

## College Council Meeting Minutes 12/08/23, 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 McMenemy, 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

Susan Trist  
Angela Holt  
Nigel Harrison  
Geri Pope  
Melody Duley  
Computing Services

### Summary of Actions Taken:

- 11/3/23 Minutes approved with changes

### Agenda Items for Next Meeting:

- Draft minutes of 12/8/23 College Council meeting
- 2<sup>nd</sup> Readings:
  - Proposed revisions to the Distance Education Committee Bylaws
  - Proposed Diversity, Equity and Inclusion Committee Bylaws
  - Proposed revisions to the Healthy Campus and Environment Committee Bylaws
  - Proposed revisions to Policy 1-1-1: College Council & Policy and Procedure Development
  - Proposed revisions to Policy 3-3-11: Distance Education Online Policy
  - Proposed revisions to Policy 7-5-2: Delinquent Accounts
  - Proposed retirement of Policy 8-2-5: Firewall Policy

- o Proposed retirement of Policy 8-2-7: Web Filtering for Security Use
- o Proposed revision to Policy 14-1-1: Assessment and Evaluation

**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:** Holiday party today at 11am, there will be a table with a card for UNLV that will take to President Whitfield next week.

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

**Action Taken:** Minutes approved

**Summary of Discussion:** Suzanna Stankute motion to approve meeting minutes from 11/3/2023. Rachelle Bassen seconded the motion; the minutes were approved unanimously.

**Agenda Item 4: Accessibility Committee Training Project Overview (Information Only) – Susan Trist**

The Accessibility Committee received directives from the Board of Regents and was recommended that we have training available for faculty and staff for digital accessibility. The committee has been working on an accessibility course, Accessibility 101. We are proposing that training be mandatory for all faculty and staff. The committee has been working with HR to manage how the training will be rolled out and tracked. Proposing training be renewed every two years and training would take approximately one hour. The course will live in Canvas and hoping that all faculty and staff, that teach classes or add content to the website, would be required to complete training. The training is a basic overview of accessibility. Working with HR to determine who should be required to take this course.

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

- a) Proposed revisions to the Distance Education Committee bylaws – Justin McMenemy

**Action Taken:** None

**Summary of Discussion:** Requesting to change the title of the committee from Distance Education to Instructional Quality and Innovation. The focus of the committee is online education which is the mission of the committee.

- b) Proposed Diversity, Equity and Inclusion Committee bylaws – Angela Holt

**Action Taken:** None

**Summary of Discussion:** Proposed bylaws for the Diversity, Equity and Inclusion committee.

- c) Proposed revisions to the Healthy Campus and Environment Committee bylaws – Nigel Harrison  
**Action Taken:** None  
**Summary of Discussion:** Proposed minor changes to the Healthy Campus and Environment Committee bylaws.
- d) Proposed revisions to Policy 1-1-1: College Council & Policy and Procedure Development – Kyle Dalpe  
**Action Taken:** None  
**Summary of Discussion:** Defined the purpose of the College Council and other updates to standing committees, ad hoc committees and workgroups.
- e) Proposed revisions to Policy 3-3-11: Distance Education Online Policy – Justin McMenemy  
**Action Taken:** None  
**Summary of Discussion:** The Distance Education committee manages this policy. Proposed update to the title and other substantial changes.
- f) Proposed revisions to Policy 7-5-2: Delinquent Accounts – Coral Lopez  
**Action Taken:** None  
**Summary of Discussion:** Proposed updates to the policy when students have a past due balance in the 8<sup>th</sup> week of the semester.
- g) Proposed retirement of Policy 8-2-5: Firewall Policy – Computing Services  
**Action Taken:** None  
**Summary of Discussion:** Proposed removal of policy since this is now managed through UNR.
- h) Proposed retirement of Policy 8-2-7: Web Filtering for Security Use – Computing Services  
**Action Taken:** None  
**Summary of Discussion:** Proposed removal of policy since this is now managed through UNR.
- i) Proposed revisions to Policy 14-1-1: Assessment and Evaluation – Kyle Dalpe  
**Action Taken:** None  
**Summary of Discussion:** Proposed significant updates to focus on our strategic planning overview to fall inline with accreditation.

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

*Discussion and questions from groups; possible action.*

- a) Proposed revisions to the Budget Committee bylaws – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Proposed minor changes to the Budget Committee bylaws

Motion to approve, Rachelle Bassen, Justin McMenemy seconded, approved.

- b) Proposed revisions to the Curriculum Committee bylaws – Geri Pope

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, Suzanna Stankute seconded, approved.

- c) Proposed revisions to Policy 4-1-1: Credentials for Community College Faculty – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- d) Proposed revisions to Policy 4-1-3: Nepotism – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- e) Proposed revisions to Policy 4-1-4: Nevada's Whistleblower Law – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- f) Proposed revisions to Policy 4-1-5: Jury Duty – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- g) Proposed revisions to Policy 4-1-6: Intellectual Property Policy – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- h) Proposed revisions to Policy 4-5-2-1: Administrative Faculty Evaluations – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- i) Proposed revisions to Policy 4-5-2-3: Administrative Faculty Merit Policy – Melody Duley

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Coral Lopez, seconded by Natasha Anderson, approved.

- j) Proposed revisions to Policy 8-2-3: Network Policy – Computing Services

**Action Taken:** Approved

**Summary of Discussion:** Motion to approve, Rachelle Bassen, seconded by Natasha Anderson, approved.

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

*Discussion and questions from groups; possible action.*

No third readings

**Agenda Item 8: Updates from Members**

**Action Taken:** None

**Summary of Discussion:**

Troy Wadsworth – Working with University Police Services and Digital Campus and Technology and are getting ready to role out the safe app, WNC Safe, in another few weeks. The app will allow you to report stuff on campus, it will have campus maps and a safety toolbox. Video displays will be updated throughout the college beginning next week.

Suzanna Stankute – Four students attended the Board of Regents meeting last week, students gave public comment on the COLA. Have been working on a lot of events and have hosted over 50 events during the fall semester, and will be hosting another 47 during De-Stress Fest.

Heather Rikalo – Thank ASWN for all of the work that they are doing, 50 events throughout the semester is a lot! They continually impress me with what they are doing. Thank you to Suzanna, being able to take additional students to the Board of Regents meeting was awesome. They had a great experience. They represented the school very, very well.

Debi Ingraffia-Stronge – Suzanna and the students represented the college so well, you are exemplary.

Niki Gladys – Suzanna you represented us so well on the channel 2 news interview, you were able to speak so articulately to the news media. Steve and Rachelle, marketing won three awards through NCMPR. Foundation presented at the Board of Regents meeting on Friday, FY23 performance and it was a very good year. FY23 was up 40% year over year. Grant received from the Pennington Foundation for \$275,000 for the Hub and Career Center.

Rachelle Bassen – Thanked the classified staff and students that backed the 11% COLA

**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 11:04am**

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