

College Council Meeting Minutes 9/5/25, 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 – Eric York, Academic Faculty Senate Chair
Voting – Gretchen Stanerson, Administrative Faculty Senate Chair
Voting – April Reyes, Classified Council President
Voting – Karla Salas Dominguez, ASWN President
Voting – Audrey Auer, Cecilia Gregg & Paul Seybold, Academic Directors

College Council Members Absent:

Voting – Niki Gladys, Chief Advancement Officer
Voting – Vacant, Adjunct Faculty Representative

Guests with Agenda Items

Melody Duley, Dianne Hilliard, Amy Ghilieri, Geri Pope

Summary of Actions Taken:

- 5/2/25 meeting minutes approved with modifications
- Proposed revisions to Policy 3-2-7: Sabbatical Leave voted on to send back for a 1st reading in October

Agenda Items for Next Meeting:

- 9/5/25 approval of minutes
- 1st Reading:
 - Proposed revisions to Policy 3-2-7: Sabbatical Leave – Eric York
- 2nd Reading:
 - Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments - Kyle Dalpe
 - Proposed revisions to Policy 7-3-1: WNC Purchasing Policy – Coral Lopez
 - Proposed revisions to Policy 3-5-1: Grade Appeal – Dianne Hilliard
 - Proposed revisions to Policy 3-5-2: Student Grievance– Dianne Hilliard
 - Proposed revisions to Policy 4-5-1-2: Hiring Academic and Administrative Faculty – Melody Duley

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

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:01 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: President Dalpe welcomed everyone. The quarterly Board of Regents meeting will take place in Elko next week and he will be doing WNC's required metrics presentation to the Board. Enrollment is at the 4000 students' level and that is good and the WNC graduation rate is above the national average.

Agenda Item 3: Approval of Minutes from May 2, 2025 College Council Meeting - (Kyle Dalpe)

Action Taken:

Summary of Discussion: Gretchen Stanerson motioned to approve meeting minutes from 4/11/25 with modifications proposed on program reviews. Coral Lopez seconded the motion; the minutes were approved with modifications.

Modifications

1. Computer Information Technology - The current AAS Technology degree was developed in 2013. While CIT is a costly program to the institution, it has very high course-level enrollment. We struggled to get faculty participation in reviewing the report and goals, so have amended the program review process to incorporate faculty feedback in different ways.
2. Automotive Mechanics - Students stopped earning skills certificates when OSH 222 was required. This will be resolved by including OSH 222 concurrently with introductory automotive courses in the future.
3. Machine Tool Technology - A CNC 3 projects class was added to the curriculum offerings and DFT 110 became a concurrent course with MTT 105.

Agenda Item 4: General Education Definitions Review - (Information Only) Geri Pope

Action Taken: None

Summary of Discussion: Geri Pope worked with Liberal Arts faculty developing general education definitions. Please review one last time with your groups so this can be brought back in October.

Agenda Item 5: Program Reviews – (Information only) Amy Ghilieri

Action Taken: None

Summary of Discussion: Amy Ghilieri shared program reviews. Program reviews are done on a 5 year cycle. In the future reviews will be done by discipline programs. The schedule is available online <https://wnc.edu/institutional-research/program-review.php>

- a) Mechatronics - There have been a lot curricular changes to this program over the last few years, usually there are just a few. Because of all of the changes, it is hard to know what is working and what is not. It is recommended that no additional changes be made to this program so it can be assessed. Enrollment is good and the instructor is doing a great job.
- b) Welding - Completion rates are phenomenal. Students receive their skills certificate, certificate of achievement, and then AAS. The instructor is already running assessments. Recommendations, another full-time person is needed. There is high demand, and additional classes could be filled. Students are very interested in this program. Recommended that corequisites and prerequisites be added for student safety. These recommendations have already been taken to the curriculum committee. Student groups were reviewed and of the 9 HEPP students, they received 33% of the awards.

Agenda Item 6: 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 1-1-2: College Committee Nominations/Appointments–**

Kyle Dalpe

Action Taken: None – moved to second read

Summary of Discussion: Added a level of approval of committee members to the committee oversight designee prior to coming to the President for final approval. Feedback was shared to add the definition of committee oversight.

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

Action Taken: None – moved to second read

Summary of Discussion: Purchasing dollar limits on P-cards has been increased from \$5,000 to \$10,000 which has already been approved by the Board of Regents, to be in line with the federal threshold. An additional host account has been added for Human Resources.

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

Action Taken: None – moved to second read

Summary of Discussion: It has been a very long time since this policy has been updated. Recommendation to use business days rather than calendar days. The committee is formed as needed and as soon as possible within 25 business days.

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

Action Taken: None – moved to second read

Summary of Discussion: Changes made to use business days rather than calendar days. A few things have been added such as every effort will be made to form a committee as soon as possible. Added that a student may have a student advocate. Also added to the final appeal process which would now go to the President.

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

Action Taken: None – moved to second read

Summary of Discussion: Affirmative action language changed to Equal Opportunity Officer within this policy and would like to have processes removed from the policy.

*Due to process and timing issues last semester, these items are being started again at First Reading

Agenda Item 7: Policy & Procedures: Second Reading (For Possible Action)

Discussion and questions from groups; possible action

a) **Proposed revisions to Policy 3-2-7: Sabbatical Leave** – Josh Fleming (not present)

Action Taken: Sent back for a first read

Summary of Discussion: Kyle Dalpe requested that this policy should be taken back to the Faculty Senate for review and edits and brought back as a first reading in October. Eric York seconded the motion.

Agenda Item 8: Updates from Members

April Reyes – Offered an update on Classified Council

Heather Rikalo – Offered an update on ASWN

Karla Salas – Offered an update on ASWN

Kathrine Strain – Offered an update on Emergency Response

Geri Pope – Offered an update on Accreditation

College Council meeting adjourned by unanimous consent at 11:09am

DRAFT