

College Council Meeting Minutes 4/7/23, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting - Dr. Dalpe, Interim President
Non-Voting – Tracy Mendibles, Recorder
Voting – Coral Lopez, CFO
Voting – Jim Strange, Academic Faculty Senate Chair
Voting – Justin McMenemy, Administrative Faculty Senate Chair
Voting – Natasha Anderson, Classified Council Chair
Voting – Suzanna Stankute, ASWN President
Voting – Niki Gladys, Executive Director, Advancement
Voting – Debi Ingraffia-Strong, Scott Morrison and Eric York, Academic Directors

College Council Members Absent:

Non-Voting – Dr. Ryan, Interim VPASA
Voting – Roswell Allen, Adjunct Faculty Representative

Guests with Agenda Items

Mandy Billings
Susan Priest
Scott Morrison
Phyllis Mason
Melody Duley
Adam Wilson

Summary of Actions Taken:

- 3/3/23 Minutes approved
- Proposed revisions to Policy 7-3-4: Account Administration – Approved
- Proposed revisions to Policy 7-5-4: Fee Refund – Approved
- Proposed revisions to Policy 7-8-1: Audit Response Requirements – Approved

Agenda Items for Next Meeting:

- Draft minutes of 4/7/23 College Council meeting
- 2nd Readings:
 - Proposed revisions to Policy 2-1-1: Research
 - Proposed revisions to Policy 2-2-1: Evaluations by Students
 - Proposed revisions to Policy 8.2.1: Computer Lab Use
 - Proposed revisions to Policy 8.3.1: Email

- 3rd 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 revisions to Policy 10-1-3: Parking Regulations
 - Student Course Fee Requests FY25

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

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:03am. 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: Thank all for support since the last meeting, College Council predated the Board of Regents meeting where I was appointed permanent President. As an institution we are doing very well on enrollment and success measures. The legislative agenda, which is the one we watch for the budget, is the biggest thing in making long term decisions because we just don't know what our budgets are going to be. We are hearing some fairly decent commentary that there will be restorations of the funding, in particular the ones tied to positions, deferred maintenance funding, and work force funding, all of that tentatively decided on May 5, June 6 session closes. NSHE has been added back into the bill for retention bonuses, more to come on how that will be distributed.

The COLA's are still in play for pretty decent amounts but the institution needs to bear the cost of 35% of that. If we get restoration of funding at 21 levels and have higher cost of employment, there is not any new money, we are actually trying to find money. Policy decisions are being made, Debi is going to the meetings today. They are talking about Increasing the ratio in the number of students in classes, Senate bill 1:10 and Assembly bill 1:12, students to instructors.

May 10 all college meeting on Zoom information will be shared in an email.

Agenda Item 3: Approval of Minutes from March 3, 2023 College Council Meeting - (Coral Lopez)

Action Taken: Minutes approved

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

Agenda Item 4: Assessment of Institutional Effectiveness Report (Information Only) – Mandy Billings

In years past institutional effectiveness group assessment, an open meeting, leadership other people from across the WNC community would come together and look at a rubric jointly, as a group assess WNC's institutional effectiveness. With the pandemic, have had to change some of the assessment processes. Now using a rubric from our accreditors, Northwest, and how they evaluate our institutional effectiveness, especially as we are looking ahead at our year 6 accreditation report for spring of 2024 and our year 7 report and site visit coming up in spring of 2025. Shifted over to do assessment and institutional effectiveness using Northwest's own rubric. Our leadership group recently went through and assessed where we are with institutional effectiveness. Institutional effectiveness includes things like planning, assessment using data to guide major strategic decisions for the college. As you look through the report you will see different Northwest standards that are associated with places we may be as an institution, such as are there planning and assessment cycles in place, are they being used widely across the college, are offices/programs/departments using data to guide their decisions as they make plans for the future. The leadership group got together went through the rubric to see where they say WNC as an institution falling. Looking at the bottom of the report to the rubric you can see WNC is falling under the emerging category and sometimes crossing over to the developed category. If you read through the report, you will see some ideas where we can continue advance institutional effectiveness moving forward. Items will influence priorities and annual plans for next few years. Questions?

Justin McMenemy – Based on this report does it look like we will be good on our assessment?

Over the last few years, this has been a heavy lift institutionally as we have gone through changes in leadership and organizational structure. Given all of that we have done exceptionally well. There are solid processes in place, an annual assessment cycle in place for administrative offices, for academic areas. There are always places to improve and strengthen processes but they want to see that we have systems in place and that we are using them as we say we are. Applying data that we gather through the process to future plans and projects. We are positioned well right now.

