

**NORTHLAND PIONEER COLLEGE
COLLEGE COUNCIL (CC)**
12 September 2014
2:00 p.m. – 4:00 p.m.
Video I

Voting Members Present: Maderia Ellison (Chair), Susan Jamison (Vice-Chair), Blaine Hatch, Dawn Johnson, Tracy Chase, Julie Peck, Ina Sommers, Shawntel Skousen, Vicki Bessinger, Gary Mack
Voting Members Excused: Betsy Peck, Susan Olsen
Non-Voting Members Present: Sharon Hokanson, Terrie Shevat (Recorder)

I. Welcome and Roll Call

Maderia Ellison called the meeting to order at 2:03 p.m. followed by roll call of members present.

II. Adoption of Agenda

Ina **MOVED** to adopt the agenda as presented; **SECOND** by Susan J. Motion **APPROVED** by unanimous vote.

III. Approval of Minutes – May 9, 2014

Vicki **MOVED** to approve the May 9, 2014 minutes as presented; **SECOND** by Dawn. Motion **APPROVED** by unanimous vote.

IV. Old Business

None.

V. New Business

a. *2014-15 College Council Structure*

i. **First Read – Action Next Month: Revised Operational Guidelines**

Maderia Ellison reviewed the revised Operational Guidelines with College Council members, stating all changes made are a direct result of the new Shared Governance Procedure. Maderia clarified that College Council is now a sub-committee of SPASC as part of the new Shared Governance Procedure. All College Council resolutions will be submitted to the SPASC organization and SPASC will forward resolutions to the President. No additional discussion. **Task:** CC members are asked to review the revised Operational Guidelines and submit their changes to Terrie Shevat before the October meeting. **CC members will take action on Revised Operational Guidelines on October 10.**

ii. *2014-15 Membership Roster*

All College Council members received a draft 2014-15 Membership Roster updated September 5, 2014. Maderia stated she is waiting for membership confirmation from SGA and hopes to receive two SGA member names from Josh Rogers by next week. Maderia announced that College Council will meet in January 2015, explaining that College Council no longer has a conflict with the All College Convocation now scheduled on Monday. This will bring the total number of meetings to nine as opposed to eight in years past. Maderia stated we were unsuccessful in obtaining commitments from adjunct faculty for College Council membership and thanked Gary Mack for his efforts. Maderia reviewed the 2014-15 College Council membership structure.

iii. *Appointment of Vice Chair – Susan Jamison*

With the resignation of Jake Hinton, former College Council Vice-Chair, Maderia announced Susan Jamison as the newly appointed College Council Vice-Chair. Congratulations Susan Jamison!

iv. *My NPC, College Council Webpage*

Maderia reviewed the My NPC College Council Group Page and stated that all College Council members should either be a member of this group or should have received an invitation to join this group. Maderia explained that all agendas, membership information and resolutions will be posted on this page. Maderia further reviewed the College Council Archive Group Page containing information from prior years and the shared Governance at NPC Group Page.

b. **First Read – Action Next Month: Sick Leave Bank**

Maderia reviewed a request submitted by Hallie Lucas to establish a sick leave bank for the purpose of donating sick leave hours to employees in need. Maderia suggested College Council refer this request to the Employee Relations Committee to research further and bring back to College Council at the next scheduled meeting. CC members discussed and agreed to defer to the Employee Relations Committee. ERC will present a recommendation to College Council at a future meeting. **No action next month.**

VI. Organization Reports

a. *Classified Administrative Staff Organization (CASO) Report –Ina Sommers*

CASO will hold their first meeting of the year on September 19. Ina extended her appreciation to college employees for their generous donations to the CASO non-food drive in August. Donated items were

sorted and delivered to Senior Citizen Centers within all NPC communities.

b. *NPC Faculty Association Report – Gary Mack*

The Faculty Association is designing and preparing to submit their first Qualtrics Survey. Faculty discussions include faculty committee assignments and presentation of faculty Board reports. Gary reported their goal to collect \$2,500 in association dues this year.

c. *Student Government (SGA) Report – TBD*

No report.

VII. Standing Committee Reports

a. *Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch*

Blaine reported that SPASC is very active and needs everyone's participation. Blaine encouraged everyone to read Mark Vest's email discussing the update on Strategic Planning and Quality Initiative activities sent to All NPC on September 11.

b. *Employee Relations Committee Report – Sharon Hokanson*

ERC will hold their first meeting on September 18. Discussion will include Sick Leave Bank proposal, salary proposal for 2015-16, and other activities coming up for the year. Sharon hopes to provide an update in October for the revised College Tuition Waiver Procedure discussed during the May College Council meeting.

c. *Student Success Committee Report – TBD*

No report.

d. *Sustainability Committee Report – Margaret White (absent)*

Maderia reported for Margaret White. Margaret wanted to extend her appreciation for those who participated in the annual e-waste recycling event which took place on August 30 in Show Low. A record number of attendees participated in the e-waste event with 400 motorists traveling through. Over 55,000 pounds of e-waste was collected.

VIII Other

a. *College Council Active Meeting Participation*

To encourage active non-member participation, Maderia announced she will chair College Council meetings from various NPC locations with cookies in hand. She hopes to attend at WMC or LCC in October. In addition, Madeira will conduct a drawing of all attendees for a give-a-way prize at the conclusion of each College Council meeting. Active participation is the theme this year so spread the word!

IX. Adjournment

Dawn **MOVED** to adjourn; **SECOND** by Susan J. Motion **APPROVED** by unanimous vote.

X. Next Meeting – October 10, 2014, 2:00 pm on Video I

To Do's:

1. **All CC members** to review the revised Operational Guidelines and submit changes to Terrie Shevat before the October meeting. **CC members will take action on Revised Operational Guidelines on October 10.**
2. **All CC members** to encourage active meeting participation from non-members.