

College Council Meeting Minutes 10/3/25, 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, VPFA
Voting – Niki Gladys, Chief Advancement Officer
Voting – Eric York, Academic Faculty Senate Chair
Voting – Samantha Kaelin, Administrative Faculty Senate Chair
Voting – Karla Salas Dominguez, ASWN President
Voting – Audrey Auer & Cecilia Gregg, Academic Directors

College Council Members Absent:

Voting – April Reyes, Classified Council President
Voting – Paul Seybold, Academic Director
Voting – Vacant, Adjunct Faculty Representative

Guests with Agenda Items

Melody Duley, Amy Ghilieri, Dianne Hilliard, Justin McMenomy, Geri Pope, Gretchen Stanerson, Susan Trist

Summary of Actions Taken:

- 9/5/25 meeting minutes approved
- General Education Definitions approved
- Proposed revisions to Policy 3-5-1: Grade Appeal – Approved
- Proposed revisions to Policy 3-5-2: Student Grievance – Approved
- Proposed revisions to Policy 7-3-1: WNC Purchasing Policy - Approved

Agenda Items for Next Meeting:

- 10/3/25 approval of minutes
- Instructional Modes and Fees
- 2nd Reading:
 - Proposed revisions to Policy 6-1-1: Facility Use
 - Proposed revisions to Policy 7-1-2: Compensation of School Districts for Use of Facilities
 - Proposed revisions to Policy 7-3-2: Bank Deposits
 - Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control
 - Proposed revisions to Policy 7-3-4: Policy for Account Administration
 - Proposed revisions to Policy 7-4-3: Identity Theft Prevention Policy

- Proposed revisions to Policy 7-4-4: Use of Land-line Phones and Verification of Long-Distance
- Proposed revisions to Policy 7-5-5: Institutional Student Fee Policy
- Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy
- Proposed revisions to Policy 7-7-3: Trade-out Policy
- Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments
- Proposed revisions to Policy 4-5-1-2: Hiring Academic and Administrative Faculty
- Standing committee annual goals report

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

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:02 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: Thank you to EHS for doing the fire drill on the Carson Campus this morning. There were some bumps in the road, but if there ever was an emergency I feel good that we would get everyone out of the buildings. A drill will be done on the Fallon campus.

Proposed a 9am start for the College Council meeting and the group agreed with the proposal.

Agenda Item 3: Approval of Minutes from September 5, 2025 College Council Meeting (Kyle Dalpe)

Action Taken: Approved

Summary of Discussion: Coral Lopez motioned to approve meeting minutes from 9/5/25; Niki Gladys seconded the motion; the minutes were approved unanimously.

Agenda Item 4: Student Fees (Information Only) Kyle Dalpe & Coral Lopez

Action Taken: None

Summary of Discussion: Kyle gave update on student fees. Any new student fees over \$50 need to go to the December Board of Regents meeting for approval and are implemented in the fall. WNC does not have any new student fees going forward in December.

The board is bringing a registration fee increase to cover additional costs and shore up the budget, to maintain our current level of service – community colleges 6% increase and universities 12% increase, spread over 3 years.

Student forums will be taking place next Tuesday in Dini 201 at 11am.

Coral shared a spreadsheet with projections of fee increases.

Agenda Item 5: General Education Definitions Review (Information Only) Geri Pope

Action Taken: Approved

Summary of Discussion: Motion to approve by Eric York, seconded by Coral Lopez, General Education Definitions were approved unanimously.

Agenda Item 6: Instructional Modes and Fees (Information Only) Gretchen Stanerson

Action Taken: None

Summary of Discussion: A working group with faculty was put together in the Fall to review the instructional modes that have been used in PeopleSoft. The 2-digit code is used internally, and the students see the written description. The group is proposing updates to the descriptions, but are limited to 30 characters total, including spaces, in PeopleSoft. Cleaning up language and more understanding for students so they know how the class is being taught and internal description, so the instructor knows how the class is being taught. 2-digit codes were reviewed.

The Instructional Modes and Fees document will be taken to the Senates for questions and feedback and will be taken back to students. It will be posted on the website after approval.

Additional fees included need to follow the WNC current process for student fees.

Agenda Item 7: Program Reviews (Information only) Amy Ghilieri

Action Taken: None

Summary of Discussion:

- a) Apprenticeship - This is a mix of academic and administrative, and this is the first time being reviewed. Three groups that we work with, electricians NNVIEC, ABC and Laborers. ABC is the meat and potatoes of the apprenticeship program.

Huge enrollment but completion is quite low.

WNC is strictly administrative, and most students earn skills certificates through ABC. Two-thirds of ABC students are located in Southern Nevada.

WNC needs to attend ABC orientations. Enrollment related barriers keep students from completing.

Access to student assessments which is included in the MOU with ABC.

How do we get AAS students into the BAS program? Two classes were added as prerequisites, CONS 111 & 281. Both classes are open entry classes and offered year-round. Students from anywhere in Nevada will be able to participate in WNC's Construction BAS program if they have gone through apprenticeship.

