

College Council

12-05-08

- I. Welcome and roll call
 - a. In attendance: Cindy Hutton, Mira White, Heidi Fulcher, Russell Dickerson, Mary Mathias, Tad Spader, Trevor Foster, Blaine Hatch, Angel Cerritos, Leslie Collins, Gary Mack, Michael Lawson
- II. Adoption of agenda
 - a. Banding issue follow-up discussion was added as item VII, D.
 - b. Mira moved to adopt the agenda; second by Mary.
 - c. 12-05-08 College Council agenda adopted unanimously, as amended.
- III. Approval of 10-31-08 College Council minutes
 - a. Michael offered the following revision:
 - i. Item III, a. amended to include statement "discussion followed in the absence of Mira White."
 - ii. Item III, a., ii revised to indicate that Michael's remarks were specific to the Faculty Association.
 - iii. Item VII, a., ii revised to "The Faculty Association will look at current IS [inserted] challenges and seek solutions.
 - b. Michael moved to approve the 10-31-08 College Council minutes as amended; second by Mary.
 - c. 10-31-08 College Council minutes approved unanimously.
- IV. Public comment
 - a. None.
- V. Review requests received
 - a. None.
- VI. Standing committee reports
 - a. Enrollment Management
 - i. Currently working on an enrollment and marketing plan.
 - ii. Outstanding alumni were recognized at the last District Governing Board meeting.
 - iii. Will present an update on projects at the February College Council meeting.
 - b. Employee Relations
 - i. The committee met Tuesday, 12-02-08. The group will hold regularly scheduled meetings on the second Tuesday on the month at 11am by teleconference.
 - ii. The proposed revision to the grievance policy has been returned by the attorney and is on the President's desk for approval.
 - iii. The drug-free policy has not been returned by the attorney.
 - iv. Low response was reported during a period of comment/feedback regarding the revised grievance policy.
 - v. A Human Resources strategic plan is needed by SPASC criterion 4 group.
 - 1. Assessment is to guide the HR strategic plan.

- vi. Follow-up discussion to item VI, b., ii
 - 1. College Council members could not recall if the grievance policy, after receiving attorney approval, had been presented to the Council for approval.
 - 2. Task: Russell to research CC minutes to track movement of grievance policy revision through CC.
 - 3. Action: lacking the opportunity to review the revised grievance policy, the College Council requests that President Swarthout return the grievance policy to the Council for review.
 - 4. Decision: CC needs to formalize the recommendation process to ensure that CC has the opportunity to review items.
 - a. Notices of CC decisions will be sent by the recorders following Council action.
- vii. Employee Relations membership
 - 1. Yvonne Moore has expressed an interest in serving and will be invited to join the standing committee.

VII. Council discussion items

- a. Update on membership
 - i. Michael will reach out to Yvonne Moore and Linda Nobles as possible candidates.
- b. Keep or cancel January 2 CC meeting?
 - i. Consensus: cancel the January meeting. The next College Council meeting will be held on February 6, 2009.
- c. January convocation planning
 - i. Begin to explore dates for the All-NPC spring picnic (request from Dr. Swarthout)
 - 1. The college will close at noon on picnic day. Hours for the picnic will be from 2-6pm.
 - 2. Need to find an open date between the CASO retreat and commencement.
 - a. Tad will contact the City of Snowflake and check availability of the park on April 24 and May 1.
 - ii. Consensus: continue to have the President's post-commencement gathering.
 - iii. Convocation plans
 - 1. Will consist of two 1-hour rounds of Open Space with a college update from the executive team after lunch.
 - 2. Attempt to reduce paper consumption
 - a. PowerPoint presentation for Open Space rules and print agenda and rules on one page (double sided).
 - 3. Will need:
 - a. Sign-in sheets, note takers (attendees, points, discussion), traffic controllers.
 - 4. Technology sessions
 - a. Smart Board, myNPC (1 for faculty, 1 for staff), Moodle (John Chapin?)
 - 5. Employee related sessions
 - a. Insurance, Arizona State Retirement

