

College Council Meeting Minutes 9/1/23, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting - Dr. Dalpe, Interim President
Non-Voting – Dr. Ryan, Interim VPASA
Non-Voting – Tracy Mendibles, Recorder
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 – Niki Gladys, Executive Director, Advancement
Voting – Scott Morrison, Debi Ingrassia-Strong, Travis Carr Academic Directors

College Council Members Absent:

Voting – Jim Bathgate, Adjunct Faculty Representative
Voting – Travis Carr Academic Directors

Guests with Agenda Items

Susan Priest
Scott Morrison
Phyllis Mason
Melody Duley
Tracy Mendibles

Summary of Actions Taken:

- 5/5/23 Minutes approved
- Proposed revisions to Policy 2-1-1: Research – Approved
- Proposed revisions to Policy 2-2-1: Evaluations by Students – Approved
- Proposed revisions to Policy 8-2-1: Computer Lab Use – Approved
- Proposed revisions to Policy 8-3-1: Email – Approved
- Proposed revisions to Policy 10-1-3: Parking Regulations - Approved

Agenda Items for Next Meeting:

- Draft minutes of 9/1/23 College Council meeting
- 2nd Readings:
 - Review of Policy 1-2-1: Nevada Ethics in Government Law

- o Proposed minor revisions to Policy 1-2-3: Political Activities Guidelines
- o Review of Policy 1-2-4: Political Activity for Public Employees
- o Proposed minor revisions to Policy 1-5-5: Distinguished Visitors
- o Review of Policy 1-5-1: Consensual Relationships
- o Review of Policy 1-6-1: Possession and Purchase of Alcoholic Beverages
- o Proposed minor changes to Policy 1-9-1: Policy Against Discrimination and Sexual Harassment, Complaint Procedure
- o Proposed minor changes to Policy 1-10-1: Drug and Alcohol Abuse Prevention and Program Policy
- o Review of Policy 1-10-2-1: Distribution of Drug and Alcohol Abuse Prevention Program Policy
- o Minor changes to Policy 1-10-2-2: Distribution of Drug and Alcohol Abuse Prevention Program Procedures
- o Review of Policy 1-10-3-1: Drug and Alcohol Abuse Prevention Program Biennial Review Policy
- o Proposed revisions to Policy 6-1-3: College Equipment
- o Proposed revisions to Policy 7-4-2: Cell Phone Use
- o Proposed revisions to Policy 7-4-4: Use of Land-line Phones and Verification of Long-Distance Charges
- o Proposed revisions to Policy 7-6-1: Computer Loan
- o Proposed removal of Policy 8-1-1: Computer Support Services Guidelines
- o Proposed revisions to Policy 8-1-3: Computing Workstation/Network Resources Use
- o Proposed revisions to Policy 8-2-2: Computer Security
- 3rd Readings:
 - o None

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

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:02am. 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: Moving into the semester slowly picking up. A few hundred off from our goal but we still have Dual Enrollment and Apprenticeships coming in. Also, have spoken to nearly every Regent and let them know we are doing great. WNC's metrics presentation is next Friday at TMCC.

Agenda Item 3: Approval of Minutes from May 5, 2023 College Council Meeting - (Kyle Dalpe)

Action Taken: Minutes approved

Summary of Discussion: Coral Lopez motion to approve meeting minutes from 5/5/2023. Justin McMenemy second motion, the minutes were approved unanimously.

Agenda Item 4: Budget Committee FY23 Annual Goals Assessment Report – Coral Lopez - (Information Only)

FY23 Annual Goals report. Three primary goal – provide support to the budgetary process, review FY23 budget projections and make recommendations, and subcommittee review of staff development requests, grant applications and reporting on capital improvement projects. All three goals completed in FY23.

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

- a) Proposed revisions to Policy 1-2-1: Nevada Ethics in Government Law – Tracy Mendibles

Action Taken: None

Summary of Discussion: No updates on this policy, for review. Move to second reading.

- b) Proposed revisions to Policy 1-2-3: Political Activities Guidelines – Tracy Mendibles

Action Taken: None

Summary of Discussion: Minor revision to remove Vice President of Administrative and Legal Services. Move to second reading.

- c) Proposed revisions to Policy 1-2-4: Political Activity for Public Employees – Tracy Mendibles

Action Taken: None

Summary of Discussion: No updates on this policy, for review. Move to second reading.

- d) Proposed revisions to Policy 1-2-5: Distinguished Visitors – Tracy Mendibles

Action Taken: None

Summary of Discussion: Minor revision from his/her to their. Moved to second reading.

- e) Proposed revisions to Policy 1-5-1: Consensual Relationships – Tracy Mendibles

Action Taken: None

Summary of Discussion: No changes to the policy, Melody to review from an HR perspective. Moved to second reading.

- f) Proposed revisions to Policy 1-6-1: Possession and Purchase of Alcoholic Beverages – Tracy Mendibles

Action Taken: None

Summary of Discussion: Proposed to remove Post Academy verbiage from policy.
Moved to second reading.

- g) Proposed revisions to Policy 1-9-1: Policy Against Discrimination and Sexual Harassment: Complaint Procedure – Tracy Mendibles

Action Taken: None

Summary of Discussion: Minor revisions to remove Vice President of Administrative and Legal Services and update NSHE Code Title 4, Chapter 8, Section 13 to Section 14. Move to second reading.

- h) Proposed revisions to Policy 1-10-1: Drug and Alcohol Abuse Prevention Program Policy – Tracy Mendibles

Action Taken: None

Summary of Discussion: Proposed revision of title Dean of Student Services to Executive Director of Student Services. Move to second reading.

