College Council Meeting Minutes 11/3/23, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting - Dr. Dalpe, 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 – Katy Edmunds rep Classified
Voting – Suzanna Stankute, ASWN President
Voting – Niki Gladys, Executive Director, Advancement
Voting – Debi Ingraffia-Strong, Travis Carr and Scott Morrison Academic Directors

College Council Members Absent:

Voting – Jim Bathgate, Adjunct Faculty Representative

Guests with Agenda Items

Amy Ghilieri
Geri Pope
Melody Duley
Computing Services

Summary of Actions Taken:

- 10/6/23 Minutes approved with changes
- Proposed revisions to Policy 8-1-2: Computing and Network Use Agreement - approved
- Proposed removal of Policy 8-1-1: Computer Support Services Guidelines - approved

Agenda Items for Next Meeting:

- Draft minutes of 11/3/23 College Council meeting
- 2nd Readings:
    - Proposed revisions to the Budget Committee Bylaws – Coral Lopez
    - Proposed revisions to the Curriculum Committee Bylaws – Geri Pope
    - Proposed revisions to Policy 4-1-1: Credentials for Community College Faculty – Melody Duley
    - Proposed revisions to Policy 4-1-3: Nepotism – Melody Duley
    - Proposed revisions to Policy 4-1-4: Nevada's Whistleblower Law – Melody Duley

- Proposed revisions to Policy 4-1-5: Jury Duty – Melody Duley
- Proposed revisions to Policy 4-1-6: Intellectual Property Policy – Melody Duley
- Proposed revisions to Policy 4-5-2-1: Administrative Faculty Evaluations – Melody Duley
- Proposed revisions to Policy 4-5-2-3: Administrative Faculty Merit Policy – Melody Duley
- Proposed revisions to Policy 8-2-3: Network Policy – Computing Services
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- 3rd Readings:

Agenda Item 1: Call to Order and Roll Call - (Kyle Dalpe)
Action Taken: None
Summary of Discussion: The meeting was called to order at 10:01am. 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: Getting close to a 4400 head count, up 17% over last year, most is in dual enrollment. Thank you for the work of the Enrollment Management group. Highest enrollment in 12 years, now we need to get them to the finish line.

We have 13 elected Regents, 10 of which reside in Clark County. I met with two regents yesterday, part of my job is to meet with them to let them know what is done in the rural community. Shared that we support the full COLA adjustment of 11%. We are a rural community college and we need attract people to work in rural populated areas, to remain competitive we need to embrace the COLA. Two proposals will be put forward at the December meeting. Classified will receive 11% COLA. One option is 11% COLA with a 5% student fee increase starting October 1. The second option is 9.5% COLA to start on July 1 with a 5% student registration fee increase. Both options would suspend the 1% merit increase that was put in place 2 years ago by the Board of Regents. We will be supporting the 1st option. Both options have a student fee increase. At some point the we will discuss the fee piece with the students. 75% of our funds come from the state the other 25% comes from other sources such as student fees. Universities are funded differently.

Agenda Item 3: Approval of Minutes from October 6, 2023 College Council Meeting - (Kyle Dalpe)
Action Taken: Minutes approved
Summary of Discussion: Justin McMenomy motion to approve meeting minutes from 10/6/2023 with updates. Coral Lopez seconded the motion; the minutes were approved unanimously.

Agenda Item 4: Associate of General Studies program review (Information Only) – Amy Ghilieri

Recommendations, that came out of this review are really more about how we do reviews than how we do programs. This is a wildly popular degree that is under represented within our institution. A lot of our students get this degree and stay at WNC to obtain another degree. It is not a transfer program for WNC but is often utilized that way. Not on the website, because it is often utilized by the students, feel like a spotlight should be shined on it. Not intended as a transfer degree but does function that way. We have no way to track data, why students select this degree? Why they change from this degree? The number of students who complete a survey is not statistically valid. We've come up with proposals in this report for how to do mandatory entrance and exit interviews. Annual tracking of data for consistency from program review to program review. Looking at recommendations, this is pretty clear cut on how we can close the loop on program recommendations. Helpful for recruitment of non-traditional students. This degree is being utilized in our HEPP.

Agenda Item 5: Budget Committee Annual Goals Report (Information Only) – Coral Lopez
Each year the Budget committee evaluates the goals for the upcoming fiscal year. Committee goal #1, provide support to the budgetary process; goal #2 review FY24 budget projections and make recommendations; goal #3 subcommittees that review staff development requests, grant requests, CIP projects and tech fees.

Agenda Item 6: Western Nevada College Bylaws Workgroup – (For Possible Action) – Geri Pope
As we prepare for year 6 report. We are looking at policies and bylaws. WNC bylaws need to be reviewed every other year. Looking to form a work group to review WNC bylaws. Motion to establish a work group to review bylaw, Kyle Dalpe motioned, Scott Morrison seconded the motion, motion passes. Bylaws workgroup to be overseen my Geri Pope and provide edits and be brought back to college council for approval.

