

College Council Meeting Minutes 12/13/24, 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 – Niki Gladys, Chief Advancement Officer
Voting – Martin Schmidt, Academic Faculty Senate Chair
Voting – Robin Eppard, Adjunct Faculty Representative
Voting – Gretchen Stanerson, Administrative Faculty Senate Chair
Voting – April Reyes, Classified Council President
Voting – Catalina Wilson, ASWN President
Voting - Scott Morrison, Audrey Auer & Travis Carr, Academic Directors

College Council Members Absent:

Voting – Coral Lopez, CFO

Guests with Agenda Items

Troy Wadsworth
Justin McMenomy
Chelsie Hamtak
Susan Trist
JW Lazzari
Kathy Strain
James Feser
Geri Pope

Summary of Actions Taken:

- 11/01/2024 meeting minutes approved
- Proposed revisions to Policy 12-1-1: Fundraising – Approved
- Proposed revisions to Curriculum Committee bylaws – Approved

Agenda Items for Next Meeting:

- 12/13/24 approval of minutes
- 2nd Reading:
 - Proposed revision to Policy 1-1-1: College Council & Policy and Procedure Development
 - Proposed review of Policy 3-2-2: Course Numbering System
 - Proposed review of Policy 3-2-13: Academic Calendar Proposal and Adoption

- Proposed retirement of Policy 3-3-8: Full-time Enrollment Equivalency for Students with Disabilities
- Proposed revision to Policy 3-3-9: Community Education Program
- Proposed review of Policy 3-3-10: Student Withdrawal Policy
- Proposed revision to Policy 3-3-13: DSS Memory Aid Policy
- Proposed retirement of Policy 3-4-6: Athletic Fee Waiver
- Proposed revision to Policy 11-1-2: Accident Investigation Environmental Health and Safety
- Proposed revision to Policy 11-1-3: Campus Emergency Notification Guidelines
- Proposed revision to Policy 11-1-5: Dealing with EH&S Regulatory Agency
- Proposed revision to Policy 11-3-11: Hearing Conservation Program
- Proposed revision to Policy 11-3-15: Tobacco Use Policy
- Proposed revision to Policy 11-3-16: Volunteers in State Service
- Proposed revision to Policy 13-1-1: Deans List
- Proposed revision to Policy 13-1-2: Graduation with Honors
- Proposed revision to Policy 13-2-2: Service Animal Policy
- 3rd Reading:
 - Proposed revisions to Policy 6-1-1: Facilities Use Policy

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, we have hit it out of the park again maintaining and growing a little more enrollment than we had last fall.

Agenda Item 3: Approval of Minutes from November 1, 2024 College Council Meeting - (Kyle Dalpe)

Action Taken: Minutes approved

Summary of Discussion: Martin Schmidt motioned to approve meeting minutes from 11/1/24. Gretchen Stanerson seconded the motion; the minutes were approved unanimously.

Agenda Item 4: Annual Planning & Goal Setting – (Information Only) – Kyle Dalpe

This is a reminder of the overarching major initiatives that we are looking at this year which include Access and Success, Student Experience, Operations and Infrastructure, and Visibility. This item was presented at the end of the spring 2024 semester and again at the August 2024 event. This is a reminder that we do have a strategic planning framework. Every year annual

goals are set which are developed mainly out of the discussions of the Enrollment Management Committee, how to bring students in and support them through. This is being shared again so everyone knows that there is a strategic structure. There will also be a web page going up that shows our strategic planning cycle. At the end of the spring semester a presentation is done which discusses what we will be doing in the next academic year. The kickoff in August includes a reminder of what was discussed a previously. It is also reviewed in January and a few of the milestones that have been hit are shared. Our strategic plan expires in 2025 and a new one will be developed.

Agenda Item 5: Proposed Creation of an ad hoc AI Committee - (For Possible Action) – Troy Wadsworth

Action Taken: Approved to form an ad hoc AI Committee

Summary of Discussion: We are looking to form an ad hoc AI committee at WNC. Discussion has taken place with our sister institutions. Most have already formed a committee but we were waiting for more guidance from NSHE. Last week we attended a meeting last week in Las Vegas and received more information on what NSHE plans to do. AI is being used by our staff, faculty and students. NSHE is looking at developing guidelines for the institutions starting next month. This will drive policies for AI within the institutions.

There will be an AI Summit this June, open to everyone, at the UNR Lake Tahoe Campus.

Motion to approve April Reyes, seconded by Gretchen Stanerson, unanimously approved

Agenda Item 6: Standing Committee – Goal Reports – (Information Only)

- a) Digital Learning Committee – Justin McMenemy
 - Online course quality review rubric
 - Research AI
 - Research into online chat groups across WNC

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

Introduction and information only; groups should take these items and share with their respective members for feedback at the next meeting.

- a) Proposed revision to Policy 1-1-1: College Council & Policy and Procedure Development – Kyle Dalpe

Action Taken: None

Summary of Discussion: Updating standing committee list and ad hoc committee list.

