

Northland Pioneer College

College Council Minutes

05-15-09

- I. Welcome & roll call
 - a. Members in attendance: Mira White, Susie Acton, Tracy Chase, Blaine Hatch, Tad Spader, Mary Mathias, Michael Lawson, Linda Nobles, Gary Mack, and Angel Cerritos.
- II. Adoption of agenda
 - a. No additions
- III. Approval of April 4, 2009 minutes
 - a. Blaine moved to approve minutes of April 4th, seconded by Mira—majority passed with 3 abstentions
- IV. Public Comment
 - a. None
- V. Review requests received:
 - a. Procedure 2750 Drug-free Workplace Policy [review & recommendation]
 - i. Blaine explained policy had gone through legal counsel prior to being sent to College Council
 - ii. Tad moved to table recommendation until next meeting, Mira seconded—7 in favor, 2 opposed
 - b. Enrollment Management Plan [review & recommendation]
 - i. Jake Hinton (H.R.) explained that the Enrollment Management Plan is not a policy or procedure therefore always subject to change
 - ii. Goals over the next 2 years include—
 - 1. Increase retention rate by 5%
 - 2. Increase graduation rate by 10% per year
 - 3. Increase outreach efforts & recruitment of the Native American population
 - 4. Marketing plan to support the College Strategic Plan
 - 5. Increase student satisfaction through college-wide service and training standards
 - 6. Develop and implement enrollment plan strategies that address priorities 2 & 3 of the College Strategic Plan
 - iii. Concerns expressed & possible solutions
 - 1. Michael Lawson shared the faculty concern that their [faculty] contribution to the college is being de-emphasized from a marketing standpoint—Use faculty to market classes

2. Negative image the college has with local high schools was shared by Tad Spader & Tracy Chase—Meet with high school advisors
3. Jake Hinton explained that the College Strategic Plan does not address retention or graduation—Revise College Strategic Plan to include these (being done)
4. Jake Hinton explained that graduation rate is quantified by head count, filed major or degree plan, most of which is done close to graduation—Have students declare majors up front
- iv. Blaine motioned to recommend to Dr. Swarthout this plan go forward—passed unanimously

VI. Council issues

- a. Ideas for shared governance revision (Dr. Swarthout's email)
 - i. College Council's responsibilities would change from recommendation to making decisions
 - ii. Includes Instructional Council as well
 - iii. Would consist of 5 faculty, 5 staff plus Administration
 - iv. Think about over summer & send ideas/thoughts to Dr. Swarthout
- b. Membership updates for Council:
 - i. A&S faculty: 2 ft, 1 adj.—Diane Samarin & Mary Mathias
 - ii. CTE faculty: 2 ft, 1 adj.—
 - iii. Dean: 1 –Don Ritchey
 - iv. Classified/exempt: 2 – Loyelin Acevas & Mary Lou Schroeder
- c. Membership updates for Standing Committee
 - i. ER: need cc rep to replace Cyndi—
 - ii. EM: 1 dean—Dr. Henderson; 1 staff—Kelly Horn, 1 faculty—
- d. Elect 2009-2010 College Council officers:

Chair—Heidi nominated Mary, 2nd by Tad
 Co-Chair—Mary nominated Blaine, 2nd by Michael
 Co-recorder—Heidi nominated Susie, 2nd by Mira
 Co-recorder—Tracy nominated Gary Mack, 2nd by Michael

 - i. Motion to accept slate of officers passed unanimously
- e. Tasks from April meeting:
 - i. Summer meeting schedule
 1. After discussion Susie made a motion to not meet in June or July, but meet Aug. 5th at 2:30 by teleconference—passed unanimously
 - ii. College Council Blog
 1. Mira reported that it would be similar to "I Have an Idea" from the My NPC webpage
 2. Mira will work with Mindy & Larry to develop and review

VII. Standing Committee reports:

- a. Enrollment Management Committee
 - i. Focus is on Enrollment Management Plan as it goes through the channels
 - ii. Working on strategies
 - iii. Dr. Swarthout approved 4 student ambassadors

- b. Employee Relations Committee
 - i. Blaine attended the April 24th meeting and reported that the HR Strategic Master 3-yr Plan is moving forward—Peggy Belknapp is gathering input
 - ii. Working on Procedure 2750 Drug-Free Workplace Policy
 - iii. Heidi suggested posting meeting dates & minutes on My NPC webpage

VIII. NPC Faculty Association report (Michael Lawson)

- a. Met 5/1 & 5/15
- b. Held election of officers—President, Sandy Johnson; President-Elect, Rickey Jackson; Secretary, Tracy Chase; & Treasurer, Brian Burson

IX. CASO report

- a. Non-food item drive at the NPC picnic was successful
- b. Sponsoring a silent auction at Convocation
- c. Bonnie Pastorino is new treasurer

X. Student Government Association report

- a. A food-drive will be conducted soon
- b. Art reception being held evening of 5/15 from 5-8pm—SGA will award 1-\$750 scholarship & 1-\$500 scholarship to merit artists to be used next school year
- c. Will start meeting again late August

XI. SPASC, Higher Learning Commission update

- a. Will continue to meet during summer
- b. Self-study is out for all-college review & comment
- c. Focus is on Strategic Plan—working on pillars

XII. Identify member to report at next All-College meeting. Confirm next meeting date:

- a. All-College meetings will probably be conducted by newsletters (not confirmed)
- b. See E1 above under VI.