

## **Draft - College Council Meeting Minutes 11/7/25, 9:00 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 – Niki Gladys, Chief Advancement Officer  
Voting – Eric York, Academic Faculty Senate Chair  
Voting – Samantha Kaelin, Administrative Faculty Senate Chair (*interim*)  
Voting – April Reyes, Classified Council President  
Voting – Karla Salas Dominguez, ASWN President  
Voting – Paul Seybold Academic Directors

### **College Council Members Absent:**

Voting – Vacant, Adjunct Faculty Representative  
Voting - Audrey Auer & Cecilia Gregg Academic Directors

### **Guests with Agenda Items:**

Amy Ghilieri, Gretchen Stanerson, Melody Duley, Casey Otto, Shannon Covey, Nichole Paul, Geri Pope

### **Summary of Actions Taken:**

- 10/3/25 meeting minutes approved
- Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments - being brought back at a later date.
- Proposed revisions to Policy 4-5-1-2: Hiring Academic and Administrative Faculty – being brought back at a later date.
- Proposed revisions to Policy 6-1-1: Facility Use - Approved
- Proposed revisions to Policy 7-1-2: Compensation of School Districts for Use of Facilities – Approved
- Proposed revisions to Policy 7-2-1-1: Student Group or Field Trip Travel – being brought back at a later date.
- Proposed revisions to Policy 7-3-2: Bank Deposits - Approved
- Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control - Approved
- Proposed revisions to Policy 7-3-4: Policy for Account Administration - Approved
- Proposed revisions to Policy 7-4-3: Identity Theft Prevention Policy - Approved
- Proposed revisions to Policy 7-4-4: Use of Land-line Phones and Verification of Long-Distance - Approved

- Proposed revisions to Policy 7-5-5: Institutional Student Fee Policy - Approved
- Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy - Approved
- Proposed revisions to Policy 7-7-3: Trade-out Policy - Approved

#### **Agenda Items for Next Meeting:**

- 11/7/25 approval of meeting minutes
- Proposed revisions to Policy 4-5-1-2: Hiring Academic and Administrative Faculty
- Proposed revisions to Policy 7-2-1: Travel
- Proposed revisions to Policy 7-3-1: WNC Purchasing Policy
- Proposed revisions to Policy 7-3-5: Payment Card Industry (PCI) Compliance

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

**Action Taken:** None

**Summary of Discussion:** The meeting was called to order at 9:02 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:** An update was provided on the discussion of student fee increases. A survey has gone out to students and met with the student government to discuss the first proposal. Met with student government again and a second survey is going out over the weekend about a second option that was added to the proposal. The first proposal was for a 6% increase spread out over 3 years in 2% increments, beginning in the fall of 2026. A second proposal was added for a 9% increase spread out over 3 years in increments of 2%, 3%, and 4% beginning in the fall of 2026. The fees will be compounded. We are looking at different strategies to help students with the increase in fees, such as scholarships. We are doing this to balance our budgets going forward and because the state asked us to. WNC is supportive of the 9% student fee increase.

#### **Agenda Item 3: Approval of Minutes from October 3, 2025 College Council Meeting (Kyle Dalpe)**

**Action Taken:** Approved

**Summary of Discussion:** April Reyes motioned to approve meeting minutes from 10/3/25; Samantha Kaelin seconded the motion; the minutes were approved unanimously.

#### **Agenda Item 4: Program Reviews (Information Only) Amy Ghilieri**

**Action Taken:** None

**Summary of Discussion:**

- a) Business Program - This program review was very easy. There were no student tags and there were no data fiascos. Graphs were shown displaying enrollment by year. You will see three popular programs.

Recommendation is to eliminate all but the three programs. Move the skills certificate in Real Estate and relocate to Continuing Education. Some modifications are needed to the schedule of classes required for the Business degrees. An update to the transfer agreement with UNR needs to be completed.

**Agenda Item 5: Instructional Modes and Fees** (For Possible Action) Gretchen Stanerson

**Action Taken:** Approved

**Summary of Discussion:** Not requesting any new fee types, the fees that are associated with these modes are already approved. This would not take effect until the Fall of 2026.

Motion to approve by Coral Lopez, seconded by Eric York, approved unanimously.