- 6. Cosmetology
 - a. Students can only perform services at approved locations. Cosmetology faculty may provide services to attendees.
- 7. Suggested sessions
 - a. Green committee
 - b. Budgeting workshop-how community colleges receive funding.
- d. Banding issue
 - i. Scenario: the entire executive staff of the college is killed in a plane crash.
 - 1. Question: how would anyone know of compensation for banded employees if it is not documented as a policy or procedure?
 - ii. Blaine explained that banded employees have received compensation increases using the step approach similar to non-banded employees.
 - 1. The bands do not change. The bottom of the band can increase. Banded employees can move up within the band.
 - iii. Question: has leap-frogging been addressed?
 - 1. Blaine reiterated that the Council's recommendation was not to address leap-frogging rather to formalize banded employee compensation in the budgeting process.
 - 2. Tad wanted to know the magnitude of leap-frogging.
 - a. Widespread or could it be handled on a case-by-case basis?
 - iv. Budgeting approach for banded employees
 - 1. Add a step. If funds are available, add them to the base.
 - v. College Council to review this issue and see if changes in the budgeting process have been formalized.
 - vi. Consensus: CC members agreed that a crash course in budgeting procedures and terminology would be helpful in addressing issues.
 - 1. Task: Invite Maderia Ellison to the February 6 meeting to present an Introduction to Budgeting workshop for members. Put on the 02-06-08 agenda.

VIII. CASO report

- a. Student scholarships have been awarded for fall and spring semesters.
- b. CASO members are exploring the idea of a sick bank in which sick leave may be donated to college employees.
- c. The CASO silent auction benefitting the United Way was a success.
- d. The selling of recycled shopping bags as a scholarship fundraiser has been tabled. CASO has not identified a supplier that can provide bags at a price that would compete with low cost bags currently sold by local grocery stores and Wal-Mart.

IX. Student Government Association report

- a. SGA will participate in the Holbrook Christmas parade. SGA also participated in the Winslow parade.
- b. New member: Marie Kistler from WMC.
- c. Student forum: will take place 12/11/08 at PDC.
 - i. Feedback from previous forums
 - 1. Complaint: smokers too close to building entrances.
 - 2. College council to check with campus and center managers to see if smoking regulations are being enforced.
 - 3. SGA complaints and recommendations are to be forwarded to Blaine to address at the 12-10-08 campus and center manager meeting.

X. Faculty Association report

- a. Claude Endfield and Flo Finch will be Faculty marshals for graduation.
- b. Faculty met with John Velat on Tuesday to offer a response to the IS policy and procedure document sent out for review.
- c. Maderia Ellison and Joyce Hunt met with faculty to discuss payroll issues.
 - i. Lump sum payments will end in July.
 - ii. Direct deposit and e-payroll.

XI. SPASC report

- a. President Swarthout will have two all-college meetings per month and will produce two newsletters to keep the college informed during this critical time.
- b. SPASC is now focused on producing the self-study.
 - i. The goal is to have the first rough draft completed by the end of January.
 - ii. The second draft cycle will end in February and the self study draft will presented for college feedback.
 - 1. The college needs to carefully review the draft making sure it is honest and future focused.
 - iii. Problem: SPASC subcommittee members are not able to access core component information posted on SPASC myNPC.
 - 1. Task: Russell to discuss access for subcommittee members with Donna Ashcraft.

XII. Identify CC member to report at next All-College meeting

- a. Mira White volunteered to report at the 12-19-08 meeting.
- b. CC will only report at the 3rd Friday All-College meeting.

XIII. Next College Council meeting

- a. Friday, February 6, 2009, Video 1, 1:30-3:30pm.

Russell moved to adjourn; second by Michael.

Meeting adjourned.