

College Council Meeting MINUTES 4/1/2022, 9:00 a.m. via zoom.

College Council		ZOOM Conf.
College Council Members Present	<ul style="list-style-type: none"> ● Non-Voting - Dr. Dalpe, Interim President ● Non-Voting - Deb Conrad, Recorder ● Voting - Coral Lopez, CFO ● Voting - Amanda Godin, Classified Council Chair ● Voting – Heather Rikalo for Andrea Sanchez De Loza, ASWT President ● Voting - Niki Gladys, Executive Director, Advancement ● Voting on Rotation - Scott Morrison, Georgia White, Debi Ingraffia-Strong, Academic Director ● Voting – Lauren Slemenda, Admin Faculty Senate Chair 	
College Council Members Absent	Jim Strange, Scott Morrison, Ana Casereto	
Guests (with agenda items)	Robert Whitcomb, Melody Duley, Deb Alves, Justin McMenemy, Susan Trist, JW Lazzari, Rebecca Bevans, Mandy Billings	
Summary of Actions Taken	<ul style="list-style-type: none"> ● Minutes from 3/11/22 were unanimously approved. ● Policy 7-5-1: Payment Plans unanimously approved. ● Policy 7-1-1: Contracts unanimously approved. 	
Agenda items for next meeting	<p>For Second Reading at May 6 meeting:</p> <ul style="list-style-type: none"> ● Proposed revisions to Policy 4-1-2: New Hire Mentors – Melody Duley ● Proposed revisions to the DEI Committee Bylaws – Deb Alves ● Proposed Revisions to Policy 7-3-2: Bank Deposits – Coral Lopez ● Proposed Revisions to Policy 7-5-3: Late Registration Fee Policy – Coral Lopez <p>For Third Reading and/or Vote at May 6 meeting:</p> <ul style="list-style-type: none"> ● Distance Education Bylaws – Justin McMenemy 	

	<ul style="list-style-type: none"> • Special Course Fees – Coral Lopez • Accessibility Committee Bylaws – Susan Trist
--	---

Agenda Topic	1. Call to Order and Roll Call (Kyle Dalpe)
Action Taken	Roll call was taken via zoom participant list and a quorum was present.
Summary of Discussion	None.
Agenda Topic	2. Opening Remarks (Kyle Dalpe)
Summary of Discussion	Kyle gave a few opening remarks regarding the interim VPASA position and search, and the special Board of Regents meeting at 2:00 p.m.
Agenda Topic	3. Approval of Minutes from 3/11/22 (Kyle Dalpe)
Action Taken	Minutes from 3/11/22 were unanimously approved.
Summary of Discussion	Coral Lopez motioned to approve the minutes. Georgia White seconded the motion. No discussion. Approved unanimously.
Agenda Topic	4. Business Program Review Presentation – Bob Whitcomb (Information Only)
Action Taken	No action.
Summary of Discussion	Bob Whitcomb presented the results of the AAS-Business program review. Concerns: over-reliance on adjuncts, AAS-Business being “cannibalized” by AB. AAS -Business has a dramatic decline since 2013 but the AB enrollments have increased. AB has become the degree of choice. Compared the AAS-Business degree to the AB.

	<p>Redefine program mission and revise SLOs. Whitcomb identified some issues that needed to be addressed. Whitcomb said we need to invest in this program. We are not building relationships. Look at deactivating the program. Whitcomb also recommended looking at credit for prior learning and working with state. The current program is not attracting students and need to look at a different target market. Kyle indicated we will look at what the next steps are.</p>
<p>Agenda Topic</p>	<p>5. Policy and Procedures: First Readings (Information Only)</p> <p>5a. Proposed revisions to Policy 4-1-2: New Hire Mentors – Melody Duley</p> <p>5b. Proposed revisions to the DEI Committee Bylaws – Deb Alves</p> <p>5c. Proposed Revisions to Policy 7-3-2: Bank Deposits – Coral Lopez</p> <p>5d. Proposed Revisions to Policy 7-5-3: Late Registration Fee Policy – Coral Lopez</p>
<p>Action Taken</p>	<p>None.</p>
<p>Summary of Discussion</p>	<p>5a. Proposed revisions to Policy 4-1-2: New Hire Mentors – Melody Duley. Melody explained the changes which simplify the process so it works better. It shifts assignment of mentors from the senates and councils to the supervisors of the new hires. Kyle asked everyone to take to their respective groups.</p> <p>5b. Proposed revisions to the DEI Committee Bylaws – Deb Alves: Deb explained the changes and Kyle asked that each group review and bring back questions to the next meeting for the second reading.</p> <p>5c. 7-3-2 – Bank Deposits – Coral Lopez: Coral reviewed the changes to the policy with the committee. Kyle asked everyone to take to their respective groups.</p> <p>5d. Proposed revisions to Policy 7-5-3: Late Fee Registration Policy – Coral Lopez. Coral explained that she included Dianne in the process of making the revisions and then reviewed the changes with the group. Kyle asked everyone to take to their respective groups.</p>

