

**NORTHLAND PIONEER COLLEGE  
COLLEGE COUNCIL (CC)  
9 October 2015  
2:00 p.m. – 4:00 p.m.  
Video I**

Voting Members Present: Susan Jamison (Chair), Dawn Johnson (Vice-Chair), Maderia Ellison, Blaine Hatch, Tracy Chase, Julie Peck, Margaret White, Nicole Ulibarri, Morgan Black  
Voting Members Excused: Betsy Peck, Ryan Rademacher, Ina Sommers, Vicki Bessinger, Ariel Shirley  
Non-Voting Members Present: Kathy Reed (ERC), Terrie Shevat (Recorder)  
Guests:

**I. Welcome and Roll Call**

Susan Jamison called the meeting to order at 2:05 p.m. followed by roll call of members present.

**II. Adoption of Agenda**

Maderia **MOVED** to adopt the agenda as presented; **SECOND** by Dawn. Motion **APPROVED** by unanimous vote.

**III. Approval of Minutes – September 11, 2015**

Susan suggested the following correction to the September 11, 2015 minutes: Delete “Vice-Chair” next to Susan Jamison’s name and add “Chair”. Dawn **MOVED** to approve the September 11, 2015 minutes as amended; **SECOND** by Maderia. Motion **APPROVED** by unanimous vote.

**IV. Old Business**

None

**V. New Business**

a. *New appointments to College Council – Susan Jamison*

Susan announced Margaret White as the new College Council member for CASO. Susan announced Morgan Black and Ariel Shirley as two new College Council members representing SGA. Susan noted a decision has not been made regarding a replacement for College Council Administrator, Blaine Hatch.

b. **Action Item: Operational Guideline review/discussion – Susan Jamison**

Members reviewed and discussed changes to the College Council Operational Guidelines.

i. Susan suggested on page 2, Item II, subsection E, bullet three, to delete “Dean of Students” and add “Director of Student Services” within the sentence “The Dean of Students will serve as the administrative liaison to the Student Success Committee (SSC)”. Maderia recommended the council determine if they want to add Director of Student Services or Director of Enrollment Services. Blaine proposed from a strategic planning and quality initiative perspective that the focus should be on PASS related activities and recommended adding the Director of Student Services. Following a brief discussion, Maderia **MOVED** to change item II, subsection E, bullet three, to read “The Director of Student Services will serve as the administrative liaison to the Student Success Committee (SSC)”; **SECOND** by Dawn. Motion **APPROVED** by unanimous vote.

ii. Susan asked if College Council could request an interface person from PASS, IC, and SPASC to report to the council, noting we do not have representation from these three committees. Nicole volunteered to report for PASS. Maderia commented that ERC, SSC, and Sustainability are the only designated standing committees for College Council; however, the council does hear reports from SPASC and SGA. Blaine was in favor of requesting interface and noted this is a meeting activity which could be managed through the agenda process outlined on page three of the guidelines. Members agreed to manage non-designated committee reports through the agenda with no change to the College Council Operational Guidelines.

iii. Members discussed the Sustainability Committee. Tracy reported that Cosmetology has agreed to work with the committee. Blaine stated it is written in the Shared Governance Procedure that the Sustainability Committee is a standing committee and any changes made to the committee and its status would require more than College Council. Blaine also noted the President’s commitment to sustainability is called the Higher Education President’s Climate Commitment which consists of a group of college and university presidents who have signed a commitment to move forward with climate related activities.

c. **Tabled for November: Committee charges – addition/deletion of committees – Susan Jamison**

Susan stated that CASO submitted its charge to College Council and she is waiting to receive this information from the remaining committees. Susan tabled agenda item V.c. for discussion under old business in November.

- d. *FY1516 Budget Development Process (informational) – Susan Jamison*  
Susan reviewed the 2016-2017 budget calendar with council members. Susan stated CASO and the Faculty Association's wage and salary recommendation is due to ERC by December 11. ERC's Wage and salary recommendation is due to College Council by January 8. College Council's wage and salary recommendation is due to the President by February 1. Council members will need to vote on a resolution regarding wage and salary during the January 8 meeting.
- e. *Development of College Council Goals for FY1516 – Susan Jamison*  
Susan stated her goal for College Council is to continue meeting as a group, to have the council be the central information portlet, and to follow College Council Operational Guidelines for requests and charges received. No additional discussion.

**VI. Organization Reports**

- a. *Classified Administrative Staff Organization (CASO) Report – Margaret White*  
Margaret reported for Ina Sommers. Margaret discussed the CASO newsletter created by Colleen Readell. The next issue will be out in February and will focus on the positive. Margaret announced Danneel Elkins as the newly elected CASO Secretary/Archivist. Danneel's goal is to attend CASO meetings from different locations so that she can get to know CASO members. CASO agreed to accomplish the following goals in 2015-2016: 1. Increase CASO participation, 2. Strive to change negative feelings and low morale, 3. Remind all staff that they do make a difference and play a role in student success. The CASO auction and retreat will continue to be held annually. The non-food drive has changed to a month long donation drive with boxes placed at all 9 locations. CASO is working on the 2016-2017 salary recommendation.
- b. *NPC Faculty Association Report – Tracy Chase*  
Tracy reported on the Faculty Association meeting held today. Randy Hoskins gave a brief demonstration and question/answer session on the new Starfish software. Jeremy Raisor and Amy Grey were in attendance to answer questions about software implementation. Faculty discussed starting their work on the budget and with CASO on salary negotiations. Sustainability and Cosmetology volunteering to contribute to this committee was discussed. Faculty talked about campus safety and security concerns.
- c. *Student Government (SGA) Report – Morgan Black*  
Morgan reported that SGA is working on developing a new annual Thanksgiving Food Drive. He explained the goal is to get local schools involved by encouraging classroom competition for who can donate the most food. Morgan stated they are still working on an award for the winning classroom; however, a pizza party has been suggested. SGA currently has three members, so they are working to recruit new members.
- d. *Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch*  
SPASC received an update on PASS activities. A movement of PASS's priorities to an operational plan is being proposed to the Board, so Josh Rogers reviewed the operational plan with additional details about moving forward. Blaine stated there was some review of the applicants for the transportation and child care study committees. Blaine expects to hear more about these committees moving forward. SPASC reviewed some of the assignments for overall responsibility for some of the strategic priorities and made slight adjustments that will be included for Board approval this month. SPASC will meet again on October 16, 2015.

**VII. Standing Committee Reports**

- a. *Employee Relations Committee Report – TBD*  
Blaine stated that he does recognize the college is in a transitional phase and anticipates that the ERC will not only be organized but be prepared to respond to the faculty and CASO recommendations for wages.
- b. *Student Success Committee Report – TBD*  
No report.
- c. *Sustainability Committee Report – Margaret White*  
Margaret reported shoe boxes have been delivered to WMC and are also located at PDC and SCC. Shoes are collected year round and will benefit the Navajo County Drug Project to help with drug prevention. Margaret reported on Earth Day and stated that Earth Day is always on April 22 of every year. This academic year, Earth Day will be celebrated on Friday, April 22, 2016. Margaret discussed the importance of collecting box tops and stated this is one of the largest earning loyalty programs used by schools as cash towards the purchase of needed items. Margaret encouraged everyone to collect box tops for donation to local school districts.

**IX. Adjournment**

Nicole **MOVED** to adjourn; **SECOND** by Julie. Motion **APPROVED** by unanimous vote.

**X. Next Meeting – November 13, 2015, 2:00 pm on Video I**