**Agenda Item 6: Standing Committees – Annual Goals Report** (Information only)

**Action Taken:** None

**Summary of Discussion:**

- a) Auxiliary Committee – Shannon Covey/Coral Lopez
  - Ensure service excellence
  - Enhance vendor relationships
  - Oversee the service planning and compliance
- b) Budget Committee – Casey Otto
  - Similar to last year
  - No BRR's at this time
- c) Curriculum Committee – Geri Pope
  - Focusing on courses and going through and auditing what is on the books. What is being offered regularly and what can be deactivated or eliminated. CourseDog is making this easier.
- d) Healthy Campus and Environment Committee – Shannon Covey
  - Similar goals to last year. Monthly offerings and activities while partnering with ASWN.
- e) Campus Culture Committee – Nichole Paul
  - Presented an overview of a newish committee. Focus is doing events and outreach that will enhance the culture of the campus. The culture of the campus is made up of three different things: being Welcoming, Collaborative, and Innovative.

## **Agenda Item 7: 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 7-2-1: Travel – Coral Lopez**

**Action Taken:** None – moved to second read

**Summary of Discussion:** Basic clean up, mostly updating titles of the Executive Team.

### **b) Proposed revisions to Policy 7-2-1-1: Student Group or Field Trip Travel – Coral Lopez**

**Action Taken:** None – moved to second read

**Summary of Discussion:** Coral Lopez and Winnie Kortemeier worked together on this policy. Updated the definitions between group travel and field trips. A field trip is not going to have any fiscal impact whereas group travel would have a fiscal impact. Winnie was tasked with developing the new Request for Field Trip form. EH&S has purchased travel first aid kits.

It was suggested that the description of both group travel and a field trip be updated on the policy.

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

**Action Taken:** None – moved to second read

**Summary of Discussion:** Minor revisions to titles.

### **d) Proposed revisions to Policy 7-3-5: Payment Card Industry (PCI) Compliance – Coral Lopez**

**Action Taken:** None – moved to second read

**Summary of Discussion:** Minor revisions to titles.

## **Agenda Item 8: Policy & Procedures: Second Reading (For Possible Action)**

*Discussion and questions from groups; possible action*

### **a) Proposed revisions to Policy 1-1-2: College Committee Nominations/Appointments - Kyle Dalpe**

**Action Taken:** Being brought back for a second reading.

**Summary of Discussion:** There was a desire to add a timeline to this policy. Could the committee pages list who the executive oversight member is? Is it reasonable for so many committees to have one office responsible for oversight, VPASA? Is the executive oversight member expected to attend the meetings? Question on co-chair fits into the member selection process

Requested a definition of executive operational oversight. Kyle will bring this back for a second reading.

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

**Action Taken:** Being brought back for a second reading.

**Summary of Discussion:** Request that this be brought back for a second reading.

- c) **Proposed revisions to Policy 6-1-1: Facility Use** – Gretchen Stanerson

**Action Taken:** Approved

**Summary of Discussion:** Recommended that the forms be removed from the policy and a like be added instead.

Motion to approve by April Reyes, seconded by Samantha Kaelin, unanimously approved.

- d) **Proposed revisions to Policy 7-1-2: Compensation of School Districts for Use of Facilities** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Samantha Kaelin, unanimously approved.

- e) **Proposed revisions to Policy 7-3-2: Bank Deposits** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Niki Gladys, unanimously approved.

- f) **Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Changes to policy to be in line with NSHE policy along with minor revisions to titles.

Motion to approve by Eric York, seconded by April Reyes, unanimously approved.

- g) **Proposed revisions to Policy 7-3-4: Policy for Account Administration** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Karla Salas, unanimously approved.

- h) **Proposed revisions to Policy 7-4-3: Identity Theft Prevention Policy** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Karla Salas, unanimously approved.

- i) **Proposed revisions to Policy 7-4-4: Use of Land-line Phones and Verification of Long-Distance** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Karla Salas, unanimously approved.

- j) **Proposed revisions to Policy 7-5-5: Institutional Student Fee Policy** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Karla Salas, unanimously approved.

- k) **Proposed revisions to Policy 7-7-2: Institutional Sustainability Policy** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Karla Salas, unanimously approved.

- l) **Proposed revisions to Policy 7-7-3: Trade-out Policy** – Coral Lopez

**Action Taken:** Approved

**Summary of Discussion:** Minor revisions to titles.

Motion to approve by Eric York, seconded by Karla Salas, unanimously approved.

#### **Agenda Item 9: Updates from Members (Information Only)**

Update provided by Coral Lopez

Update provided by Niki Gladys

Update provided by Karla Salas

Update provided by Tracy Mendibles

Update provided by April Reyes

**Agenda Item 10:** College Council meeting adjourned by unanimous consent at 10:16am

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