<p>Agenda Topic</p>	<p>6. Policy and Procedures: Second Reading (For Possible Action)</p> <p>6a. Proposed revisions to the Distance Education Bylaws – Justin McMenomy</p> <p>6b. Special Course Fees – Coral Lopez</p>
<p>Action Taken</p>	<p>None.</p>
<p>Summary of Discussion</p>	<p>6a. Proposed revisions to the Distance Education Bylaws – Justin McMenomy. Kyle said that Academic Faculty has questions and since Jim couldn't attend the meeting, this item will come back to the next meeting.</p> <p>6b. Special Course Fees – Coral Lopez. Coral explained the fees and that anything over \$50 has to go to the Board for review. If approved by College Council, then the fees will go to the board in December for approval and will go into effect Fall 2023. Kyle said we don't want to overburden students, but haven't been updated in past 5 years. Kyle supports these fee increases. Heather said that Andrea couldn't make this meeting and asked that it not go to vote because ASWN has questions. Kyle and Coral will attend an upcoming ASWN meeting to answer questions. This will come back at the May meeting for the third reading and possible action.</p>
<p>Agenda Topic</p>	<p>7. Policy and Procedures: Third/Final Readings (For Possible Action)</p> <p>7a. Proposed revisions to Policy 7-5-1: Payment Plans – Coral Lopez</p> <p>7b. Proposed revisions to Policy 7-1-1: Contracts – Coral Lopez</p> <p>7c. Proposed revisions to Accessibility committee Bylaws – Susan Trist</p>
<p>Action Taken</p>	<p>Policies that were unanimously approved: Policy 7-5-1 and Policy 7-1-1.</p> <p>To be brought back to May 6 meeting: Accessibility Committee Bylaws</p>

<p>Summary of Discussion</p>	<p>7a. Proposed revisions to Policy 7-5-1: Payment Plans – Coral Lopez – The changes reflect bringing the policy into alignment with what we actually do. Reduced payment plan to \$50 rather than \$500. Lauren Slemenda motioned to approve the policy changes. Amanda Godin seconded the motion. Kyle noted that this allows students to make payment plan even if they have just one class or stray fees to pay off. No other discussion took place. Approved unanimously.</p> <p>7b. Proposed revisions to Policy 7-1-1: Contracts – Coral Lopez: Coral said they cleaned up some of the language/out of date titles, updated links, and added a section to add a link to FAQ. Niki Gladys motioned to approve the revisions. Georgia White seconded the motion. There was no discussion. The policy revisions were unanimously approved.</p> <p>7c. Proposed revisions to Accessibility committee Bylaws – Susan Trist – Susan explained that Faculty senate suggested some edits and she made them, but she is uncertain if the bylaws were approved at their most recent meeting. Susan will go back to academic faculty senate to find out. We will need to bring back to the May meeting.</p>
------------------------------	---

<p>Agenda Topic</p>	<p>8. Update – Enrollment Management Committee – JW Lazzari and Rebecca Bevans (Information Only)</p>
<p>Action Taken</p>	<p>Information only.</p>
<p>Summary of Discussion</p>	<p>Rebecca and JW gave an enrollment management committee update. Structured meetings to address fires quickly but continue the long-term planning process as well. JW explained how the committee has been working and discussed data collection. Goals: identify and maximize academic programs with opportunity for diversifying enrollment growth, grow/foster the Workforce Development ecosystem, develop a culture of student support, belonging, success, and completion, maximize enrollment through strategic integrated communication. Rebecca reviewed tactics and prioritization. Plan implementation scheduled for May 2022.</p> <p>Our current strategic plan is based on NSHE strategic plan and their 5 goals. Access and success goals are connected to all the recommendations of the enrollment committee. The next steps are that they will come to Kyle and to the campus. Will go in our strategic</p>

	<p>plan. May 4 Fall Kick Off... doing before so we can know what is already set up.</p>
--	---

Agenda Topic	9. Annual Planning Using SMART Goals Form 2022-23 Year – Mandy Billings (Information Only)
Action Taken	Information Only
Summary of Discussion	<p>Kyle explained that we will continue to use the SMART goals format from last year, but that one thing that will change is that the institution will set the high-level goals and then every department will feed into that with their strategies. The biggest goal is enrollment. Another goal is marketing and visibility of the college.</p>

Agenda Topic	10. Including Students in the Committee Process – Mandy Billings (Information Only)
Action Taken	Information Only
Summary of Discussion	<p>Mandy explained that because we have inconsistent student representation on the committees, we need to find ways to ensure the communication is getting to students, especially on items that impact them. We need to make sure their input is included. Heather asked if there was a way to use Westnet to have committee chairs share the schedule of meetings and their contact information. Mandy explained that while it is the expectation that minutes and membership are kept current on Westnet, that is a clunky and hard to use system, so it hasn't been kept up to date. Kyle indicated there are discussions about moving away from Westnet and to the website which could make it easier. The big piece of this conversation, though, is to ensure we have student participation one way or another with committees.</p>

Agenda Topic	11. Updates from Members
Action Taken	None.
Summary of Discussion	None.
Agenda Topic	12. Old Business
Action Taken	None.
Summary of Discussion	None.
Agenda Topic	13. New Business
Action Taken	None.
Summary of Discussion	None.

Agenda Topic	14. Public Comment
Action Taken	None.
Summary of Discussion	<p>Coral Lopez – Reminder budget deadlines are coming up so refer to the email that was sent out. Also bear in mind that the budget office currently has no employees, so Coral will reply as soon as possible. Kyle added that we are working on the staffing piece.</p> <p>Kyle: We will keep meetings on zoom for now and maybe next year go to some in person some on zoom. Kyle asked for feedback.</p>

Adjournment: 10:37 a.m.