Agenda Item 5: Policy and Procedures: First Reading (Information Only)

- a) Proposed revisions to Policy 2-1-1: Research – Susan Priest
- b) Proposed revisions to Policy 2-2-1: Evaluations by Students – Cathy Fulkerson/Scott Morrison
- c) Proposed revisions to Policy 8.2.1: Computer Lab use – Phyllis Mason
- d) Proposed revisions to Policy 8.3.1: Email – Phyllis Mason

Action Taken: None

Summary of Discussion:

- a) Proposed revisions to Policy 2-1-1: Research – Susan Priest
The research committee, Susan Priest, Elizabeth Tattersall and Cathy Fulkerson. Cleaned up the language. Wanted robust language about what the research process entails with clear guidelines. Three documents, Overview, Research Guidelines and the MOU used when people are requesting data. Guidelines to protect students' data following FERPA and other human research training and giving guidance to people requesting data. Whenever possible student data will be autotomized. The MOU is between WNC and the employees who make a request of data and guideline of how the data can be used, protected, and where it's stored after the research is done. Moved to a second reading.
- b) Proposed revisions to Policy 2-2-1: Evaluations by Students – Scott Morrison
Policy outlined an old process; changes were made that reflected the process that is currently followed. A suggestion was made to make the policy as general as possible to make it applicable to many platforms. Moved to a second reading.
- c) Proposed revisions to Policy 8.2.1: Computer Lab use – Phyllis Mason
Reached out to Ron Belbin and he updated the statement that students are not required to pay a fee for computer open lab use. Moved to a second reading.
- d) Proposed revisions to Policy 8.3.1: Email – Phyllis Mason
The table of contents were removed and in section 3, instead of having the scope, a privacy statement was added. Moved to a second reading.

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

- 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 10-1-3: Parking Regulations – Adam Wilson
- d) Student Course Fee Requests FY25 – Coral Lopez

Action Taken: None – all items moved to a third reading

Summary of Discussion:

- a) Proposed revisions to Policy 4-3-2: Recruitment Guidelines for Classified Staff – Melody Duley
There was no discussion and was moved to third reading.
- b) Proposed revisions to Policy 4-5-1-2: Hiring Academic & Administrative Faculty – Melody Duley
Discussion about the chair selection process, there is not mention of when a vote on the chair occurs and does the supervisor need to be the temporary chair. The policy will be updated to reflect the suggestions made through the discussion.
Verbiage was added to reflect more flexibility on when reference checks can be conducted, either before second interviews or prior to a final in-person interview.
Requested feedback from College Council about requiring 2 subject matter experts on a search committee. Moved to third reading.

- c) Proposed revisions to Policy 10-1-3: Parking Regulations – Adam Wilson
Parking is becoming an issue, in 2021 there were 12 warnings issued and no vehicles towed, in 2022 there were 20 warnings and no vehicles towed, in 2023 there have been 41 warnings and 1 towed vehicle. Most of the updates in this policy are titles and current NRS. Most parking warnings are in areas where parking is not allowed or in ADA spaces without placards. Moved to third reading.
- d) Student Course Fee Requests FY25 – Coral Lopez
Moved to third reading with no changes.

Agenda Items 7: Policy and Procedures: Third Reading (For Possible Action)

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

Action Taken: 7a, 7b and 7c were approved

Summary of Discussion:

- a) Proposed revisions to Policy 7-3-4: Account Administration – Coral Lopez
Jim Strange motioned to approve the revision to this policy, Justin McMenemy seconded the motion. Policy revisions were approved.
- b) Proposed revisions to Policy 7-5-4: Fee Refund – Coral Lopez
Justin McMenemy motioned to approve the revision to this policy, Natasha Anderson seconded the motion. Policy revisions were approved.
- c) Proposed revisions to Policy 7-8-1: Audit Response Requirements– Coral Lopez
Niki Gladys motioned to approve the revision to this policy, Suzanna Stankute seconded the motion. Policy revisions were approved.

Agenda Item 8: Updates from Members

Action Taken: None

Summary of Discussion:

Suzanna Stankute – ASWN supported the Student Leadership Summit which took place on March 3, we learned a lot. Attended the Board of Regents meeting, just held ASWN elections, Awards and Appreciation ceremony will take place on April 21, thank you to Heather and students working on this event, WNC Day at the Legislature, thank you President Dalpe. April is Alcohol Awareness month and ASWN is partnering with University Police.

CDC pinwheel garden today, stop by and take a look.

Agenda Item 9: Old Business

Action Taken: None

Summary of Discussion:

Regard to computer loan policy because there isn't academic support, Coral Lopez to bring it back at the beginning of the new academic year with revisions to phase out the policy.

Agenda Item 10: New Business

Action Taken: None

Summary of Discussion:

None

Agenda Item 11: Public Comment

Action Taken: None

Summary of Discussion:

Justin McMenomy – I would like to expand professional development week, what would you like to see? Just will be reaching out to Faculty Senate and Classified Council for ideas.

Sgt. Wilson - As you are reviewing policies if you see titles such as Public Safety could you update them to University Police Services.

Training is available for Active Assault and De-escalation through Police Services

College Council meeting adjourned by unanimous consent at 10:54am

DRR