

College Council Meeting Minutes 05/03/24, 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 – Rachelle Bassen, Academic Faculty Senate Chair

Voting – Justin McMenomy, Administrative Faculty Senate Chair

Voting – Natasha Anderson, Classified Council Chair

Voting – Suzanna Stankute, ASWN President

Voting – Debi Ingraffia-Strong, Travis Carr & Scott Morrison Academic Directors

College Council Members Absent:

Voting – Niki Gladys, Executive Director, Advancement

Voting – Jim Bathgate, Adjunct Faculty Representative

Guests with Agenda Items

Geri Pope

Gretchen Stanerson

Heather Rikalo

Melody Duley

Troy Wadsworth

Casey Otto

Nigel Harrison

Summary of Actions Taken:

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

Agenda Items for Next Meeting:

- 5/3/24 approval of minutes
- Proposed new policy Payment Card Industry (PCI) Compliance Policy
- Proposed changes to the Accessibility Committee bylaws
- Proposed changes to the Distance Education Committee bylaws
- Proposed revisions to Policy 3-3-11: Distance Education Online Policy
- Proposed revisions to Policy 3-7-1: Instructional Space Scheduling Policy

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: An all campus Zoom meeting is scheduled for a week from today. Carson City commencement is scheduled on the 20th of May and Fallon's commencement is on the 23rd. Enrollment is up 12% over last year. A CIP has been submitted for updates to the cafeteria area.

Agenda Item 3: Approval of Minutes from April 5, 2024 College Council Meeting - (Kyle Dalpe)

Action Taken: Minutes approved

Summary of Discussion: Coral Lopez motion to approve meeting minutes from 4/5/24. Natasha Anderson seconded the motion; the minutes were approved unanimously.

Agenda Item 4: Proposed College Council Meeting dates FY24/25 – (For Possible Action)

A calendar with dates for College Council meeting for AY24/25 to be distributed.

Agenda Item 5: Institutional Student Learning Outcomes – Geri Pope (For Possible Action)

Feedback needed from faculty and students on the proposed Institutional Student Learning Outcomes. The hope to have a final version in October.

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) Proposed new policy Payment Card Industry (PCI) Compliance Policy – Coral Lopez
Action Taken: None
Summary of Discussion: Any business that takes credit card payments should have a PCI compliance policy in place.

- b) Proposed changes to the Accessibility Committee bylaws – Justin McMenemy
Action Taken: None
Summary of Discussion: A clean-up of the bylaws with technical and membership adjustments.

- c) Proposed changes to the Distance Education Committee bylaws – Justin McMenemy
Action Taken: None
Summary of Discussion: Updating the name to the Digital Learning Committee rather than Distance Education Committee. Defining the Chair or Vice Chair should be an academic faculty member. Confirmed that the schedule varies between Fall and Spring semesters.

- d) Proposed revisions to Policy 3-3-11: Distance Education Online Policy – Justin McMenemy
Action Taken: None
Summary of Discussion: Update to definitions including Distance Education to Digital Learning. Substantial updates have been made to this policy.

- e) Proposed revisions to Policy 3-7-1: Instructional Space Scheduling Policy – Gretchen Stanerson
Action Taken: None
Summary of Discussion: Updating the policy to reflect what is actually being done during the scheduling process.

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

Discussion and questions from groups; possible action.

- a) New Institutional Student Fee Request – Heather Rikalo/Coral Lopez
Action Taken: Approved
Summary of Discussion: The new fees will go to the Board of Regents for approval and to be put in place FY25. Students support these new fees.
Motion to approve by Suzanna Stankute, seconded by Natasha Anderson, unanimously approved.

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

Summary of Discussion: The major change to this policy is administrative faculty members cannot teach during their scheduled working hours. Motion to approve by Justin McMenemy, seconded by Rachelle Bassen, approved unanimously.

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

Action Taken: Approved

Summary of Discussion: Very minor edits to this policy. Motion to approve by Rachelle Bassen , seconded by Natasha Anderson, unanimously approved.

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

Action Taken: Approved

Summary of Discussion: Very minor changes to this policy. Motion to approve by Natasha Anderson, seconded by Justin McMenemy, unanimously approved.

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

Action Taken: Approved

Summary of Discussion: Links were added to the policy and definitions were updated. Motion to approve by Rachelle Bassen, seconded by Justin McMenemy, unanimously approved.

Agenda Item 8: Policies and Procedures: Third Reading (For Possible Action)

Discussion and questions from groups; possible action.

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

Action Taken: Approved

Summary of Discussion: Major changes to this policy including adding a table. Motion to approve with changes by Justin McMenemy, seconded by Natasha Anderson, unanimously approved.

Agenda Item 9: Committee Updates – (Information Only)

- a) Accessibility Committee – Troy Wadsworth

Bylaws being updated

- b) Accreditation Committee – Geri Pope

Short list of requests for evidence for the FY 6 report. The visit date has been scheduled for April 2-4, 2025.

- c) Auxiliary Committee – Heather Rikalo

The CDC did their Trikeathon and raised \$2000. Vending is going well. A pop-up bookstore event is coming up at the end of the semester. Swag being sold at commencement this year.

- d) Budget Committee – Casey Otto
Finished the end of year and in the next CFO newsletter they are going to add all of the budget items that have been approved.
- e) Curriculum Committee – Geri Pope
No updates
- f) Distance Education Committee – Justin McMenemy
No updates
- g) Diversity, Equity and Inclusion Committee – Nichole Paul
No updates
- h) Healthy Campus and Environment Committee – Nigel Harrison
HEC finished the April weekly walks in collaboration with the VRC, and they also planted flowers for Earth Day. Four additional members joined the HEC for the coming academic year. Working on the installation of a Disc Golf course.

Agenda Item 9: Updates from Members

Action Taken: None

Summary of Discussion:

Suzanna Stankute – ASWN President gave an update.

Melody Duley – HR Director gave an update

Coral Lopez – CFO gave an update

Natasha Anderson – Classified Council Chair gave an update

Shannon Covey – Gave an update

Justin McMenemy – Administrative Faculty Chair gave an update

Troy Wadsworth – Gave an update

Lisa Gallo-Swan – Gave an update

Heather Rikalo – ASWN Advisor gave an update

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 11:15am