

Northland Pioneer College
College Council Meeting
Friday, March 7, 2008
NPC Video I
1:30 p.m.

Summary of Tasks Assigned:

- Recorders to draft minutes from 03/07/08 meeting and forward them to the Chair and Co-chair.
- Recorders to forward a copy of approved minutes to Everett Robinson to be posted on InfoWeb and Trudy Bender to be posted on the the Higher Learning Resources site.
- Blaine Hatch will find out from which budget College Council flyers should come.
- Mira White will e-mail CC the 4 areas the EMC identified as NPC's enrollment management strengths and weaknesses.
- Heidi Fulcher will send out an all NPC 15 day notice and call for agenda items.
- Beulah Bob-Pennypacker will e-mail Directors and Controller to organize an election from their group for the CC position which will be open for next year.
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I. Welcome and roll call

- a. College Council (CC) members present: Beulah Bob-Pennypacker, Tracey Chase, Leslie Collins, Russell Dickerson, Blaine Hatch, Cynthia Hutton, Mary Mathias, Frank Pinnell (late), Cynthia Trail, Jeryilyn Tutt, Mira White
- b. Absent: Heidi Fulcher, CC Chair, Randy Hoskins, and Mike Lawson.
- c. Presiding Chair for 03/07/2008 meeting: Blaine Hatch

II. Adoption of agenda

- a. Agenda adopted by unanimous vote.

III. Approve minutes from January CC meeting

- a. Chair calls for motion to approve minutes from 02/01/2008 College Council meeting.
- b. Minutes approved by unanimous vote.

IV. Public comment

- a. Mira White spoke as a representative of the Technology Task Force. They are seeking input for a realistic 5 year technology development plan. MW requested that ideas be sent to her via e-mail by March 17th.

V. Progress on Tasks Assigned

- a. Recorders drafted minutes from February 2008 CC meeting and forwarded the December 2007 minutes to InfoWeb.
 - 1. Blaine directs Recorders to send Trudy Bender a copy of the approved minutes to post on the Higher Learning Resource site.
 - 2. Minute distribution procedure clarified and is as follows: CC meeting minutes drafted by recorders and sent to CC Chair and Vice Chair. CC Chair to email draft to CC members. Once minutes are

approved by CC, recorders to forward to Everett Robinson to be posted on InfoWeb, and Trudy Bender to be posted on HLR.

- b. Blaine reported that Heidi Fulcher did not send out the 15-day call for agenda items email for this meeting.
- c. Mira White gave the CC report at the All College meeting, which was scarcely attended because the NAVIT Student Success Workshop was at the same time.
- d. Banding system issue has not yet been addressed in the Employee Relations Committee (ERC). The issue is considered "in progress".
- e. Enrollment Management Committee (EMC) representative Susan Olsen sent an e-mail requesting volunteers to help create a student and alum recognition system, but has received little response.

VI. Standing Committee Reports

- a. Employee Relations Committee (ERC) Report given by Cynthia Hutton:
 - 1. In regard to the survey request for IS personnel, it was discovered that Troy Eager does salary surveys annually. He should have one completed by April, and receive the results in June. These results could be used for potential salary raises.
 - 2. The banding issue has not yet been addressed due to time constraints. The ERC has been focusing on the grievance procedures.
 - 3. To finish up the reworking of the Grievance Procedures, the ERC met with lawyers, which helped them clarify 12 points of concern. The lawyers are happy with the current draft.
 - 4. ERC meets next on 3/14/08 to examine the lateral moves issue, the drug free policy and procedure, and the grievance procedures.
- b. Enrollment Management Committee (EMC) Report given by Mira White:
 - 1. Mira White stated that she was unable to attend the EMC meeting because she was in a training session.
 - 2. Mira reported that Jake Hinton and Stephanie Holliday (WRV) attended an Enrollment Management Conference in North Carolina. They brought back helpful information in regards to the four areas in which the EMC identified NPC's enrollment management strengths and weaknesses: student retention, student recruitment, student marketing, and student services.
 - 3. Mira reported that the EMC is progressing well. She sees the lack of volunteers to redevelop the alum/student recognition system as indicative of people being busy with committee work.
 - 4. Blaine asks EMC for recommendations on how to proceed on the alum/student recognition process. Russell Dickerson suggested approaching recent grads.

