

College Council Meeting Minutes 10/7/22, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting – Tracy Mendibles, Recorder
Voting - Coral Lopez, CFO
Voting - Jim Strange, Academic Faculty Senate Chair
Voting – Justin McMenemy, 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 Ingraffia-Strong or Eric York, Academic Directors Representative

College Council Members Absent:

Non-Voting - Dr. Dalpe, Interim President
Non-Voting – Dr. Ryan, Interim VPASA
Voting – Roswell Allen, Adjunct Faculty Representative

Guests with Agenda Items

Jayna Conkey
Cathy Fulkerson
Melody Duley
Sylvia Rondeaux

Summary of Actions Taken:

- 9/2/22 Minutes approved
- Policy 7-3-2: Bank Deposits approved
- Policy 7-5-3: Late Registration Fee Policy approved

Agenda Items for Next Meeting:

- Draft minutes of 10/7/22 College Council meeting
- Role of a Mentor
- 2nd Reading:
 - Proposed adoption of WNC Committee Bylaw Template for use with standing committee.
 - Proposed revisions to Policy 10-2-4-2: Jeanne Clery Campus Security Policy and Crime Statistics Act Procedures

- Proposed revisions to the DEI Committee Bylaws
- 3rd/Final Reading:
 - Proposed revisions to Policy 4-5-1-1: Recruitment and Interview Expense

Agenda Item 1: Call to Order and Roll Call - (Coral Lopez)

Action Taken: No action

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 - (Coral Lopez)

Action Taken: None

Summary of Discussion: Coral expressed a special thank you to Melody for Reno Aces event. Signage was installed this week on the Dini building. Headway has been made getting food trucks on campus, Bus Boy Mobile will be on campus next Thursday, October 13, 11am -2pm.

Agenda Item 3: Approval of Minutes from Sept 2, 2022 College Council Meeting - (Coral Lopez)

Action Taken: Minutes approved

Summary of Discussion: Justin McMenemy moved to approve the September 2, 2022 College Council minutes, Coral Lopez seconded the motion, the minutes were approved unanimously.

Agenda Item 4: Graphics Design Program Review – Jayna Conkey (Information Only)

Action Taken: None

Summary of Discussion: Graphics Design Program Preview by Jayna Conkey

- The Graphic Design Program offers Certificate and Associate level courses through onsite and online instruction.
- Students have the choice to earn the Certificate of Achievement, Associate of Applied Science Degree or the Associate of Arts Degree completely online.
- The Program prepares students for entry-level positions and provides students the opportunity to transfer with junior standing to a four-year college or university for a bachelor's degree within NSHE.
- AA Pathway has become the degree of choice over the AAS Degree.
- In 2019, WNC's Graphic Design Program ranked #4 in the Top 5 Online Associate in Multimedia Design programs in the U.S.
- In 2022, WNC's Graphic Design Program ranked #9 in the Best Online Graphic Design Certificate Programs in the U.S.
- In 2020, the Graphic Design Professor and advisor for the Graphic Design Program received the Nevada Board of Regents' Excellence in Teaching Award.

- In 2020, a WNC Graphic Design student designed a State of Nevada specialty license plate.
- Final Curriculum Review Report – All requirements were met.
- A 5-year assessment plan was presented.

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

- a) Proposed adoption of WNC Committee Bylaw Template for use with standing committee. What constitutes a “major revision” or a “minor revision” – Cathy Fulkerson
- b) Proposed revisions to Policy 10-2-4-2: Jeanne Clery Campus Security Policy and Crime Statistics Act Procedures – Melody Duley
- c) Proposed revisions to the DEI Committee Bylaws – Sylvia Rondeaux

Action Taken: None

Summary of Discussion:

- a) Cathy Fulkerson proposed the adoption of WNC Committee Bylaw Template for use with WNC’s standing committees. A bylaw template was presented. Recommendation was made to determine what a minor change versus a major change to bylaws. The template has examples of verbiage that should be used when creating new bylaws or revising exiting bylaws. Intent is for new committees or current committees make changes for bylaws bring into alignment with recommended language. IRE@wnc.edu is available to review prior to submitting bylaw to College Council.
- b) Melody Duley proposed revisions to Policy 10-2-4-2: Jeanne Clery Campus Security Policy and Crime Statistics Act Procedures. There were no major changes, such as procedural or substantive. Updates included titles and names. This policy will move to a second reading at the next College Council meeting in November.
- c) Sylvia Rondeau proposed revisions to the DEI Committee Bylaws, revisions are minor. Article 4, Section B, Chair, 6. *Shall be the representative to communicate directly with the Board of Regents and other official NSHE institutions.* To be changed to the “College Council”. These bylaws will move to a second reading at the next College Council meeting in November.

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

- a) Proposed revisions to Policy 4-5-1-1: Recruitment and Interview Expense – Melody Duley

Action Taken: None

Summary of Discussion:

- a) Melody Duley reviewed the proposed revisions to Policy 4-5-1-1: Recruitment and Interview Expense Policy. Business class was removed from the airfare provision and mileage reimbursement has been included. Concern was voiced regarding non-reimbursed for travel

expense for an applicant if job offer is extended and the applicant declines the offer. Section 4, Discretion of the President was discussed. The policy to be taken back to review with the councils and will brought back to next meeting.

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

- a) Proposed revisions to Policy 7-3-2: Bank Deposits – Coral Lopez
- b) Proposed revisions to Policy 7-5-3: Late Registration Fee Policy – Coral Lopez

Action Taken: Items 7a and 7b were approved.

Summary of Discussion:

- a) Coral Lopez reviewed the revisions to Policy 7-3-2: Bank Deposits. Jim Strange motioned to approve, Niki Gladys seconded the motion. Policy revisions approved by council.

- b) Coral Lopez reviewed the revisions to Policy 7-5-3: Late Registration Fee Policy. Jim Strange motioned to approve, Justin McMenemy seconded the motion. Policy revisions approved by council.

Agenda Item 8: Updates from Members

Action Taken: b

Summary of Discussion:

ASWN – Welcome Back was a success. 150 attendees for Coffee with a Cop. The Fall Festival is the week of October 17-20. Breast cancer awareness October 26. Halloween event on 31. 6 new ASWN members in the next few weeks. Student center hours 8:00am - 6:30pm Monday-Thursday and 8:00am to 1:00pm on Fridays.

Coral - Oct 31 CDC Pumpkin Parade will take place in the CDC parking lot

Foundation - \$25K in profit from the golf tournament

Agenda Item 9: Old Business

Action Taken: None.

Summary of Discussion:

None

Agenda Item 10: New Business

Action Taken:

Summary of Discussion:

New mentor policy, what are they supposed to be doing to help new employees? Add as an agenda item for next College Council meeting in November.

Agenda Item 11: Public Comment

Action Taken: None.

Summary of Discussion:

None

College Council meeting adjourned at 11:09am