- i) Proposed revisions to Policy 1-10-2-1: Distribution of Drug and Alcohol Abuse Prevention Program Policy – Tracy Mendibles

Action Taken: None

Summary of Discussion: No updates to this policy, for review. Move to second reading.

- j) Proposed revisions to Policy 1-10-2-2: Distribution of Drug and Alcohol Abuse Prevention Program Procedures – Tracy Mendibles

Action Taken: None

Summary of Discussion: Proposed revision of title Dean of Student Services to Executive Director of Student Services, and for consistency contact from President's Assistant to Assistant to the President. Move to second reading.

- k) Proposed revisions to Policy 1-10-3-1: Drug and Alcohol Abuse Prevention Program Biennial Review Policy – Tracy Mendibles

Action Taken: None

Summary of Discussion: No updates to this policy, for review. Move to second reading.

- l) Proposed revisions to Policy 6-1-3: College Equipment – Jeff Erickson

Action Taken: None

Summary of Discussion: Proposed revisions to the policy. Moved to second reading.

- m) Proposed revisions to Policy 7-4-2: Cell Phone Use – Coral Lopez

Action Taken: None

Summary of Discussion: Proposed revisions. Moved to second reading.

- n) Proposed revisions to Policy 7-4-4: Use of land-line phones and verification of long distance charges – Coral Lopez

Action Taken: None

Summary of Discussion: Proposed revisions to policy. Moved to second reading.

- o) Proposed revisions to Policy 7-6-1: Computer Loan – Coral Lopez

Action Taken: None

Summary of Discussion: Proposed revision to a phase out plan of this policy. Moved to second reading.

- p) Proposed revisions to Policy 8-1-1: Computer Support Services Guidelines – Phyllis Mason

Action Taken: None

Summary of Discussion: Requesting the removal of this policy, it is old and no longer applies. Information included in other policies. Moved to second reading.

- q) Proposed revisions to Policy 8-1-3: Computing Workstation/Network Resources Use – Phyllis Mason

Action Taken: None

Summary of Discussion: Proposed revision to the policy. Move to second reading.

- r) Proposed revisions to Policy 8-2-2: Computer Security – Phyllis Mason

Action Taken: None

Summary of Discussion: Proposed revision to the policy. Move to second reading.

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

Action Taken: None

Summary of Discussion: No second readings

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

- a) Proposed revisions to Policy 2-1-1: Research – Susan Priest

Action Taken: Approved

Summary of Discussion: Justin McMenemy motioned to approve the revision to this policy, Natasha Anderson seconded the motion. Policy revisions approved unanimously.

- b) Proposed revisions to Policy 2-2-1: Evaluations by Students – Scott Morrison

Action Taken: Approved

Summary of Discussion: Coral Lopez motioned to approve the revision to this policy, Suzanna Stankute seconded the motion. Policy revisions approved unanimously.

- c) Proposed revisions to Policy 8-2-1: Computer Lab Use – Phyllis Mason

Action Taken: Approved

Summary of Discussion: Rachelle Bassen motioned to approve the revision to this policy., Natasha Anderson seconded the motion. Policy revisions approved unanimously.

- d) Proposed revisions to Policy 8-3-1: Email – Phyllis Mason

Action Taken: Approved

Summary of Discussion: Justin McMenemy motioned to approve the revision to this policy., Niki Gladys seconded the motion. Policy revisions approved unanimously.

- e) Proposed revisions to Policy 10-1-3: Parking Regulations

Action Taken: Approved

Summary of Discussion: Rachelle Bassen motioned to approve the revision to this policy., Natasha Anderson seconded the motion. Policy revisions approved unanimously.

Agenda Item 8: Updates from Members

Action Taken: None

Summary of Discussion:

Suzanna Stankute – In June received the Community Support Services grant in the amount of \$10,000 to support the Wildcat Reserve. In July ASWN held training with various people and departments to get a different perspective of the college. Working on revising the ASWN constitution. Student Life is looking for additional support at the front desk. Helped with the FYE event last Friday, sparked interest in the food pantry and eSport. Holding a food drive in September. Deploying the flip charts on Tuesday and Welcome Back week starts on September 11.

Heather Rikalo – The student ID printer is broken, working on a solution. This could be a problem for the nursing students. Heather and Debi working on a short term solution for students.

Niki Gladys – Reach for the Stars, thank you to the volunteers. Net \$130,000 best result so far. Golf for Education on September 29, 121 golfers signed up so far, space for 144. Finishing the

audit for Foundation right now, best year ever raising \$3M. ROADS program sponsoring career fair on September 13.

Natasha Anderson – NSHE Classified Council working on updating their bylaws. WNC Classified Council working on a fund raiser to raise funds for an event.

Scott Morrison – Thank you to faculty for patience and flexibility with changes to classrooms this week. Thank you to Gretchen for quick work and care. Thank you for meeting for classroom needs and technology group. Things are going well.

Shannon Covey – Update on food trucks. New vendor joining the group and adding a coffee cart. More work on advertisement this year to students, such as posters, text messages, calendars.

Coral Lopez – Cherrice and Coral wrapped up FY23 financial statement audit. September 15 NSHE deadline, then will be submitted to, Grant Thornton, auditor. Coral is also a member of the NSHE CFO search, a lot of good candidates.

Kyle Dalpe – WNC Metrics presentation on Friday, will be talking about deferred maintenance. Several Reynolds classrooms are down and nursing students are meeting in Bristlecone 344. The Bristlecone Spine is very busy when their class lets out, great opportunity for pictures.

Agenda Item 9: Old Business

Action Taken: None

Summary of Discussion: None

Agenda Item 10: New Business

Action Taken: None

Summary of Discussion: None

Agenda Item 11: Public Comment

Action Taken: None

Summary of Discussion: None

College Council meeting adjourned by unanimous consent at 10:55am