

Northland Pioneer College
College Council Meeting
Friday, Jan. 4, 2008
NPC Video 1
1:30-3:30pm

College Council members in attendance: Leslie Collins, Russell Dickerson (until 2pm), Heidi Fulcher, Blaine Hatch, Cynthia Hutton, Mary Mathias, Beulah Bob-Pennypacker, Frank Pinnell, Jerilynn Tutt, Cindy Trails, Jesse Valencia
Guests in attendance: Bobette Welch, John Chapin

Overview issues raised: need to have action steps to change the banding system; new point system for lateral moves for faculty and staff; bringing back student/alumni recognition initiative; ideas for promoting NPC through SGA

Tasks Assigned:

1. Recorders will draft minutes from this meeting.
2. 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 dean's meeting on Monday, January 7th.
3. Blaine Hatch will write a blurb to be included in the President's Newsletter.
4. The Employee Relations Committee has been charged with the task of re-addressing the banding system issue. The CC requests that the ERC pinpoint specific action steps, recommendations, and target dates for resolving the banding issue.
5. Cindy Hutton will put the CC request for action steps and target dates for banding system revision to the Employee Relations Committee on the ERC agenda.
6. The Enrollment Management Committee has been charged with the task of creating a student and alum recognition award system, including determining selection criteria, a judging committee, and an approach to advertising and promotions. The EMC will also be urged to work with the SGA, as they expressed interest in working on the project.
7. Heidi Fulcher will send letters to the EMC and ERC outlining the CC's request.
8. Heidi Fulcher will send out a 15-day CC call for agenda items e-mail.
9. Heidi Fulcher will present the CC report @ the All College Meeting.

I. Welcome and Roll Call

II. Adoption of agenda. Russell Dickerson requested that Committee Reports (item VI), be moved to item V

III. Approval of Minutes from last meeting: Unanimous approval.

IV. Call to Public—no comments

V. Standing Committee Updates:

- A. Enrollment Management Committee presented by Russell Dickerson (reading an e-mail from CC EMC liaison, Mira White, not in attendance):
1. Jake Hinton was elected Chair.
 2. Mark Vest defined what enrollment management is for the committee.
 3. Committee decided to look at creating an enrollment management strategy plan, but before any plan is created they want to assess the strengths and weaknesses of the college. They want to determine what kind of questions should be asked and what enrollment data NPC has vs what they need to have. Each committee member will compile a list of strengths and weaknesses for discussion at the next meeting.
 4. Mark Vest talked about the upcoming SEM WORKS Enrollment Management meeting in North Carolina in February & offered an invitation for other members to attend w/Jake Hinton.
 5. Hallie Lucas was asked to assist w/minutes at future meetings.
 6. The Enrollment Management Committee will meet next on Jan 25th.

B. Employee Relations Committee report presented by Cindy Hutton:

1. Troy Eager revised the Grievance procedure. The content was not changed significantly, the revisions centered around making the language clearer. One point of contention: Employees at the 3rd level can bring in an advocate. What is an advocate? Why is an advocate not allowed on the first level?
2. Procedures 2866 & 2966- Lateral Moves. Looking at how other schools handle lateral moves. Cindy Hutton proposed a point system for lateral moves for exempt and non-exempt employees. The point system would allow for CEUs & PDUs, not just academic credits.
3. The committee is thinking about revising procedure 2750, the Substance Abuse Policy.
4. On the “banding” issue, it was stated that NPC's whole salary system is out of date and is going to be re-examined in the future. Blaine Hatch said that Troy and Renee are looking into ways to innovate the system, possibly soon. No clear action plan for changing the banding system was discussed.

CC Discussion: The banding issue should be addressed promptly. The CC assigned the Employee Relations Committee the task of re-addressing the banding system issue. The CC requests that the ERC pinpoint specific action steps, recommendations, and target dates for resolving the banding issue.

V. Progress update on tasks assigned:

- A. Mira White created official response letters from the CC to people who have presented issues to the CC. The letters were sent, and well received. Several people voiced that they were pleased to get a response from the Council.
- B. Blaine Hatch discussed the center manager notification issue @ the Managers Meeting, and the group created the following 5 step plan to ensure that the Center and Campus Managers are aware of the adjunct faculty who are approved to teach each semester: 1)

HR will advertise for adjunct faculty @ specific locations. Applicants will get their application materials from the center in which they will potentially teach. 2) Managers will collect all documents/ certification packet materials from the applicants. 3) Managers will send all info to the Dean's Office, and the dean approves or denies the application. The dean's office then notifies HR, the manager, and the applicant. 4) The master adjunct list will be maintained 5) All paperwork will go to HR for the hire. [Bobette Welch said that she keeps a list of faculty that have been approved, but not hired, for the Arts & Science division. She offered that she could do training for other dean's offices to do the same.]