There are only two courses that are keeping students in Las Vegas from completing the BAS program online, CADD 100 and CEM 453. CADD 100 is being offered online at CSN and CEM 453 at UNLV.

The Building Trades skills certificate is being broken down into six different curriculums; Plumbing, Electrical, Heavy Equipment Operator, Carpentry, General Construction Constuction Sheet Metal and Building Trades Telecommunications.

- b) Construction - Most recommendations for Construction are actually related to Apprenticeship.

Last year Construction received a \$50,000 grant from NV Energy. They are doing some great projects within the community. Nigel is doing the heavy lift with this program!

There were three award codes that were found that haven't been offered in at least seven years. These codes are being deactivated.

There are some website updates that need to be made.

Agenda Item 8: 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 revisions to Policy 6-1-1: Facility Use** – Gretchen Stanerson
Action Taken: None – moved to second read
Summary of Discussion: Link to online forms included in the policy rather than attached to the policy.
- b) **Proposed revisions to Policy 7-1-2: Compensation of School Districts for Use of Facilities** – Coral Lopez
Action Taken: None – moved to second read
Summary of Discussion: Technical updates, title change
- c) **Proposed revisions to Policy 7-3-2: Bank Deposits** – Coral Lopez
Action Taken: None – moved to second read

Summary of Discussion: Technical update, department change

- d) **Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control** – Coral Lopez

Action Taken: None – moved to second read

Summary of Discussion: Updating this policy to reflect changes made by the Board of Regents.

- e) **Proposed revisions to Policy 7-3-4: Policy for Account Administration** – Coral Lopez

Action Taken: None – moved to second read

Summary of Discussion: Technical update, title change.

- f) **Proposed revisions to Policy 7-4-3: Identity Theft Prevention Policy** – Coral Lopez

Action Taken: None – moved to second read

Summary of Discussion: Technical update, title change.

- g) **Proposed revisions to Policy 7-4-4: Use of Land-line Phones and Verification of Long-Distance Charges** – Coral

Action Taken: None – moved to second read

Summary of Discussion: Technical update, title change.

- h) **Proposed revisions to Policy 7-5-5: Institutional Student Fee Policy** – Coral Lopez

Action Taken: None – moved to second read

Summary of Discussion: Technical update, title change.

- i) **Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy** – Coral Lopez

Action Taken: None – moved to second read

Summary of Discussion: Technical update, title change.

- j) **Proposed revisions to Policy 7-7-3: Trade-out Policy** – Coral Lopez

Action Taken: None – moved to second read

Summary of Discussion: Technical update, title change.

Agenda Item 9: Policy & Procedures: Second Reading (For Possible Action)

Discussion and questions from groups; possible action

- a) **Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments** - Kyle Dalpe

Action Taken: Being brought back as a second reading in November.

Summary of Discussion: Was not run through Academic Faculty Senate for vote.

b) **Proposed revisions to Policy 3-5-1: Grade Appeal** – Dianne Hilliard

Action Taken: Approved

Summary of Discussion: This policy has not been updated in a long time. It is now in line with current practice. Motion to approve by Eric York, seconded by Niki Gladys, approved unanimously.

c) **Proposed revisions to Policy 3-5-2: Student Grievance** – Dianne Hilliard

Action Taken: Approved

Summary of Discussion: Changed calendar days to business days. Students can now have an advocate and the ability to appeal a grievance. Motion to approve by Eric York, seconded by Samantha Kaelin, approved unanimously.

d) **Proposed revisions to Policy 4-5-1-2: Hiring Academic and Administrative Faculty** – Melody Duley

Action Taken: Being brought back as a second reading in November.

Summary of Discussion: Academic Faculty Senate would like more time to review the proposed policy changes.

e) **Proposed revisions to Policy 7-3-1: WNC Purchasing Policy** – Coral Lopez

Action Taken: Approved

Summary of Discussion: The purchasing threshold has been increased to be in line with the Board of Regents. Motion to approve by Niki Gladys, seconded by Eric York, approved unanimously.

Agenda Item 10: Standing Committees Annual Goals Reports (Information Only)

a) Accessibility Committee – Susan Trist & Troy Wright

1. Provide access to educational pathways and opportunities
2. Conduct baseline assessment of email and text messages communication
3. Conduct baseline assessment of “All college” email and text message communications

b) Digital Learning Committee – Justin McMenomy

1. Online course quality review rubric
2. Review bylaws
3. Review communication channels for digital course development
4. Review support elements for faculty

Agenda Item 11: Updates from Members (Information Only)

Samantha Kaelin – provided update on Admin Faculty Senate

Casey Otto – provided update on Budget Committee

Niki Gladys – provided updates on Foundation

Coral Lopez – provided updates on Budget, Facilities, EH&S

Karla Salas – provided updates on ASWN

Audrey Auer – provided updates on Nursing

JW Lazzari – provided update on Financial Aid

Agenda Item 12: College Council meeting adjourned by unanimous consent at 11:24am