

College Council Minutes – For September 14, 2012

Approved as Amended 10/12/12

Meeting called by: *Susan Olsen – Chair*

Type of Meeting: *Monthly Meeting*

Recorder: *A. J. Taylor*

Attendees: *John Chapin, Maderia Ellison, Cindy Blodgett, Dawn Palen, Dr. Jeanne Swarthout, Linda Humes, Dean Jake Hinton, Vice President Blaine Hatch, Cynthia Hutton, A. J. Taylor, Tracy Chase, Susan Olsen, Margaret White, Tammie Pete, Don Call, Wendy Shepard*

Absent: *Peg Erdman, Deborah Keith*

Guests: *Melissa Luatua, Bobbi Sample, Theresa Artz-Howard*

Voting Members Present: 16/18

Quorum of 9 needed and was reached.

Meeting was called to order per prescribed time of 1:45pm according to published agenda. By verbal petition, the meeting was then suspended until 2pm to allow for more attendees to arrive. Meeting resumed at 1:57pm local time with all members and guests having made themselves known and present to the Chair.

Recorders Notes: Due to several instances where multiple sites did not mute their respective locations, several comments were inaudible and therefore not recorded in this transcription of the minutes. Further, some speakers, having not identified themselves or been given credit or recognition by the Chair for their input, have been recorded as anonymous in this transcription. By Rules of Order, it is not the Recorders responsibility to identify said speakers, rather it is that of the speaker and/or the Chair.

First Discussion proposed by the Chair; “What area of the College do you feel needs more transparency?”

Margaret White felt there were a lot of places where there is no transparency. She suggested starting from the bottom and working to the top.

Susan Olsen wanted to know more from the instruction side of the house. Examples included:

a. What decisions are they making?

b. What programs are they working on?

Don Call wanted to know of any changes are happening at the college?

The Chair called for further comments and Theresa Artz-Howard asked what are the benefits at the college for employees. The Chair referred the speaker to MyNPC. There were random explanations that there was 10% off for signing up with Verizon. Another posed by Tracy Chase was discounts on software. Linda Humes stated to send her an e-mail on the Verizon and software discounts and she would explain.

Blaine Hatch made a clarification on what employee benefits were and what were promotional offers to employees.

II ADOPTION OF THE AGENDA

Agenda for the meeting was adopted by first being moved for adoption anonymously and seconded by another anonymous voter. Chair then called for voice vote which in the chairs opinion was in the majority.

III APPROVAL OF THE MAY 4TH MINUTES

Chair called for any changes by the body. No one called for a change. Chair called for approval. Don Call moved to approve, Wendy Shephard the seconded. Chair called for a voice vote which in the Chairs opinion was in the majority. Minutes then passed.

IV OLD BUSINESS

a. Recorder Nomination – Chair put forward the nomination of A. J. Taylor as the Recorder for 2012-13. There was no discussion. . Chair called for a voice vote which in the Chairs opinion was in the majority. Taylor was installed as the 2012-13 Recorder.

b. College Council Membership – Sandra Johnson has recused herself in favor of John Chapin who will serve out her term. This filled all five faculty positions on the Council. The five are Cindy Blodgett, John Chapin, Cynthia Hutton, Tracy Chase, and Deborah Keith.

CASO Representation is A. J. Taylor, Margaret White, Susan Olsen, Don Call, and Dawn Palen. Administrative Representation includes Blaine Hatch, Dr. Jeanne Swarthout, Maderia Ellison, Jake Hinton, and Peg Erdman.

IS Representative is Linda Humes

Student Representatives are Wendy Shepherd and Tammie Pete.

c. Standing Committee Membership Confirmation was done with a request by the Chair to have a list of membership of each committee done and reported by the chairs of these committees.

d. Shared Governance Review of Procedure 2125. Kenny Keith sent the Chair a list of concerns revolving around Shared Governance reported during the Fall 2012 Convocation. The Chair then read these concerns to the body:

1. What did the President mean by changes to transparency? Is there a particular direction she wants us to go? The Chair stated procedure concerning annual reviews, revisions, and adjustments. The President of the College reaffirmed the procedure.

2. Is the website operational and if so, who runs it, and who filters the information? The Chair reported that MyNPC will work fine as the website for College Council. The Chair would like to set up a Shared Governance website with all the committees and organizations reporting.

John Chapin felt that MyNPC was a very limited environment as far as what you could post and how you could post it. He went on to explain that links to proposals were probably better than posting each proposal physically on MyNPC.