Agenda Item 7: Policy and Procedures: First Reading (Information Only)

a) Proposed revisions to the Budget Committee Bylaws – Coral Lopez
   Action Taken: None
   Summary of Discussion – Minor changes. Going back to groups for review and coming back for a second read and possible approval in December.

b) Proposed revisions to the Curriculum Committee Bylaws – Geri Pope
   Action Taken: None

Summary of Discussion – Proposed changes to the bylaws. Updating standing membership and changing the officer structure to chair and co-chair. Going back to groups for review and will come back for a second read and possible approval in December.

c) Proposed revisions to Policy 4-1-1: Credentials for Community College Faculty – Melody Duley
Action Taken: None
Summary of Discussion – Technical updates only, going back to groups for review and will come back for a second read and possible approval in December.

d) Proposed revisions to Policy 4-1-3: Nepotism – Melody Duley
Action Taken: None
Summary of Discussion – Technical updates only, going back to groups for review and will come back for a second read and possible approval in December.

e) Proposed revisions to Policy 4-1-4: Nevada's Whistleblower Law – Melody Duley
Action Taken: None
Summary of Discussion – Technical and substantive updates, going back to groups for review and will come back for a second read and possible approval in December.

f) Proposed revisions to Policy 4-1-5: Jury Duty – Melody Duley
Action Taken: None
Summary of Discussion – Technical updates only, going back to groups for review and will come back for a second read and possible approval in December.

g) Proposed revisions to Policy 4-1-6: Intellectual Property Policy – Melody Duley
Action Taken: None
Summary of Discussion – Technical updates only, going back to groups for review and will come back for a second read and possible approval in December.

h) Proposed revisions to Policy 4-5-2-1: Administrative Faculty Evaluations – Melody Duley
Action Taken: None
Summary of Discussion – Changes to move evaluations to an academic year, going back to groups for review and will come back for a second read and possible approval in December.

i) Proposed revisions to Policy 4-5-2-3: Administrative Faculty Merit Policy – Melody Duley
Action Taken: None
Summary of Discussion – Technical updates and conforming changes, going back to groups for review and will come back for a second read and possible approval in December.

j) Proposed revisions to Policy 8-2-3: Network Policy – Computing Services
Action Taken: None
Summary of Discussion – Updating policy to be in line with NSHE, going back to groups for review and will come back for a second read and possible approval in December.

Agenda Item 8: Policy and Procedures: Second Reading (For Possible Action)

a) Proposed revisions to Policy 8-1-2: Computing and Network Use Agreement – Computing Services
Action Taken: Approved
Summary of Discussion: Updating policy to be in line with the NSHE. Rochelle Bassen motions, Niki Gladys second the motion, the motion passes.

Agenda Item 9: Third Readings (For Possible Action)

Discussion and questions from groups; possible action.

k) Proposed removal of Policy 8-1-1: Computer Support Services Guidelines – Computing Services
Action Taken: Approved
Summary of Discussion – Removal of Policy 8-1-1, Justin McMenomy motioned to approve, Rachelle Bassen seconded the motion, motion passes.

Agenda Item 10: Updates from Members
Action Taken: None
Summary of Discussion:

Coral Lopez – Welcome to Casey Otto, new Budget Director. Also, hired a new cashier and hoping they will start on the 14th**.**

Suzanna – ASWN has been very busy, October was Breast Cancer Awareness month and handed out t-shirts in support of this, hosted Pink Ribbon Day, on 18th got to sit down to Dr. Ryan to discuss the programs that we offer, on October 25th the ASWN students held their first tabling event and had over 100 responses to questions about the bookstore, these will be presented to the Auxiliary Committee, on the 28th participated in the Nevada Day Parade and enjoyed all of the people that walked, on Tuesday, the 31st hosted a Halloween event with the Psychology Club and other departments around WNC. Dia de Los Muertos event on November 2 and served well over 150 people. Met with Dr Dalpe and Coral Lopez to discuss the funding formula.

Debi Ingraffia Strong – As part of a state access initiative nursing has been awarded a significant amount of funds and is expanding to offer a BSN degree.

Katy Edmunds – On October 25 Classified Council hosted its most successful bake sale ever. Now running elections for treasure.

Niki – Nate Jersey, new grant writer and Kara Spracklin is new to the ROADS program.

Agenda Item 11: Old Business
Action Taken: None
Summary of Discussion: None

Agenda Item 12: New Business
Action Taken: None
Summary of Discussion:

Rachelle Bassen – Academic Faculty is updating their bylaws, suggested bringing to College Council for an overview after approval.

Agenda Item 13: Public Comment
Action Taken: None
Summary of Discussion:

Justin McMenomy - Gearing up for Welcome Back week and Professional Development, reach out if you have topics that you would like reviewed or would like to present.

College Council meeting adjourned by unanimous consent at 11:01am