

NORTHLAND PIONEER COLLEGE

College Council Meeting for November 9, 2012

Meeting called by: *Susan Olsen – Chair*

Type of Meeting: *Monthly Meeting*

Recorder: *A. J. Taylor*

Attendees: *John Chapin, Maderia Ellison, Cindy Blodgett, Dawn Palen, Jeanne Swarthout, Linda Humes, Jake Hinton, Cynthia Hutton, A. J. Taylor, Susan Olsen, Margaret White, Tammy Pete, Blaine Hatch and Deborah Keith*

Voting Members Present: 13/18

Quorum of 9 needed and was reached.

Meeting was called to order per prescribed time of 2pm according to published agenda.

I. Roll Call of Members

Members called and accounted for. See Preamble for list of attendees

II. Adoption of the Agenda

Susan Olsen asked the body to correct the agenda date to October from September

Margaret White moved to approve the agenda

Deborah Keith seconded

A voice vote was taken and in the Chairman's opinion the vote was in the favored majority.

There were no dissentions or abstentions.

The motion passed.

III. Approval of Minutes for October 12, 2012

A. Discussion: John Chapin asked to correct the language from "motion" to "move to" approve.

Margaret White asked to correct the following:

- The date be changed to October 12, 2012.
- Consistency in the minutes
- Asked to use the outline box on Microsoft Word for visual appeal
- Asked that the use of last names be used everywhere
- On page two, letter F should read that "He went on to address..."
- Asked that there be more "meat" to the minutes so that those who missed the meeting could read them and know what happened.

Blaine Hatch stated that he preferred a briefer version of the minutes

Maderia Ellison moved to pass the minutes with corrections

John Chapin seconded

A voice vote was taken and in the Chairman's opinion the vote was in the favored majority.

There were no dissentions or abstentions.

The motion passed.

IV. Old Business

A. Confirmation of 2012/2013 committee rosters

Discussion: Susan Olsen announced that Jeanne Swarthout is not a voting member and that Chairperson Olsen added an asterisk (*) by her name to indicate as such.

Susan Olsen wants to confirm membership on all committees and have an identified liaison to College Council from each committee.

Blaine Hatch made a general observation that there was unequal representation among standing committees. He felt that there should be parity between CASO, Faculty, and Administration.

Susan Olsen stated that additional CASO representation is needed on Pillar Groups and subcommittees in order to achieve equal representation.

The issue of liaisons was addressed:

1. SPASC did not have a liaison to College Council. Blaine Hatch accepted the position for SPASC
2. Employee Relations did not have a liaison. Susan Olsen said she was willing to become the liaison.

Jeanne Swarthout stated her support for equity in all committees. She wanted to see equity in SPASC.

Susan Olsen stated that there needs to be additional members from CASO on SPASC.

Blaine Hatch would like to have a part-time employee on the Employee Relations Committee.

The concept of Administrators on committees was discussed:

1. Susan Olsen proposed getting an administrator on the Sustainability Committee. Jeanne Swarthout accepted the role.

Discussion was then closed.

Blaine Hatch moved to confirm rosters to standing committees, noting that there will be additions in the future.

Margaret White seconded the motion.

A voice vote was taken and in the Chairman's opinion the vote was in the favored majority.

There were no dissentions or abstentions.

The motion passed.

B. SOAR Debriefing – Jake Hinton presented

Jake Hinton stated that the meeting with SOAR Facilitators went very well and that he will have survey results for everyone. He discussed additions to orientations in the future. He also stated that he was going to create a dummy MyNPC account for facilitators to teach from. He also felt that there should be more Tuesday evening sessions for night students to attend and because advisor's have evening hours. Overall he was pleased with the progress on the implementation and delivery of the SOAR program. He stated that there are approximately six hundred (600) students who need to take the SOAR class. Letters and phone calls are going out to them currently.

C. Career Services and Internships – Jeremy Raisor presented

1. Career services are found on www.npc.edu.
2. Discussed the resources that are available on the site.
3. Working on an Internship Program.
4. Emphasized the need to continually get the word out.

D. United Way Campaign – Susan Olsen presented

1. Raised \$8,523.60
2. Adding in Special Events the grand total was \$9,374.65
3. 66.34% participation amongst all NPC employees.

V. New Business

A. 2013 -14 Academic Calendar

1. Blaine Hatch addressed the elimination of President's Day as a holiday as proposed by Instructional Council.
2. Jake Hinton proposed standardizing the day the Academic Calendar was issued.

B. CASO Holiday Recommendation – Margaret White presented and read the following:

"The 2013-14 Academic Calendar submitted for review to the College Council by Instructional Council proposes the deletion of President's Day as a paid holiday. CASO supports the efforts of Instructional Council to limit the semester to sixteen (16) weeks and the proposal to delete President's Day. However, CASO wishes to ensure that the paid holiday time is not eliminated for NPC employees. Because there is not another spring holiday to take the place of President's Day, CASO recommends moving the holiday to the Wednesday before Thanksgiving Break for all NPC employees. Transferring this day to the existing Thanksgiving Day holiday would benefit all employees without financial burden to the college and guarantees employees will not lose paid holiday leave with the elimination of President's Day."

Discussion:

1. Jeanne Swarthout commented that this is a Board action.
2. Maderia Ellison stated that there is a financial burden to the college in how we process payroll
3. John Chapin said that from a faculty prospective, the overall intention of not losing a holiday is a good idea.

Discussion closed.

