

College Council Meeting Minutes 04/5/24, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting - Dr. Dalpe, President
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:

Voting – Jim Bathgate, Adjunct Faculty Representative
Voting – Debi Ingrassia-Strong, Academic Director

Guests with Agenda Items

Greg Sly
Shannon Covey
Geri Pope
Casey Otto
Nichole Paul
Nigel Harrison

Summary of Actions Taken:

- 3/8/24 Minutes approved
- Student fee change requests FY25 – American Sign Language – Approved
- Student fee change requests FY25 – Auto – Approved
- Proposed revisions to Policy 3-2-1: Course Approvals – Approved
- Proposed revisions to Policy: 7-2-1 Travel - Approved
- Proposed revisions to Policy 8-3-1: Email – Approved
- Review of Policy 14-2-1: Academic Faculty E-mail Address and Part-time Instructors Manual Policy – Approved
- Proposed revisions to WNC Auxiliary Services Advisory committee bylaws – Approved

Agenda Items for Next Meeting:

- 4/5/24 approval of minutes
- New Institutional Student Fee Request
- Proposed revisions to Policy 4-4-5: Administrative Faculty Letter of Appointment Policy
- Proposed revisions to Policy: 7-1-1: Contracts
- Proposed revisions to Policy 7-5-2: Delinquent Accounts
- Proposed revisions to Policy 7-5-5: Institutional Student Fee Policy
- Proposed revisions to Policy 8-2-6: Computing Services Security Incident Response

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

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:01 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: Kyle gave an update on new events procedures that will be distributed to the campus this afternoon. Enrollment is up in the Spring semester. Discussion regarding a 4-day work week.

Agenda Item 3: Approval of Minutes from March 8, 2024 College Council Meeting - (Kyle Dalpe)

Action Taken: Minutes approved

Summary of Discussion: Justin MeMenomy motion to approve meeting minutes from 3/8/24. Natasha Anderson seconded the motion; the minutes were approved unanimously.

Agenda Item 4: Criminal Justice Program Review – Greg Sly (Information Only)

The Criminal Justice (CRJ) program is a good-sized program within the WCTE program. The CRJ program provides academic knowledge and skills in the criminal justice field such as: Law Enforcement, Corrections, Community Corrections, Juvenile Justice, Courts, and Rehabilitation Services. Degree Pathways: Corrections Pathway Skills Certificate, Certificate of Achievement - Criminal Justice, Associate of Applied Science Degree - Criminal Justice, and Associate of Arts Degree (Criminal Justice Emphasis). All aspects of the criminal justice system are taught. All CRJ Program faculty have extensive criminal justice system career experience. 60% of CRJ program students are female and 30% of CRJ Program students are Hispanic/Latino. Enrollment is trending up over the last three semesters. The Associate of Applied Science in Criminal Justice is trending downward, while the Associate of Arts transfer with CRJ emphasis is trending upward.

Outreach for the program is done through the CRJ Advisory Committee, CRJ Agency Partnerships, High School Outreach, Student Advising, and the new CRJ Connections program.

Strengths: Faculty, curriculum and instruction; Student success rates; Job placement partnerships; Internships; CRJ Advisory committee; and CRJ connections

Program improvements: Course outlines (objectives); Course recommended sequence; Course deactivations; and direct course transfers.

Recommendations: Increase enrollment; Design data collection & graduation rates for AA with CRJ emphasis; Retain fulltime tenured instructor position; Review program coordination workload; Expand CRJ Connections Program activities and opportunities; Maintain/expand regional CRJ partnerships; Study & expand program / high school partnerships.

Agenda Item 5: Institutional Student Learning Outcomes – Geri Pope (Information Only)

Updates have been made to the Institution student learning outcomes. Please review these with your groups. These will be brought back next month for approval.

Agenda Item 6: 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) New Institutional Student Fee Request – Heather Rikalo/Coral Lopez

Action Taken: None

Summary of Discussion: Funding of student events, support and the student center. These fees are supported by the ASWN students.

