College Council Meeting Minutes 5/5/23, 10:00 a.m. via Zoom

College Council Members Present:

Voting – Jim Strange, Academic Faculty Senate Chair
Voting – Justin McMenomy, Administrative Faculty Senate Chair
Voting – Suzanna Stankute, ASWN President
Voting – Niki Gladys, Executive Director, Advancement
Voting – Debi Ingraffia-Strong and Eric York, Academic Directors

College Council Members Absent:

Non-Voting - Dr. Dalpe, Interim President
Non-Voting – Dr. Ryan, Interim VPASA
Non-Voting – Tracy Mendibles, Recorder
Voting – Coral Lopez, CFO
Voting – Natasha Anderson, Classified Council Chair
Voting – Roswell Allen, Adjunct Faculty Representative
Voting – Scott Morrison, Academic Director

Guests with Agenda Items

Susan Priest – not present
Scott Morrison – not present
Phyllis Mason
Melody Duley
Adam Wilson – not present

Summary of Actions Taken:

- 4/7/23 Minutes approved

Proposed revisions to Policy 4-3-2: Recruitment Guidelines for Classified Staff – approved
Proposed revisions to Policy 4-5-1-2: Hiring Academic & Administrative Faculty – approved
Proposed revisions to Policy 10-1-3: Parking regulations – not approved
Student Course Fee Requests FY25 – approved

Agenda Items for Next Meeting:

- Draft minutes of 5/5/23 College Council meeting
- 2nd Readings:

Proposed revisions to Policy 7-2-1: Travel

- 3rd 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

Agenda Item 1: Call to Order and Roll Call - (Niki Gladys)
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 - (Niki Gladys)
Action Taken: None
Summary of Discussion: Great turnout for WNC Wellness Day event. Nursing pinning Ceremony is May 19th & Foundation is hosting a reception prior to introduce donors/rec. May is the 20th Anniversary of the Observatory. Many events to follow. May 15th is taco and sun spots day. May 20th is community night and hosting a guest speaker. Commencements at Carson 5/22 & Fallon 5/25 campuses. Dana is being recognized as a Woman of Achievement through the Nevada Women's Fund. Anna Lisa is also being recognized by the Soroptimist organization on May 11th. Foundation endowment has exceeded $7 million dollars for the first time. Annual fundraiser, Reach for the Stars is scheduled for August 12th. Golf tournament is scheduled for September 29th. Volunteers needed. 23/24 Program guides are published and distributed around campus. Scholarship magazine has been published and mailed out. Summer classes nearly full. KNPB will be on campus Wednesday, May 10th. Website is accelerating and growing daily. NSHE budget is scheduled to close today. COLA and deferred maintenance will be decided on a later date. Kyle's ALL College updates via Zoom is May 10th.

Agenda Item 3: Approval of Minutes from April 7, 2023 College Council Meeting - (Niki Gladys)
Action Taken: Minutes approved
Summary of Discussion: Jim Strange motion to approve meeting minutes from 4/7/2023. Debi Ingraffia-Strange second motion, the minutes were approved unanimously.

Agenda Item 4: Policy and Procedures: First Reading (Information Only)
a) Proposed revisions to Policy 7-2-1: Travel – Niki Gladys
Action Taken: None
Summary of Discussion:
a) Proposed revisions to Policy 7-2-1: Travel – Niki Gladys
    i) Jim Strange not approving to move forward because more edits are forthcoming.
    ii) Will be presented in September for Second reading after edits are made by Controller's office.

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

b) Proposed revisions to Policy 2-1-1: Research – Susan Priest
c) Proposed revisions to Policy 2-2-1: Evaluations by Students – Scott Morrison
d) Proposed revisions to Policy 8-2-1: Computer Lab use – Phyllis Mason
e) Proposed revisions to Policy 8-3-1: Email – Phyllis Mason
a) **Action Taken:** None - all items moved to third reading

Summary of Discussion:

a) Proposed revisions to Policy 2-1-1: Research – Susan Priest
    i) Susan did not attend the meeting. Niki showed Policy with edits and asked for comments. No comments. Will move to Admin Senate & Faculty Senate for review and approval. Move to third reading.

b) Proposed revisions to Policy 2-2-1: Evaluations by Students – Scott Morrison
    i) Scott did not attend the meeting. Niki showed Policy edits and asked for comments. Eric York stated it is not an "In-Class Evaluation" title should be renamed to something like "Course Evaluation". Propose change to Scott. Move to third reading.

c) Proposed revisions to Policy 8-2-1: Computer Lab use – Phyllis Mason
    i) Phyllis attended the meeting. Short policy and made edits to reflect current Computer use. No comments on changes. Move to third reading.

d) Proposed revisions to Policy 8-3-1: Email – Phyllis Mason
    i) Phyllis attended the meeting. Updated Section 3A. regarding Privacy property of NSHE. Eric York suggested "it is not appropriate to use WNC email in a way that" for Section 2B. Move to third reading.

Agenda Items 6: Policy and Procedures: Third 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 – Niki Gladys/Coral Lopez

Action Taken: 6a, 6b, 6d were approved. 6c has been tabled

Summary of Discussion:

a) Proposed revisions to Policy 4-3-2: Recruitment Guidelines for Classified Staff – Melody Duley
    i) Melody attended the meeting. Only feedback is regarding Section 2 with a typo. Jim moved to approve this policy. Justin 2nd. Policy approved to pass unanimously.

b) Proposed revisions to Policy 4-5-1-2: Hiring Academic & Administrative Faculty – Melody Duley
    i) Melody attended the meeting. Only feedback was regarding the role of the search committees. Melody removed this section. Debi Ingraffia-Strong motion to approve. Jim 2nd motion. Policy approved to pass unanimously.
c) Proposed revisions to Policy 10-1-3: Parking Regulations – Adam Wilson
    i) Adam did not attend the meeting. Niki asked for comments. Justin McMenomy stated Admin Senate has a concern about signage notifications on Campus regarding parking. Mainly by Cedar lot. Justin moved to not pass the Policy. Eric York & Heather Rikalo are asking for more clarification on why Admin Senate did not approve this policy and edits. Eric York moved to table the policy for further review. No one disagreed. Niki moved to have this policy tabled.
d) Student Course Fee Requests FY25 – Niki Gladys/Coral Lopez
    i) No comments or concerns. Justin McMenomy motion to approve. Debi Ingraffia-Strong 2nd motion. All in favor. Fees passed.

Agenda Item 7: Updates from Members
Action Taken: None
Summary of Discussion:
Suzanna Stankute - updated us on ASWN events. Suicide Prevention Awareness month. Alcohol Awareness event was a success. Hosted a Blood Drive which collected enough blood to save 5 lives. Awards Ceremony at Fandangos was a HUGE success and praised Heather for all her hard work. Currently working on DeStress Fest and activities for next week.

Jim Strange - last College Council meeting and will no longer be Academic Faculty Senate Chair.

Melody Duley - stated we have lots of events for next week's Teacher Appreciation, Nursing Appreciation and Employee Appreciation week. Encouraging everyone to enter the drawing to win tickets to a Reno Aces game. Use the barcode that was emailed.

Agenda Item 8: Old Business
Action Taken: None
Summary of Discussion: None

Agenda Item 9: New Business
Action Taken: None
Summary of Discussion:
None

Agenda Item 10: Public Comment
Action Taken: None
Summary of Discussion: Heather asked for May 20th time of Observatory event. It is 7pm.

College Council meeting adjourned by unanimous consent at 10:38am