

College Council (CC)

Northland Pioneer College

NOTES

3/2/2012 1:30 P.M. – 3:30 P.M.

VIDEO 1

MEETING CALLED BY	Deborah Holbrook - Chair				
TYPE OF MEETING	Monthly Meeting				
RECORDER	Susan Olsen	Voting Members Present	8/18	Quorum present = 9	NO
ATTENDEES	Members – Blaine Hatch, Deborah Holbrook, Susan Olsen, Danielle Gasco, Margaret White, Jake Hinton, Don Call, Linda Humes? Guests – Dan Wattron, Kristin Thomas, Jeannie McCabe, Ken Wilk, Leslie Wasson, Steve Peck, Everett Robinson				
ABSENT	Peg Erdman Tracy Chase, Cindy Blodgett, Dawn Palen, Cynthia Hutton, Deborah Keith, Jeanne Swarthout, Sandra Johnson, Kristin Jacobs, Maderia Ellison.				
HANDOUTS	1. 3/2/2012 – Agenda 2. 2/3/2012 Minutes 3. College Council Operational Guidelines - DRAFT 4. 2/3/2012 – Agenda Call Items				

Agenda topics

I. WELCOME AND ROLL CALL

DEBORAH HOLBROOK

DISCUSSION	Welcome to attendees and roll call. Members were asked to state what they are positive about.
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II. DISCUSSION

DEBORAH HOLBROOK

DISCUSSION	<p>No quorum present-no action can be taken. Minutes will not be taken only notes.</p> <ul style="list-style-type: none"> Discussion was held on changes needed to the draft guidelines. The removal of the raise discussion as a New Business item on the agenda due to the fact that the Agenda Call Committee has deemed that this item has been addressed in other formats. Election Committee will begin the process to identify nominations for officers and appointed representatives for next year. Margaret White, the vice-chair, will lead the process. Kristen Thomas and Danielle Gasco volunteered to assist. Deborah Holbrook will send reminder notices to the standing committees to turn in their yearly update to the Council.
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III. STUDENT & STAFF REPORTS

DISCUSSION	<p>Classified Administrative Staff Organization (CASO) –Margaret White reported that CASO raised around \$500 in candy sells. Starting in March all Awesome candy bars have been lowered to \$1. Are preorders of boxed candy something that we would like to consider? March 15, is the deadline for the scholarship applications. April 27th is our Picnic and we will be having our Non-food commodities drive at that time. The Council was asked how CASO can make the non-food drive more meaningful for College employees?</p> <p>Faculty Association (NPCFA) – No Report</p> <p>Student Government (SGA) – Danielle Gasco reported that the talent show auditions are going on this weekend and next in Snowflake and Winslow. SGA is in the process of purchasing a coffee cart for WMC. The conference in Tucson went very well and at the SGA meeting last week they decided to work on TEAM building.</p> <p>Discussion was held to change the title of this agenda item to "Organization Reports" instead of "Student and Staff Reports".</p>
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IV. STANDING COMMITTEE REPORTS

DISCUSSION	<p>Employee Relations Committee (ERC) –Dan Wattron reported that the committee will be meeting on the 7th. The first group completing the Customer Service pilot program in Connections NOW will be graduating on Tuesday. . We will be having open enrollment during March for our benefits and additional information will be coming. There will be some minor changes.</p> <p>Enrollment Management Committee (EMC) – Jake Hinton reported that next Friday he will be reporting to Instructional Council that the Mandatory Orientation program will be ready for the first sessions to be held the 2nd week of May. This program will be free and includes a handbook and campus center tours. Short videos for on-line courses. SOAR-Student Orientation for Advisement and Registration. The program will be two and a half hours.</p>
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Students that do not complete an orientation would be placed on hold. Students with full attendance and participating will have successfully completed the course. The program will be held in the computer labs. Amount of session offerings-40 over all locations based upon their enrollment. There will be a minimum of one evening and one Saturday orientation available. No orientation sessions will be cancelled unless there is no enrollment. Advisors and Faculty will be teaching orientation and will be paid under temp salary. Orientation leaders must be willing to teach two sessions, receive training, and report to the Dean of Students. The orientation covers a broad spectrum of necessary information to help students receive success.

Sustainability Committee (SC) – Margaret White reported that recycling is still ongoing. NPC has been invited to participate in Tribal Earth Day in White River, but we need to find out what participation entails. Centers still recycle. If sustainability is still a pillar item on the Strategic Plan this committee needs to be reactivated. Jeanne Swarthout has taken the idea of sustainability to the Executive Team but she is not here to give a report.

Strategic Planning & Accreditation Steering Committee (SPASC) – Jeanne McCabe reported that they had a retreat last Friday. They decided to include student success in every pillar represented by a priority beam connecting all the pillars.

V. NEXT MEETING

DISCUSSION	First Friday of the Month Friday, April 6, 2012 – 1:30-3:30 – Video 1 Friday, May 4, 2012 – 1:30-3:30 – Video 1
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Date Assigned	Date Completed	Action items	Person responsible	Outcome
11/4/2011		Determine our Operational Guidelines- Homework assigned	Susan Olsen	
11/4/2011		Textbook Committee - Consideration of PDF Format	Maderia Ellison	
2/3/2012		Textbook Committee - Cut off date to add courses	Maderia Ellison	
10/7/2011		Security Camera Installation - in progress for Feb Board	Blaine Hatch	
10/7/2011		Student Services Forms on line update	Jake Hinton	
2/3/2011		Automated Maintenance Work Orders	Linda Humes	
2/3/2011		Authorization Form for College forms on line	Linda Humes	
2/3/2012		Linda Humes is new CC Rep - is she a voting member?	CC	
10/7/2011		Communication issues of concern	Eric Bishop	TechWeb was created
11/4/2011		MFP training - On TechWeb Projects list	IS Staff	
11/4/2011		Compensation compression concern	ERC with Executive Team	
2/3/2011		Sustainability Committee needs direction	Executive Team	
11/4/2011		Internship Ideas	EMC	
10/7/2011		Federal Work Study Supervisor Training only once a year	Jake Hinton	On-going
10/7/2011		Financial Aid process and customer service concerns	Jake Hinton	On-going
10/7/2011		Develop teamwork among internal offices	ERC	
11/4/2011		Other College business forms on-line i.e. Requisitions	IS	
11/4/2011		Verify that all college staff are represented on CC	Deborah Holbrook	
11/4/2011	2/3/2011	Student Feedback hot topic points sent to Dr. Wasson	Deborah Holbrook	Topics were set to Dr. Wasson
11/4/2011	2/3/2011	HR and ERC Customer Service Training	Dan Wattron	Connection NOW training is in progress
10/7/2011	2/3/2012	SGA Members needed	Jake Hinton/ Melissa Luatua	Kristin Jacobs & Jace Kennedy
11/4/2011	Completed	Ask NPCFA for volunteers for Textbook committee	Cindy Hutton	Completed
10/7/2011	2/3/2012	Rename old DO	Blaine Hatch	The buildings will be described their function as part of PDC
11/4/2011	2/3/2012	IS CC Representative needed	Kristin Thomas	Linda Humes is a new CC member

APPROVAL DATE	April 6, 2012 Susan Olsen Recorder
NEXT TWO MEETING	Friday, April 6, 2012 – 1:30-3:30 – Video 1 Friday, May , 2012 – 1:30-3:30 – Video 1