

## College Council Meeting MINUTES 5/6/2022, 9:00 a.m. via zoom.

### College Council Members Present:

Non-Voting - Deb Conrad, Recorder

Voting - Coral Lopez, CFO

Voting - Jim Strange, Academic Faculty Senate Chair

Voting - Lauren Slemenda, Administrative Faculty Senate Chair

Voting – Natasha Anderson, Classified Council Chair

Voting - Andrea Sanchez De Loza, ASWN President

Voting - Niki Gladys, Executive Director, Advancement

Voting - Scott Morrison or Georgia White or Debi Ingrassia-Strong, Academic Directors Representative – Scott Morrison and Debi Ingrassia were present

### College Council Members Absent:

Non-Voting - Dr. Dalpe, Interim President

Voting - Deborah Fruechtenicht, Adjunct Faculty Representative

Voting (on rotation) – Georgia White

### Guests with Agenda Items:

Deb Alves, Smriti Bhattarai, Melody Duley, Cathy Fulkerson for Mandy Bilings, Justin McMenemy, Susan Trist

### Summary of Actions Taken:

- 4/1/22 Minutes approved.
- Distance Education Bylaws approved with one change.
- Special Course Fees approved.
- Accessibility Committee Bylaws approved.

### Agenda Items for Next Meeting:

- Draft minutes of 5/6/2022 meeting.
- 2<sup>nd</sup> Reading: Revised Healthy Campus and Environment Committee Bylaws – Smriti Bhattarai
- 3<sup>rd</sup>/Final Reading:
  - 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

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**Agenda Item 1: Call to Order and Roll Call** (Coral Lopez for Kyle Dalpe)

**Action Taken:** No action.

**Summary of Discussion:** Roll call was taken via the participant list. A quorum was present.

**Agenda Item 2: Opening Remarks (Kyle Dalpe)**

**Action Taken:** None.

**Summary of Discussion:** Coral welcomed everyone.

**Agenda Item 3: Approval of Minutes from 4/1/22 (Coral Lopez for Kyle Dalpe)**

**Action Taken:**

**Summary of Discussion:** Coral shared the document and asked for a motion if there were no changes. Niki Gladys motioned to approve the minutes of the 4/1/22 College Council meeting. Debi Ingraffia seconded the motion. Jim Strange abstained because he was not at the meeting. The minutes were approved.

**Agenda Item 4: Committee Goals and Assessment Reports (Cathy Fulkerson for Mandy Billings)**

**Action Taken:** None.

**Summary of Discussion:** Cathy Fulkerson shared the document that committees use to submit by October 1 each year. End of year reports are due at the end of each academic year. The policy to reference is Policy 1-1-1 which outline committee responsibilities and provides definitions. This process provides a way by which the college community will know what committees are working on each year and the outcomes.

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

- a.) Revised Healthy Campus and Environment Committee Bylaws – Smriti Bhattarai

**Action Taken:** None.

**Summary of Discussion:** Smriti Bhattarai reviewed the changes with the group. One change that was discussed was adding information about the reporting process, which Smriti will and submit the updated document for distribution.

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

- a.) Proposed revisions to Policy 4-1-2: New Hire Mentors – Melody Duley
- b.) Proposed revisions to the DEI Committee Bylaws – Deb Alves
- c.) Proposed revisions to Policy 7-3-2: Bank Deposits – Coral Lopez
- d.) Proposed revisions to Policy 7-5-3: Late Registration Fee Policy – Coral Lopez

**Action Taken:** None.

**Summary of Discussion:**

- a.) Melody Duley reviewed the changes and explained that only one suggestion had been brought forward which was to call out the benefits to the mentor in the policy. Jim Strange indicated that academic faculty senate hasn't had a second reading yet, but will do so on May 13. The policy will come back for a vote in September 2022.
- b.) Deb Alves reviewed changes that were requested from the last meeting. The bylaws will come back for a vote in September.
- c.) Coral Lopez reviewed the changes to the policy. A request was made to make sure the language about a minimum amount was added to the policy. Coral Lopez will send revised version to Deb Conrad to distribute with the draft minutes from this meeting. Final reading and vote will take place at the September meeting.

- d.) Coral Lopez reviewed the changes and indicated the policy now reflects actual practice. Final reading and vote will take place at the September meeting.

**Agenda Item 7: Policy and Procedures: Third/Final Reading (For Possible Action)**

- a.) Proposed revisions to the Distance Education Bylaws – Justin McMenemy
- b.) Special Course Fees – Coral Lopez
- c.) Proposed revisions to Accessibility committee Bylaws – Susan Trist (Fourth reading)

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

**Summary of Discussion:**

- a.) Justin McMenemy reviewed the revisions to the bylaws saying that the changes requested by Academic Faculty Senate were incorporated. Deb Conrad voiced concerns about having an adjunct listed as a required member and asked that language be added that it is a volunteer position. Deb Conrad also inquired about having one year staggered terms unlike any of the other committees. Justin McMenemy explained the rationale and Jim Strange supported the reasoning. Since no others had concerns about a one year staggered term and no policy dictates a two year staggered term, the bylaws can stay as proposed. Jim Strange moved to approve the bylaws with the change to the membership making the adjunct position a volunteer position. Lauren Slemenda seconded the motion. Unanimously approved.
- b.) Coral Lopez reviewed the special course fees again briefly, explaining which ones need to go to the Board of Regents for approval. Andrea Sanchez De Loza explained that it was a difficult decision for students, but after having Coral Lopez and Kyle Dalpe attend an ASWN meeting to provide more information, and a meeting with Rachel Stiff regarding the art fees, ASWN found the fees reasonable and approved. Lauren Slemenda moved to approve the special course fees. Niki Gladys seconded the motion. The fees passed by unanimous vote.
- c.) Susan Trist explained she had met with all the groups and no further changes were necessary. Amanda Godin motioned to approve the bylaws. Lauren Slemenda seconded the motion. Approved unanimously.

**Agenda Item 8: Jump Start/Dual Enrollment Oversight Committee End of Year Report – Dianne Hilliard (For Information Only)**

**Action Taken:** None.

**Summary of Discussion:** Deb Conrad explained Dianne was not able to make it, but that the report was self-explanatory so everyone could read on their own. If questions arose, Dianne Hilliard could be invited back to the next College Council meeting to address them.

**Agenda Item 9: Updates from Members**

- a.) Announcement of new Classified Council Officers – Amanda Godin stepped out so Natasha Anderson announced the new Classified Council officer: Natasha Anderson, Chair; Deb Alves, Vice Chair; Carin Duriez, Treasurer; Hilda Villafana, Secretary

**Action Taken:** None.

**Summary of Discussion:** None.

**Agenda Item 10: Old Business**

**Action Taken:** None.

**Summary of Discussion:** None.

**Agenda Item 11: New Business**

**Action Taken:** None.

**Summary of Discussion:** None.

**Agenda Item 12: Public Comment**

**Action Taken:** None.

**Summary of Discussion:** None.

**Meeting Adjourned at 9:41 a.m.**