C. Margaret White read the 2nd Recommendation by CASO:

"Procedure 2739 allows the President to declare the college closed for three (3) additional days beyond the legal holidays encompassing Christmas and New Year's Day. CASO proposes the procedure be amended to allow for five (5) additional days beyond the legal holidays encompassing Christmas and New Year's Day. A five (5) day winter break would align more closely with the winter holidays of area schools and allow employees greater flexibility for holiday preparation, travel, and family gatherings. We

as CASO, recognize that a small number of employees are required to work during the holiday period and would not be directly benefitted by this change, however the majority of staff employees would be able to take advantage of the two (2) days of additional holiday leave.”

D. Two Year College Wide Calendar Discussion – Blaine Hatch presented

1. Calendaring effects everyone.
2. The college needs to develop a master calendar for the entire college making it easier to know what is going on.
3. The recommendation is that a two (2) year college calendar be developed, essentially an Academic Calendar, so that we can anticipate deadlines and make changes.
4. As a part of the Pillar 4 of the Strategic Plan, the intent is to have better communication. A two (2) year calendar would greatly improve this for the college.

Discussion: the question was raised as to who would develop this calendar? Jake Hinton stated that the Records and Registration office takes on the role already and would be willing to.

Discussion closed.

E. Operational Guidelines Amendment – Margaret White presented.

1. Margaret White read the Section VIII of the College Council Operational Guidelines.
2. Susan Olsen pointed out the two (2) changes to the duties of the Chair under Section V.
3. Margaret White proposed keeping, “College Council makes decisions by consensus.”
4. Margaret White also felt that sending Proxies to College Council meetings was not a good idea.

Discussion: John Chapin and A. J. Taylor disagreed. John Chapin defined the word “consensus” as a way of making decisions. He also maintained that a proxy is sent by the representative with a decision made by the representative, to the meeting.

A.J. Taylor went on to define the word “consensus” as a means of solidarity. He then addressed the phrase “shall retain the vote of the person they are representing.” He suggested the phrase be re-written to state, “...who shall have the vote of the person they are representing for that meeting.”

Blaine Hatch agreed that the word consensus should not be used because it would create gridlock on several key issues to be voted on by the College Council from the sheer need for unanimity.

Discussion closed.

5. Margaret White read from the stricken sentences of Section V. “For continuity in leadership, once a member is elected chair, their term is extended by two years and confirmed by their representing organization. During the tenure, the Vice Chair of their second year is mentored to assume the position of chair the

following year.” She felt that the phrase should remain in because it would create continuity.

Discussion: John Chapin and A. J. Taylor disagreed. Both felt that a one year term was long enough and that a person could be re-elected for a second term as Chair. Linda Humes stated that a person may be willing to step in one year and see what it was like. If they liked it, then they could serve a second year, but they are not required to.

Discussion closed.

6. Cindy Hutton proposed putting in something under Section VII Committees and Subcommittees about equal representation between Faculty, CASO, and Administration on all committees.

Discussion: Blaine Hatch proposed the following terminology to the effect: All standing committees report to College Council and will seek to include equal representation among Faculty, CASO, and Administration.

Discussion closed.

7. Susan Olsen could not find anywhere where College Council had included confirmation of the membership in committees. She then asked if it should be placed into the Operational Guidelines. Wording was added to Section VII.

F. New Items

1. No new items were presented.

VI. Organizational Reports

- A. CASO – Margaret White said there was no report from CASO at this time.
- B. NPC Faculty Senate – No report was given. Blaine Hatch requested that the guidelines be amended to utilize the term Faculty Senate instead of Faculty Association.
- C. Student Government Association – Tammy Pete and Melissa Luatua reported.
 1. On Friday 10/26/12 SGA painted pumpkins and took them to the Sierra Pines Nursing Home and handed them out to the residents. Pumpkins were also taken to Winslow Care. SGA harvested 40 pumpkins donated by the Willis Farms.
 2. SGA was working on a float for Show Low Festival of Lights on December 1st. Melissa asked for Christmas light donations for the float.
 3. The Outdoor Club cancelled its trip to Walnut Canyon. No reschedule date was set.
 4. Next meeting is November 16 on Video 1 at 2pm.

VII. Standing Committee Reports

- A. Employee Relations Committee – Susan Olsen presented
 1. Met on October 3, 2012 at 11:15am via teleconference.
 2. Discussed salary negotiations for 2013-14
 3. Discussed a mentoring program
 4. Discussed customer service and evaluations
 5. Discussed differences between live classes and online classes

6. Gave assignments to bring back questions for a student survey and an employee survey.
7. Blaine Hatch would like to implement a process to where CASO and the Faculty Senate bring their salary proposals to the Employee Relations Committee who then sends a recommendation to College Council. College Council would make the recommendation to the Board. He would like to see timelines associated with this process. December would see a recommendation from the Employee Relations Committee to College Council. College Council would then send a recommendation to the Board in January.

B. Student Success Committee Report – No Report Given

C. Sustainability Committee Report – Margaret White reported

1. The committee now has an administrator on its committee.

D. SPASC – Blaine Hatch reported

1. SPASC is working hard to update the Strategic Plan for the next three year period. It will be going as a first read to the board and will be opened to all college wide input at that time. Second reading and approval is scheduled for the December meeting.

VIII. VIII Adjournment

A. Margaret White moved to adjourn

Tammy Pete seconded the motion

A voice vote was taken and in the Chairman's opinion the vote was in the favored majority.

There were no dissentions or abstentions.

The motion passed.