

Northland Pioneer College
College Council Meeting
Friday, February 1, 2008
NPC Video I
1:30 p.m.

I. Welcome and roll call

- a. College Council (CC) members present: Cindy Trail, Randy Hoskins, Frank Pinnell, Tracy Chase, Leslie Collins, Diane Samarin, Cindy Hutton, Mira White, Blaine Hatch, Beulah Bob-Pennypacker, Jerilynn Tutt, Mary Mathias, Russell Dickerson, Michael Lawson.
- b. Absent: Heidi Fulcher, CC Chair.
- c. Presiding Chair for 02/01/2008 meeting: Blaine Hatch

II. Adoption of agenda

- a. Chair informs CC that he was contacted by Jerilynn Tutt and asked to move the Student Government Association (SGA) report to the beginning of meeting so she can attend SGA meeting occurring at same time as CC meeting.
- b. Frank Pinnell reported that he must leave early and requests that the Faculty Association and Employee Relations Standing Committee (ERC) report also be moved to beginning of College Council meeting. Frank to give ERC report because Cindy Hutton was unable to attend last meeting.
- c. Chair calls for motion to adopt agenda with following amendments: SGA report to follow item IV (Public Comment), to be followed by item X. (NPC Faculty Association report), to be followed by item VI, 1. (Employee Relations Committee report). Frank Pinnell moves to adopt agenda. Mary Mathias seconds motion. Agenda adopted by unanimous vote.

III. Approve minutes from January CC meeting

- a. Chair calls for motion to approve minutes from 01/04/2008 College Council meeting.
- b. Mira White moves to approve 01/04/2008 CC minutes. Several members of CC second motion. Minutes approved by unanimous vote.

IV. Public comment

- a. No one present for public comment.

V. SGA report given by Jerilynn Tutt

- a. Current fundraising/student/community involvement activities being worked on by SGA:
 1. Sell "Candy-grams" for Valentine's Day. Jerilynn shows CC promotional flyer on document viewer. Jerilynn reported that sales are on-going through 02/14/2008. Proceeds to go towards covering costs for SGA members to attend leadership conferences.
 2. Jerilynn reported that she will request SGA funds to hold "NPC Spring Bash" to be held the first weekend in March. The event is

aimed at raising student involvement and providing an opportunity for NPC students to interact. Location is not yet set—looking at perhaps a high school auditorium or possibly an American Legion hall.

3. 10 kilometer “Fun Run” in Holbrook. Event tentatively scheduled for first weekend in June. SGA awaiting word from Holbrook Police Department for race route information. Majority of funds to benefit National Diabetes Program. Some proceeds to go towards SGA Leadership Conference expenses.
 4. Concert Series at Blue Ridge High School Auditorium. Five bands to play in Show Low Saturday, 02/02/2008. Doors open at 6 p.m. and event runs until 10 p.m.
 5. Navajo Taco Sale: Planned for two weeks ago but did not occur at Holbrook campus. Jerilynn has since learned that food sales for non-profit organizations do not require a food-handler’s permit. Jerilynn hopes public response to a future taco sale will be good.
- b. SGA to appoint new committee members at 02/01/2008 meeting. Jerilynn reported that new committee members will be selected at 02/01/2008 SGA meeting because of non-attendance by some members. Jerilynn will inform CC of SGA committee appointments at next CC meeting—in particular the SGA representative to replace Candy Canida on CC.
 - c. Jerilynn asks Chair (Blaine Hatch) about WMC lounge petition. Chair directs Jerilynn to have SGA President contact him [Blaine Hatch] directly to set up time for meeting to discuss petition.
 - d. Box-Tops Drive: Jerilynn asks about Box-Top Drive at NPC locations. Russell Dickerson and Frank Pinnell report that response at PDC and STJ, respectively, has been low. Mary Mathias questioned how people know to donate Box-Top labels. Jerilynn conceded that drive hasn’t been actively advertised. Jerilynn reported that WMC drive is going well and containers for PDC were donated 02/01/2008.

VI. NPC Faculty Association report given by Frank Pinnell

- a. Faculty Association (FA) funding approved for the Marcia Smith Memorial Scholarship. Beulah Bob-Pennypacker asked if students have been selected for the scholarship. Frank reported that FA will fund the scholarship, not decide who receives it. Scholarship to be given to the first place winner of student art show.
- b. SGA present at last FA meeting and FA wants to permanently include a SGA report in future meetings so that faculty members are aware of student activities and can work with students.
- c. NAVIT meeting is scheduled for 02/15/2008, 12:00 p.m., at SCC. Anyone who teaches NAVIT classes, full-time or adjunct faculty, is invited to attend the meeting. Purpose of the meeting is to clarify channels of communication.
- d. Mira White asked if FA would consider having a CASO representative at future meetings. Frank indicated that he would direct request to the FA.