VII. Review requests received:

- a. No requests received.

VIII. Elections

- a. There are currently six one-year College Council terms coming to an end.

1. The positions are as follows: Faculty Association A&S Faculty (Mike Lawson), A&S Adjunct Faculty (Cindy Trail), CTE Faculty (Tracy Chase); CASO (Russell Dickerson), SGA (Jerilynn Tutt), and Administrative Support Staff (Beulah Bob-Pennypacker).
2. There is still one vacancy on the CC, the CTE Adjunct position. Frank Pinnell has been unable to fill this position.
3. There was discussion as to who is considered "Administrative Support Staff". The CC identifies "Administrative Support Staff" as the Directors and the Controller.
4. As they do not usually meet as a group, Beulah will send an e-mail to the Administrative Support Staff (Directors and Controller) to organize elections for their CC position.
5. Elections should be held by the end of March.
6. When elections are completed in each organization, results should be sent to HR director and the President.
7. Mira White suggested that CC members be reminded to find a proxy when unable to attend a CC meeting.

IX. Student Government Association (SGA) report given by Jerilynn Tutt:

- a. A 10 kilometer "Fun Run" has been scheduled in Holbrook on June 7th. The event is to include a diabetes testing clinic, food, educational material, and fun activities for children, in addition to the run. Majority of funds to benefit National Diabetes Program. Some proceeds to go towards SGA Leadership Conference expenses. SGA is planning the route and will receive approval from the City of Holbrook. Blaine Hatch suggests that SGA call the Holbrook Chamber of Commerce (524-6658) for route suggestions. SGA is seeking help from CASO and FA for this project. Beulah Bob-Pennypacker suggests that SGA contact the Massage Therapy program for participation in this event.
- b. The Concert Series at Blue Ridge High School Auditorium 02/02/2008 was not a success. It was not advertised well, which led to low attendance.
- c. SGA will be awarding several study abroad scholarships for the Costa Rica summer Spanish program. 4 weeks/6 credit hours
- d. SGA is currently lacking a president. Mira White asked what SGA is doing to fill this position. Jerilynn reported that they will address that issue in future meetings.

X. CASO Report given by Mira White

- a. CASO Spring Retreat on May 9th, possibly at the PAC.
 1. Election of CASO officers will occur. (CASO Pres. is retiring)
 2. Focus of retreat will be planning the direction of CASO the next 5 years.

XI. Faculty Association Report given by Frank Pinnell

- a. FA met earlier on 03/07/08
- b. Franks reports that NAVIT Workshop on Student Success was a success. NPC faculty members and NAVIT people both learned a lot from exchanging ideas.

- XII. SPASC, Higher Learning Commission Report (HLC) given by Blaine Hatch
- a. Blaine reports that SPASC is slightly behind schedule and will meet two times next month.
 - b. Blaine reports that Trudy Bender is requesting more information to be posted on the HLR site.
 - c. SPASC is moving toward self-study and accreditation.
 - d. Sub-committees and Criterion groups are working hard.
 - e. A wiki is being developed for idea sharing.
 - f. Beulah asked if people can still submit quick fix ideas? Quick fix ideas can still be sent to SPASC.
 - g. SPASC stresses the importance of faculty and staff familiarizing themselves with the Strategic Plan in order to be more mission focused as an institution.
 - 1. Suggestion was made to have the Mission Statement at the top of every committee's agenda
 - h. The SPASC Retreat will be from 9-Noon on April 25, 2008, before the All NPC Picnic.
- XIII. Identify CC member to report at next All-College meeting
- a. Russell Dickerson volunteers to report at the 03/21/08 All-College meeting on Video 1 and 2 at 11:30am.
- XIV. Next CC meeting to be held April 4, 2008 at 1:30 p.m. on Video 1.