- C. Everett Robinson posted the last approved minutes on Info Web.
- D. Mary Mathias and Russell Dickerson drafted minutes from the Dec. 7th meeting.
- E. Heidi Fulcher sent out a 15-day notice for the CC meeting via all NPC e-mail.

VII. Review of Requests Received

A. President Jeanne Swarthout requested that the CC consider bringing back the "Alumnus of the Month" program, which served to recognize the achievements of former NPC students. In the past anyone could send in a half-page nomination form stating why the nominee should be considered for the award. The president would then decide on the winner. A press release would go out and the individual would come before the board to be honored. The president wanted the CC to address how the decision could be made in the future.

CC Discussion: Perhaps this program should be opened up to include present students. Perhaps there could be recognition for "Student of the Month" and "Alumnus of the Semester". It proved difficult in the past to have a pool of alums each month, and it would be much easier to find current students on a monthly basis (this would also have the advantage of creating interest in the current student body).

Perhaps then a student or alum of the year could be chosen to speak at graduation. This initiative could be printed in the newspapers. Jesse Valencia said perhaps it could be approved by marketing and have a feature box in the White Mountain Independent. It was noted that it will be important for all of our NPC communities to be represented in the awards. It was determined that the Enrollment Management Committee would be a logical group to adopt this project.

- A motion was made to send the EMC the task of creating a student and alum recognition award system, including determining selection criteria, a judging committee, and an approach to advertising and promotions. The EMC will also be urged to work with the SGA, as they expressed interest in working on the project.
- Also discussed was the idea of employee recognition. It was determined that perhaps the best way to recognize faculty, staff, and administration is through the SGA newsletter. It could be called "Employee Spotlight" and would originate from the student body.

VIII. CASO report. (no one present to report)

IX. Student Government Association Report

A. Jerilynn Tutt reported on the leadership conference that she attended in Florida:

- Four people went to the conference from NPC, and she feels that sending more people in the future could be beneficial.
- It was good to have input from all over the country from big universities and other community colleges on fundraising and student activities.
- Overall, it was great for networking and gathering new ideas. It was encouraging and provided motivation to think about developing more leadership at NPC.

B. Jesse Valencia gave the report on SGA's activities and plans.

1. Last semester they spent a lot of time getting organized and thinking of ideas for fundraising, student activities, and promoting NPC. They held a fundraising concert which was attended by 300 people and raised \$900 for SGA and would like to use the concert as a model for more fundraising and promotional events.
2. Upcoming SGA sponsored concert events would have three functions: (1) Fun student activity to build a sense of community (2) NPC promotional tool (the concerts will mostly be held in high school auditoriums.) NPC merchandise could be available for purchase and given away for free to potential students --bumper stickers, pencils, t-shirts, cup-holders, etc. and (3) Fundraising for SGA.
 - a. Plans are still being finalized, but the SGA would like to have one of these events near each of the campuses/centers. They will start in the areas with higher populations. They estimate that they will be able to make between \$15,000-\$30,000 charging people \$3 to \$5 for admission.
 - b. The first show is tentatively set for the end of January in Show Low.
3. The SGA Newsletter is in the works to launch soon. It will include what is going on around campus, dates for plays and events, employee and student recognition, film/music reviews, etc. Jesse is talking with local newspapers about helping with distribution. Some papers might include the newsletter as an insert for a very reduced price.

CC Discussion: Security should be a major consideration at these events. Should the events be openly advertised? Local faculty and staff should be asked to volunteer at these events. The CC thinks that SGA's ideas sound good.

X. NPC Faculty Association Report by Frank Pinnell

1. The December FA meeting had a small turn out.
2. The president has approved that adjuncts will be compensated for their time when serving on committees. (this will include back pay for meetings from last fall-- Frank will collect their hours)
3. NPC e-mail addresses for all adjuncts (and possibly students) are in the works. Although no time frame is in place, Frank is hopeful that this could happen soon, possibly by the end of the month.
4. The SGA has been invited to give a report @ the next FA meeting on Jan 11th @ 4pm after Convocation.

XI. SPASC/Higher Learning Commission Report by Blaine Hatch

1. Main push has been Convocation, which will be dedicated to "Vital Focus"-- and will be a working meeting-- starting earlier, lasting longer, and working harder than other convocations in the past.
2. To keep SPASC/Higher Learning Commission in touch with the college (with the goal of high participation and interaction) , they are working with Eric Bishop and looking to use a "Wikii" format (a web page on which people can post comments, and edit information).

XII. Identify member to Report @ All College Meeting

- Heidi Fulcher and Blaine Hatch will attend the meeting.

XIII. Confirm next meeting date.

The next CC meeting is scheduled for February 1st @ 1:30 in Video 1.

Move to adjourn.

Meeting adjourned.