The Chair wanted to use MyNPC as the Shared Governance website.

John Chapin followed up with a clarification question. Would College Council be the only one posting on the website?

The Chair responded “No.” She felt that we did not have to ask the Chairs of each organization whether we could set up the Shared Governance website.

The Chair asked for support from the Council to set this website up. After further discussion, a **resolution was called for** College Council to set up the MyNPC website and update as needed of Shared Governance by Don Call. Margaret White seconded. The Chair called for a voice vote which in the Chairs opinion was in the majority.

Next issue was response time by the President to resolutions and questions and has been listed as six weeks and should be changed to seven days. The President said that such a response time was impossible according to her schedule. The President wanted clarification as to what the Executive Committee should respond to. Should they be questions, resolutions, or individual points.

Blaine Hatch made a motion that the Shared Governance website should only be used to address resolutions and reaffirm or redress procedure(s). John Chapin seconded the motion. Purpose of clarification: What are the forums of addressing questions. The President clarified that there are many different channels to handle questions such as picking up the phone, All College Forum, etc. The Chair called for a voice vote which in the Chairs opinion was in the majority.

John Chapin moved that we change the procedure to reflect response time should be limited to four weeks instead of six. Wendy Shepherd seconded the motion. The Chair called for a voice vote which in the Chairs opinion was in the majority.

The Chair reviewed other comments from the Keith Break Out session involving Shared Governance.

The Chair presented the Spokane University model of Shared Governance and inter-related said model to the Northland Pioneer College concept.

Dr. Swarthout, John Chapin, and Blaine Hatch called for clarifications to the presented model as to accuracy pertaining to the Northland Pioneer College actual model.

The Chair called to question whether the Executive Team could make the proper clarifications.

Margaret White made a resolution that the Executive Team make the proper adjustments to the Shared Governance Model. Wendy Shepherd seconded the motion. The Chair called for a voice vote which in the Chairs opinion was in the majority.

d. II Items from prior minutes see markup on procedure –

It was added that committee members could serve consecutive terms.

It was added that individual groups may make presentations to the College Council for considerations for resolutions.

It was suggested that we rename the sub-committee on Enrollment Management to Student Success.

Blaine Hatch motioned that we rename the Enrollment Management Committee to the Student Success Committee. John Chapin seconded the motion. The Chair called for a voice vote which in the Chairs opinion was in the majority. Motion and vote made without resolution

e. Committee Guidance

1. Sustainability Committee

Name changes suggested included “R3 (R Cubed)” General Body felt that the name did not convey the purpose behind the committees charge.

The council felt that we should retain the Sustainability Committee. No one offered to assist on the sub-committee. All actions regarding the sub-committee were then tabled.

2. Change of the title to Student Activities Coordinator accepted.

3. **Susan motioned** for an amendment on a wording change on page 3 of the Procedure 2125 was to add Appointments are normally for two years (adding the following), and members may serve consecutive terms.

On page 4 to change Enrollment Management Committee to Student Success Committee and change, on page 5, Enrollment Services Director to Student Activities Coordinator. Also, to change the Director of Enrollment Services to Dean of Students under the Instructional Council Section. Margaret White seconded the motion. The Chair called for a voice vote which in the Chairs opinion was in the majority.

V. NEW BUSINESS

a. No call for new business

b. Open Call –no response

1. Dean of Students was asked to present the Teamwork presentation and “The effective teamwork matrix” to College Council in October.

2. United Way participation and support – Susan Olsen asked for the support of all members of the Council and of all faculty and staff.

c. Operational Guidelines were tabled.

VI. ORGANIZATIONAL REPORTS

a. Student Government reported on the SGA Intramural Basketball Tournament and the Outdoor Club. SGA is currently looking for an advisor for the club. SGA will be having it’s first meeting on Friday, Oct. 12th.

b. Margaret White announced that CASO had reached its goal for the Student Emergency Fund

VII. STANDING COMMITTEE REPORTS

a. Reports were tabled due to time constraints.

VIII. NEXT MEETING

a. Scheduled for the Second Friday of Every Month

b. Next Meeting is Friday, October 12th -2pm to 3:45pm on Video 1

c. Move to adjourn was made anonymously as was the second motion. The Chair called for a voice vote which in the Chairs opinion was in the majority. Meeting adjourned.

Approval Date: 10/12/2012

Upcoming 2012 Meeting Schedule: (All Meetings on Video 1 from 2pm to 3:45pm)

Fri. 10/12/2012

Fri. 11/9/2012

Fri. 12/14/2012