VII. Standing Committee Reports

a. Employee Relations Committee (ERC) Report given by Frank Pinnell:

1. Frank reported that the ERC finished work on the Grievance Policy and it was forwarded to college legal advisors for review. The policy was returned to ERC for modifications to occur during 02/21/2008 ERC meeting. Frank hopes to present the revised policy at the 03/07/2008 CC meeting.
2. Lateral moves discussed and ERC to complete work at next ERC meeting.
3. Due to low (ERC) attendance, banding issue to be addressed at next ERC meeting.
4. Drug-free policy and procedure being examined. Language of current policy and procedure is outdated. ERC looking at examples of drug-free language from other schools.
5. Blaine Hatch, Chair, followed up on ERC task of establishing target dates for the banding issue. Frank reported that banding target dates have not yet been set. Blaine renewed request to have target dates set since the banding issue was brought before the CC.

b. Enrollment Management Committee (EMC) report given by Mira White:

1. EMC met on 01/25/2008. Jake Hinton was looking for another person to attend an Enrollment Management Conference to be held in West Virginia. Stephanie Holliday (WRV) expressed an interest in attending.
2. EMC evaluating the strengths and weakness of the college. Approach taken was to look at the following four areas: student retention, student recruitment, student marketing, and student services. These four areas will be the focus of the West Virginia EM conference.
3. Once strengths and weakness have been identified, next step is to begin formulating goals in the following three categories: quick fixes, short and long term goals. Identification of these types of goals will allow EMC to come up with an enrollment management plan. Planning committee to also seek input from students and community members.
4. Technology seen as a major factor in college functions. EMC awaiting word from the Technology Task Force. Marketing and Public Relations department exploring Content Management Systems.
5. Subject of tuition increase being explored. Mark Vest, with input from Jake Hinton and Ann Hess, has recommended to the EMC that tuition be raised by \$4. Tuition increase to be looked at early next fall semester for possible implementation in the 09/10 fiscal year.
6. Other possible changes: look at combining tuition and fees into one cost; look at raising full-time student load level from 12 to 15 credit hours.

VIII. Progress on Tasks Assigned

- a. Recorders to draft minutes from January 2008 CC meeting and forward December 2007 minutes to InfoWeb.
 1. As of 02/01/2008 CC meeting, only October and November minutes and January CC meeting agenda posted to InfoWeb. CC decided that only approved minutes are to be posted on InfoWeb. Agendas are sent out as all-NPC emails and recapped in the following CC meeting minutes and do not need to be posted on InfoWeb.
 2. Blaine directs recorders to follow-up on having December and January minutes posted and to have January CC agenda removed.
 3. Minute distribution procedure clarified and is as follows: CC meeting minutes drafted by recorders and sent to CC Chair and Vice Chair. CC Chair to email draft to CC members. Once minutes are approved by CC, recorders to forward to Everett Robinson to be posted on InfoWeb.
- b. Blaine reported that the issue of notifying campus/center managers of qualified adjunct faculty (each semester) presented at 01/07/2008 Dean's meeting. Blaine working with campus/center managers and Deans to resolve concerns.
- c. CC blurb was included in last President's Newsletter.
- d. Employee Relations Committee to re-address banding system issue. Action steps, recommendations and target dates still being formulated. *See VII above.*
- e. Banding system issue to be put on ERC agenda. *See VII above.*
- f. Enrollment Management Committee (EMC) to create student and alum recognition system. Ad hoc committee to be formed. EMC representative Susan Olsen to request volunteers. Committee makeup: one faculty member, one staff member, and one student.
- g. Blaine reported that Heidi Fulcher sent out letter to EMC and ERC outlining CC requests.
- h. Blaine reported that Heidi Fulcher sent out 15-day call for agenda items email.
- i. Blaine reported that Heidi Fulcher presented the CC report at last All College Meeting.

IX. Review of Requests Received

- a. Requests from Mira White
 1. Mira introduced John Velat, newly hired Director of Information Services to the CC. John invited everyone in the college community to bring their ideas, issues or complaints to the Information Services department and its staff. John will continue to meet with various college committees.
 2. Possible comparative salary study for IS personnel. Mira requested that the ERC consider a comparative salary study for IS staff citing lower NPC IS pay (compared to city, county, or school district) and the loss of staff due to lower pay. General consensus of CC was that a college-wide salary study would be a good idea. Blaine offered that such a study would be, and has been, a large, costly project.

Discussion continued among CC members. Motion made by Michael Lawson to charge the ERC with the task of considering such a comparative salary study focusing initially on the uniquely skilled IS personnel. ERC to report back to the CC by the next CC meeting. Seconded by Beulah Bob-Pennypacker. Motion passed unanimously.

3. Discussion of Convocation/Conversation Day and Survey Results. Blaine and Mira showed CC where to find the compiled information on InfoWeb. Blaine identified quick fixes (from conversation 1) that will be addressed within the next 30 days.

X. SPASC, Higher Learning Commission Report (HLC) given by Blaine Hatch

- a. SPASC will be looking at the Provocative Propositions (from conversation 3) and deciding if some can be forwarded to the College Council.
- b. First HLC site visit to NPC will occur in October, 2009. NPC will know in the next couple of months the exact date of the visit.
- c. Work on Strategic Plan continues and personnel have been identified to accomplish committee goals.

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

- a. Mira White volunteers to report at the 02/15/08 All-College meeting on Video 1 and 2 at 11:30 a.m.
- b. Noted by Cindy Trail that the next All-College meeting conflicts with a NAVIT meeting. President Swarthout will be asked about conflict/rescheduling.

XII. CASO Report given by Russell Dickerson and Mira White

- a. 02/01/2008 is National "Wear Red Day" to help raise awareness of heart disease in women. The American Heart Association is the designated charity of CASO and NPC employees were invited to wear red.
- b. CASO Spring Retreat to be hosted by SCC. Election of CASO officers will occur.
- c. Thank You Committee being formed. A program for NPC staff to nominate a fellow worker that has done an outstanding job. Nominees will receive a formal letter of thanks.

XIII. Next CC meeting to be held March 7, 2008 at 1:30 p.m. on Video 1.

Motion made to adjourn.

Multiple seconds to motion.

Motion passes by unanimous vote.

Meeting adjourned.