- b) Proposed review of Policy 3-2-2: Course Numbering System – Chelsie Hamtak

Action Taken: None

Summary of Discussion: For review only, no revisions to this policy.

- c) Proposed review of Policy 3-2-13: Academic Calendar Proposal and Adoption – Chelsie Hamtak
Action Taken: None
Summary of Discussion: For review only, no revisions to this policy.

- d) Proposed retirement of Policy 3-3-8: Full-time Enrollment Equivalency for Students with Disabilities – Susan Trist
Action Taken: None
Summary of Discussion: Proposing to retire this policy. This policy was in place when we had athletics. DSS will still write waivers for students taking less than 12 credits for Nevada Promise or taking a lesser load for Millennium.

- e) Proposed revision to Policy 3-3-9: Community Education Program – Niki Gladys/Lauren Slemenda Moore
Action Taken: None
Summary of Discussion: Changes made to policy from community education to continuing education. Also references to for credit courses which are not offered, so that has been updated.

- f) Proposed review of Policy 3-3-10: Student Withdrawal Policy – Chelsie Hamtak
Action Taken: None
Summary of Discussion: For review only, no revisions to this policy.

- g) Proposed revision to Policy 3-3-13: DSS Memory Aid Policy – Susan Trist
Action Taken: None
Summary of Discussion: Mostly minor changes, the most significant change is submitting a memory aid timeline to a faculty member from 5 days to 3 days.

- h) Proposed retirement of Policy 3-4-6: Athletic Fee Waiver – JW Lazzari
Action Taken: None
Summary of Discussion: We no longer have athletics so requesting to retire this policy.

- i) Proposed revision to Policy 11-1-2: Accident Investigation Environmental Health and Safety – Kathy Strain
Action Taken: None
Summary of Discussion: The last revision to this was in 2004. We have spelled out acronyms and update public safety to campus police or UPDNC.

- j) Proposed revision to Policy 11-1-3: Campus Emergency Notification Guidelines – Kathy Strain
Action Taken: None
Summary of Discussion: Last revision was 2008. Changed public safety to campus police or UPDNC.

- k) Proposed revision to Policy 11-1-5: Dealing with EH&S Regulatory Agency – Kathy Strain
Action Taken: None
Summary of Discussion: Spelled out acronyms. When a regulatory agency comes onto campus, if the EH&S director is not available, the CFO will be contacted.

- l) Proposed revision to Policy 11-3-11: Hearing Conservation Program – Kathy Strain
Action Taken: None
Summary of Discussion: Minor changes include spelling out agencies.

- m) Proposed revision to Policy 11-3-15: Tobacco Use Policy – Kathy Strain
Action Taken: None
Summary of Discussion: Minor changes including spelling out agencies.

- n) Proposed revision to Policy 11-3-16: Volunteers in State Service – Kathy Strain
Action Taken: None
Summary of Discussion: Minor changes including spelling out agencies.

- o) Proposed revision to Policy 13-1-1: Deans List – Chelsie Hamtak
Action Taken: None
Summary of Discussion: Updating contact information.

- p) Proposed revision to Policy 13-1-2: Graduation with Honors – Chelsie Hamtak
Action Taken: None
Summary of Discussion: Minor revisions.

- q) Proposed revision to Policy 13-2-1: Personal Care Attendant Policy – Susan Trist
Action Taken: None
Summary of Discussion: Title changes and minor content changes.

- r) Proposed revision to Policy 13-2-2: Service Animal Policy – Susan Trist
Action Taken: None
Summary of Discussion: Title changes.

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

Discussion and questions from groups; possible action

a) Proposed revisions to Policy 6-1-1: Facilities Use Policy – James Feser

Action Taken: Moved to a third reading

Summary of Discussion: Conversation on section 1, delineating between charging for internal and external requests.

Also, discussion on the time line requesting campus use 6 weeks in advance.

Schedule a meeting with Jim, Gretchen and Executive Team for discussion on policy updates.

b) Proposed revisions to Policy 12-1-1: Fundraising – Niki Gladys

Action Taken: Approved

Summary of Discussion: Directive received from NSHE to make some of the changes in this policy. April Reyes motioned to approve, Gretchen Stanerson, seconded, unanimously approved.

Question about the use of PayPal. PayPal should not be used, a credit card machine should be borrowed from the Foundation office for fundraising.

c) Proposed revisions to Curriculum Committee bylaws – Geri Pope

Action Taken: Approved

Summary of Discussion: Approved with most recent updates.

Gretchen Stanerson called for a motion, April Reyes seconded, unanimously approved.

Agenda Item 9: Updates from Members

Action Taken: None

Summary of Discussion:

Kyle Dalpe – Offered updates

Catalina Wilson – Offered updates

Niki Gladys – Offered updates

Gretchen Stanerson – Offered updates

Martin Schmidt – Offered updates

April Reyes - Offered updates

Agenda Item 10: Old Business

Action Taken: None

Summary of Discussion:

Agenda Item 11: New Business

Action Taken: None

Summary of Discussion:

College Council meeting adjourned by unanimous consent at 11:14 a.m.