

Northland Pioneer College
College Council Meeting
Friday, Dec. 7, 2007
NPC Video 1
1:30-3:30pm

College Council members in attendance: Tracey Chase, Leslie Collins, Russell Dickerson, Heidi Fulcher, Blaine Hatch, Cynthia Hutton, Michael Lawson, Mary Mathias, Frank Pinnell, Diane Samarin, Mira White.
Guests in attendance: Mark Vest, Enrollment Management

Overview issues raised: re-identified/clarified procedure for putting items on the CC agenda; clarified the relationship between standing committees and the CC, created a liaison position between the CC and the Enrollment Management Standing Committee ; gave direction to the EMC; proposal for "Band System" compensation renovation; need input for changing procedures 2760, 2866, & 2966; notification to the campus/center managers of the hiring or approval of adjunct faculty; importance of adjunct input; desire for NPC e-mail addresses for all adjuncts and preferably all students; need for a response letter from the CC to update people on the issues that they brought before the council, "Great Ideas" initiative—develop mechanism to collect good ideas from people on campus and the community

Procedures for getting Items on the Agenda:

Deadline for agenda: 10 days prior to CC meeting.

Submit requests to the CC via e-mail. CC e-mails will be sent to Recorders, who will then compile items and send a summary of them to the entire CC 10 days prior to the meeting. The CC will discuss items, and may send items to the appropriate Standing committees. The Standing Committees will make recommendations to the CC. The CC will take action and make recommendations to the President.

CC and Standing Committee Interaction:

- The CC will give items/issues to the appropriate Standing committees to hash out.
- The CC/Standing Committee Liaison will address the CC with updates and recommendations.
- The CC will discuss recommendations and take action.
- The Standing Committees will also initiate items/concerns for the CC.

Tasks Assigned:

- Mira White will write form response letters from the CC to inform people of the status of the issue that they brought before the council
- Mira White will be the liaison from the CC to the EMC, and as such will attend the EMC meeting and report back to the CC.

- Blaine Hatch will present the issue of notification of the campus/center managers of the adjunct faculty that are approved to teach each semester @ the Campus/Center Managers Meeting on Dec. 19, 2007
- Blaine Hatch will address the same issue @ the dean's meeting, after receiving input from the Campus/Center Managers.
- Blaine Hatch will write a blurb to be included in the President's Newsletter.
- Mark Vest will convene the EMC meeting.
- The CC assigned the Enrollment Management Standing committee the task of seeking input from the people who do registration to find out what issues they have perceived and their possible solutions.
- Every CC member should RSVP to the next CC meeting, which is scheduled for 1:30pm on Friday, January 4, 2008.

I. Welcome and Roll Call

II. Adoption of agenda

III. Approval of Minutes from last meeting:

- Amendments to minutes: change Novels to Nobels, Mira White was CASO updater, not Cynthia Hutton.
- Unanimous approval of minutes from last meeting.

IV. Call to Public—no one present to comment

V. Progress update on tasks assigned:

- A. Mira White put together a CC group e-mail (@npc.edu) and it's working
- B. Mira White set up a CC e-mail account (@npc.edu) that goes to the Records, Russell Dickerson and Mary Mathias, and it's working
- C. Heidi Fulcher sent out an e-mail urging people to get items to the CC, 15 days before the meeting
- D. Blaine did not put a "blurb" in the Presidents Newsletter this month, but will the next
- E. Heidi Fulcher attended the All College meeting Nov 16 to present the CC, and reported that they were pleased that the CC meetings were underway.

VI. Standing Committee Updates:

- It was determined that the CC Liaison to each Standing Committee should give the updates @ the CC meeting rather than the committee chairs.
- A. Employee Relations Committee update from Cindy Hutton:
 1. Ginger Pahl was named chair
 2. The committee looking into clearing up the wording on Procedure 2760 (Grievance) to make it more understandable (i.e. translate it to English.) Jeanne wants input from HR.
 3. The committee is looking into changing Procedures 2866 & 2966 (Staff and Faculty Professional Development, respectively). They are looking for input from faculty and staff. (Cindy asked for input at the Faculty Association Meeting and CC) Issues: (a) Possible changes to what qualifies for a lateral move (b) Inequalities b/t staff and faculty credits
 4. What is the way to get issues to the CC?
 5. The Employee Relations Committee will meet next on Dec. 21st.

B. Enrollment Management Committee/ Questions from Mark Vest

1. Mark Vests Questions: What is the EMC supposed to do? Who is in charge of the EMC? What is the reporting structure of the EMC to the CC?
2. The EMC has not met yet. It was determined that Mark Vest would convene the meeting. Blaine Hatch said that the first meeting would probably be organizational and a chance to look over the committee procedures and name the Chair.
3. It was determined that there needs to be a liaison to report back and forth between the EMC and the CC (like Cindy Hutton is for the ERC). Mira White volunteered to be the liaison. Currently, the liaison is not a voting member of the EMC, but it was suggested that the liaison should be a voting member in the future.
4. Question: "What is the EMC supposed to do?" Procedures state: "Review or examine issues raised by the College." Issued raised at this meeting: How can NPC improve enrollment? How can NPC help FTSE? One goal of the EMC is to improve the enrollment process.
5. Where does EMC get direction—by directives from the CC? Self generated? by outside suggestions? It was determined that the CC will give the EMC directives on which to work, research, etc, and that the EMC can also generate its own work.
6. Randy Hoskins made a motion that EMC seek input from the people who do registration to find out what issues they have perceived and their possible solutions. Blaine Hatch seconded the motion, and so that is one of the directives from the CC to the EMC.
7. Cindy Hutton suggested that data collection be assigned to the EMC by the CC. (gist: What can we do to make your job better?) Mira White agreed with the idea.

