement of Policy 11-3-14: Industrial and Vocational Shop First Aid Policy – Kathy Strain
  - Proposed revisions to Policy 15-1-2: Outstanding Faculty Member Award – Martin Schmidt
  - Special Course Fees – Coral Lopez
- 3<sup>rd</sup> Reading:
  - Proposed approval of the Safety Committee bylaws – Kathy Strain

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

**Action Taken:** None

**Summary of Discussion:** The meeting was called to order at 10:02 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:** Today is Pi Day, so enjoy a piece of pizza or pie if you can. On Tuesday we attended a very intense budget meeting at the legislature for the System. We'll keep watching to see how it all shakes out. The budget will not close most likely until the middle of May. Rural Community College Day is scheduled for March 24 and we will be teaming up with GBC. Kyle and ASWN hope to bring awareness of rural community colleges. Attended the Board of Regents meeting last week. Nothing to remarkable with the exception of tenure awarded to five WNC academic faculty members.

**Agenda Item 3: Approval of Minutes from February 3, 2025 College Council Meeting - (Kyle Dalpe)**

**Action Taken:** Minutes approved

**Summary of Discussion:** Gretchen Stanerson motioned to approve meeting minutes from 2/3/25. April Reyes seconded the motion; the minutes were approved unanimously.

**Agenda Item 4: 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 revisions to Policy 7-4-3: Identify Theft Prevention Policy – Coral Lopez  
Action Taken: None  
Summary of Discussion: Minor clean up. Also reviewed with IT and Admissions and Records for their input.
- b) Proposed revisions to Policy 9-2-2: Website Policies – Niki Gladys  
Action Taken: None  
Summary of Discussion: Updated based on current practices. This policy was updated with the assistance of Human Resources. Social media was also added to this policy.
- c) Proposed retirement of Policy 11-3-14: Industrial and Vocational Shop First Aid Policy – Kathy Strain  
Action Taken: None  
Summary of Discussion: Requesting to retire as policy as items are covered in other policies.
- d) Proposed revisions to Policy 15-1-2: Outstanding Faculty Member Award – Martin Schmidt  
Action Taken: None  
Summary of Discussion: Updates to the reflect the current practices.
- e) Special Course Fees – Coral Lopez  
Action Taken: None  
Summary of Discussion: Any fee request \$50 and above needs to go to the December Board of Regents for approval. Several fees are being decreased for a year to evaluate the need. Some fees are being eliminated entirely.

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

*Discussion and questions from groups; possible action*

- a) Proposed review of Policy 3-3-6: Grade Changes – Chelsie Hamtak/JW Lazzari  
Action Taken: Approved  
Summary of Discussion: For review only. Motion to approve, Gretchen Stanerson, April Reyes seconded the motion. Unanimously approved.

- b) Proposed revisions to Policy 3-3-7: Instructor Approval on Late Student Registration – Chelsie Hamtak/JW Lazzari  
Action Taken: Approved  
Summary of Discussion: For review only. Motion to approve, Martin Schmidt, Gretchen Stanerson seconded the motion. Unanimously approved.
- c) Proposed review of Policy 3-3-12: Faculty Assigned W's – Chelsie Hamtak/JW Lazzari  
Action Taken: Approved  
Summary of Discussion: For review only. Motion to approve, Martin Schmidt, April Reyes seconded the motion. Unanimously approved.
- d) Proposed revisions to Policy 3-4-1: Admissions, Registration, Grades and Examinations – Chelsie Hamtak/JW Lazzari  
Action Taken: Approved  
Summary of Discussion: Updates to general practices. Motion to approve, Gretchen Stanerson, Martin Schmidt seconded the motion. Unanimously approved.
- e) Proposed revisions to Policy 3-4-3: Even Exchange of Course – Chelsie Hamtak/JW Lazzari  
Action Taken: Approved  
Summary of Discussion: Updates to responsibility and clarifying language. Motion to approve, Martin Schmidt, Coral Lopez seconded the motion. Unanimously approved.
- f) Proposed revisions to Policy 4-3-1: Classified Staff of WNC – Melody Duley  
Action Taken: Approved  
Summary of Discussion: Removed College Council language from the policy. Motion to approve, Coral Lopez, Niki Gladys seconded the motion. Unanimously approved.
- g) Proposed revisions to Policy 4-3-3: Reclassifying an Existing Classified Position Guidelines – Melody Duley  
Action Taken: Approved  
Summary of Discussion: Technical changes made to align with current practices. Motion to approve, April Reyes, Catalina Wilson seconded the motion. Unanimously approved.
- h) Proposed revisions to Policy 7-3-1: Purchasing – Coral Lopez  
Action Taken: Approved  
Summary of Discussion: Removed procedure from the policy and updated to reflect the use of Workday. Motion to approve, Gretchen Stanerson, April Reyes seconded the motion. Unanimously approved.

- i) Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy – Coral Lopez  
Action Taken: Approved  
Summary of Discussion: Facilities was included in the review and revision of this policy. The policy was updated to follow current practices. Motion to approve, Gretchen Stanerson, Niki Gladys seconded the motion. Unanimously approved.
- j) Proposed review of Policy 15-1-3: Outstanding and Honored Administrative Faculty Award – Gretchen Stanerson  
Action Taken: Approved  
Summary of Discussion: For review only. Motion to approve, Coral Lopez, April Reyes seconded the motion. Unanimously approved.
- k) Proposed new Policy: Wildcat Esport Arena – Heather Rikalo/Dana Ryan  
Action Taken: Approved  
Summary of Discussion: New policy created for the Esport Arena. Motion to approve, Gretchen Stanerson, Catalina Wilson, seconded the motion. Unanimously approved.
- l) Proposed new Policy: Policy on Video and Audio Equipment Usage – Troy Wadsworth/Dave Jacowitz  
Action Taken: Approved  
Summary of Discussion: New policy created for video and audio equipment usage. Motion to approve, Catalina Wilson, Coral Lopez, seconded the motion. Unanimously approved.
- m) Proposed approval of the Safety Committee bylaws – Kathy Strain  
Action Taken: Moved to third reading  
Summary of Discussion: Comments made to update the committee voting member requirements. Moved to a third reading.

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

*Discussion and questions from groups; possible action*

- a) Proposed review of Policy 3-2-13: Academic Calendar Proposal and Adoption – Chelsie Hamtak/JW Lazzari  
Action Taken: approved  
Summary of Discussion: Updated to be in line with current practices. Motion to approve, Coral Lopez, Martin Schmidt, seconded the motion. Unanimously approved.
- b) Proposed revision to Policy 3-3-13: DSS Memory Aid Policy – Susan Trist/Amanda Godin

Action Taken: Approved

Summary of Discussion: A comprised has been made after feedback from Faculty Senate. 3 days for short term classes and 5 days for full term classes. Motion to approve, Martin Schmidt, with updates, Gretchen Stanerson, seconded the motion. Unanimously approved.

### **Agenda Item 7: Updates from Members**

Catalina Wilson, ASWN President – offered update

Coral Lopez, CFO – offered update

Niki Gladys, Advancement Officer – offered update

Martin Schmidt, Academic Faculty Chair – offered update

Geri Pope, ALO – offered update

JW Lazzari, Director of Liberal Arts and Sciences (interim) – offered update

April Reyes, Classified Council, President – offered update

### **Agenda Item 8: Old Business**

Action Taken: None

Summary of Discussion:

### **Agenda Item 9: New Business**

Action Taken: None

Summary of Discussion:

**College Council meeting adjourned by unanimous consent at 11:04am**