- b) Proposed revisions to Policy 4-4-5: Administrative Faculty Letter of Appointment Policy – Melody Duley/Kyle Dalpe

Action Taken: None

Summary of Discussion: Administrative Faculty Letters of Appointment need approval in advance through their supervisor and VPASA

- c) Proposed revisions to Policy: 7-1-1: Contracts – Coral Lopez

Action Taken: None

Summary of Discussion: Procedural clean up

- d) Proposed revisions to Policy 7-5-2: Delinquent Accounts – Coral Lopez

Action Taken: None

Summary of Discussion: Minor revision to match current practice.

- e) Proposed revisions to Policy 7-5-5: Institutional Student Fee Policy - Coral Lopez

Action Taken: None

Summary of Discussion: Added links to procedures and updates to verbiage to match NSHE

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

Discussion and questions from groups; possible action.

- a) Student fee change requests FY25 – American Sign Language – Travis Carr/Scott Morrison

Action Taken: Approved

Summary of Discussion: Request to increase Special Course Fees by \$50 for American Sign Language classes. Students support this fee. Fees will go into effect Fall of 2025. Motion to approve Rachelle Bassem, second by Natasha Anderson, unanimously approved.

- b) Student fee change requests FY25 – Automotive – Travis Carr

Action Taken: Approved

Summary of Discussion: Request to increase Special Course Fees by \$15 to a total of \$50 for Automotive classes. Fees will go into effect Fall of 2025. Motion to approve Natasha Anderson, seconded by Justin McMenemy, unanimously approved.

- c) Proposed revisions to Policy 3-2-1: Course Approvals – Geri Pope

Action Taken: Approved

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

- d) Proposed revisions to Policy: 7-2-1 Travel – Coral Lopez

Action Taken: Approved

Summary of Discussion: Significant updates to this policy. Motion to approve Suzanna Stankute, seconded by Rachelle Bassen, unanimously approved.

- e) Proposed revisions to Policy 8-2-6: Computing Services Security Incident Response – Computing Services

Action Taken: Moved to third reading

Summary of Discussion: Significant changes to this policy. Changes include removal of procedure. Policy format to be updated and brought back to the May College Council meeting.

- f) Proposed revisions to Policy 8-3-1: Email – Computing Services

Action Taken: Approved

Summary of Discussion: Minor change to the statement. Motion to approve Justin McMenemy, seconded by Natasha Anderson, unanimously approved.

- g) Review of Policy 14-2-1: Academic Faculty E-mail Address and Part-time Instructors Manual Policy – Geri Pope

Action Taken: Approved

Summary of Discussion: Significant revisions to this policy. Motion to approve by Rachelle Bassem, seconded by Justin McMenemy, unanimously approved.

- h) Proposed revisions to WNC Auxiliary Services Advisory committee bylaws – Shannon Covey

Action Taken: Approved

Summary of Discussion: Updates to membership requirements and chairs. Motion to approve by Justin McMenemy, seconded by Suzanna Stankute, unanimously approved.

Agenda Item 8: Committee Updates – (Information Only)

- a) Accessibility Committee – Susan Trist
Moving forward with accessibility training.
- b) Accreditation Committee – Geri Pope
Getting ready to start year 7 planning. There will be a visit in April 2025.
- c) Auxiliary Committee – Shannon Covey
Textbook Brokers will be selling merchandise at commencement this year.
- d) Budget Committee – Casey Otto
Working on rankings for FY25
- e) Curriculum Committee – Geri Pope
Curriculum management system
- f) Distance Education Committee – Justin McMenemy
No updates
- g) Diversity, Equity and Inclusion Committee – Nichole Paul
Regent Arrascada attended the last meeting.
- h) Healthy Campus and Environment Committee – Nigel Harrison
Weekly walks for the month of April, hoping to install a 9-hole disc golf course on campus, and an earth day event.

Agenda Item 9: Updates from Members

Action Taken: None

Summary of Discussion:

Update from Suzanna ASWN President

Update from Coral Lopez, CFO

Update from Natasha Anderson, Classified Council Chair

Update from Niki Gladys, Foundation & Marketing

Update from Dana Ryan, VPASA

Agenda Item 10: Old Business

Action Taken: None

Summary of Discussion: None

Agenda Item 11: New Business

Action Taken: None

Summary of Discussion: None

College Council meeting adjourned by unanimous consent at 11:24am