VII. Review of Requests Received

- A. Enrollment Management Committee clarifications, brought to the CC by Mark Vest, were addressed during the EMC Update.
- B. Clarification on the process of adjunct faculty hiring notification, brought to the CC by Melissa Webb (not present).
 1. Issue: When the adjunct is hired through HR, a letter is sent to that person, but not to Center Managers. Because of this, managers are unsure of which faculty members are approved to teach, That is a problem because they are in charge of scheduling people to teach the classes at their Centers and promoting the classes, and if they don't know who qualifies they don't know who to schedule. Center Managers would like to be notified of teacher approvals and hires so that they can do scheduling/planning and contact the new instructors. Melissa Webb wondered if HR could send her this notification. She feels it would help new adjunct feel connected to the center/campus if the manager called them and made contact personally.

2. It was suggested that perhaps HR could send an e-mail saying “Instructor X is qualified to teach this and that...” It was also suggested that the Dean’s Office could circulate a list of qualified adjunct faculty members.
3. Questions: Do Campus Managers need this notification as much as Center Managers? Who makes the schedules at the Campuses, the Deans? Who hires adjuncts—the Deans and/or HR? (Blaine Hatch said that the Dean is the last signature needed for a hire.) Mira White asked, “Should there be a motion to send this issue to the Employee Relations Standing Committee?”
4. Blaine Hatch said that he would bring up this issue at the Campus & Center Managers Meeting on Dec. 19th in STJ to ask for input. It was determined that he would also make a request to speak of this issue in the Deans Meeting after he receives input from the Campus & Center Managers.

C. Proposed modification of the “band” system for exempt administrative staff compensation, brought to the CC by Leslie Collins.

1. Explanation: The band system places certain jobs (with a set of responsibilities) in a certain salary range. The current system allows new hires to leap-frog over existing staff in the area of compensation. Leslie Collins submitted a proposal to modify the band system (to place more value on NPC experience).
2. There was a unanimous vote to send this issue to the Employee Relations Standing Committee. (Mira White motioned, Frank Pinnell seconded)

VIII. CASO report, by Russell Dickerson

CASO had their annual retreat at the Snowflake Country Club. They had a business meeting and discussed fundraising and how much the CASO scholarship paid out. Russell gave CASO a report on the CC. The several presentations were made on health/fitness/nutrition. Troy Eager spoke to the group about benefits/savings plans. The retreat was light and festive.

IX. Student Government Association Report (no one present to report)

X. NPC Faculty Association Report by Frank Pinnell

1. It was determined that the FA needs to work on All-College communication.
2. The FA would like to get NPC e-mail accounts for all adjunct faculty members. It would serve to make adjuncts feel more connected, and also benefit their students and the college community as a whole. Mira Whites has talked to Bill Grindstaff about the adjunct faculty e-mail issue. She says that the new system, Jenzabar, does not offer a true e-mail service. She said that Larry Romo is working to open up e-mail options with Jenzabar. She said that Bill Grindstaff is looking into expanding the exchange services to allow for more e-mail accounts, but it is very expensive. Question: What would it take to add NPC e-mails for all faculty and students? Bill has looked into replacing the existing system, as the one we have now is 5 years old.

Other community colleges offer student e-mail accounts...the fact that NPC does not makes us less competitive.

3. Community Involvement:

- FA is collecting boxtops to raise \$ for local school. They are trying to get the word out and collection boxes in place @ all the campuses and centers.
- The FA float took 1st prize in the Winslow Christmas Parade, and 2nd place in the Holbrook Parade of Lights. Everyone involved was very proud, especially NAVIT welders.

XI. SPASC/Higher Learning Commission Report by Blaine Hatch

1. Accreditation visit could be Spring 2009
2. Hope that the Draft of the self-study will be done by Spring 2008
3. Jan 11th Convocation will be dedicated to “Vital Focus” and the results of the surveys
4. Sub-groups will give reports monthly—Criterion 1 will report in December
5. Assignment to the CC—SPASC has asked the CC to consider ways in which “Great Ideas” can be collected from the college community. They would like to receive a broad base of recommendations from the community on how to improve the college. Ideas the CC offered:
 - Have prizes for excellent ideas: perhaps tuition/book vouchers or gift certificates from local merchants
 - Have suggestion boxes in various location on campuses & in communities
 - Look at the 5 Criterion and 6 Pillars to create suggestion categories to focus the ideas (Pillar/Crit groups could be the judges)
 - Set up an Internal web log /discussion board, similar to White Mountain Independent
 - Posters of the Pillars should be placed in all the campuses/centers (perhaps Computer Graphics classes could design the posters and Lee Sweetman’s printer could be used to print them large)
 - Could send an all NPC reminder about the suggestion box and “Great Ideas” campaign. Hope to get boxes in place by the end of January. (Plastics class could make acrylic boxes)
6. The Higher Learning Commission is working on creating a Resource Center which can be accessed through a link on the NPC homepage. They are encouraging people to look at the info available, and if there is missing info/data to notify Trudy Bender.

XII. Identify member to Report @ All College Meeting

No one was identified because the next All College Meeting for Dec. 21st was cancelled.

X111. Confirm next meeting date.

The next CC meeting is scheduled for Jan. 4th @ 1:30 in Video 1. It was determined that everyone should RSVP for the meeting so that we know if we have a quorum.

Move to adjourn.

Meeting adjourned.

Next meeting: January 4th, 2008 @ 1:30pm, Video 1.