

College Council (CC)

MINUTES

Northland Pioneer College

12/14/2012 200 PM – 3:45 PM

VIDEO 1

MEETING CALLED BY	Susan Olsen - Chair				
TYPE OF MEETING	Monthly Meeting				
RECORDER	Susan Olsen via recording	Voting Members Present	9/17	Quorum = 9 Quorum Present	Yes
ATTENDEES	Members – Maderia Ellison, Jeanne Swarthout , Linda Humes, Blaine Hatch, Cynthia Hutton, Tracy Chase, Peg Erdman, Margaret White, Don Call, John Chapin Guests – Sharon Hokanson, Melissa Luatua, Kenny Keith, Ina Sommers, Trudy Bender, Tom Hodgkinson, Mark Vest, Debra Fisher, and Colleen Readle				
ABSENT	AJ Taylor, Susan Olsen, Jake Hinton, Tammie Pete, Deborah Keith, Wendy Shepard, Cindy Blodget, Dawn Palen				
HANDOUTS	1. 12/14/2012 – Agenda 2. 11/9/2012 Minutes 3. Copyright Print Node 219 4. Academic Calendar 2013-2014 5. 2013-2014 Academic Calendar with President's Day 6. Revised CASO President's Day Recommendation 7. CASO Procedure 2739 Recommendation 8. College Council Operational Guidelines Amendment				

Agenda topics

I. WELCOME AND ROLL CALL

MARGARET WHITE

DISCUSSION	Margaret White welcomed attendees and conducted roll call due to the absence of AJ Taylor and Susan Olsen.
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II. ADOPTION OF AGENDA – DECEMBER 14, 2012

MARGARET WHITE

DISCUSSION	<p>John Chapin MOVED to adopt the agenda; SECONDED by Don Call. It was determined that a quorum was not present and the motion was tabled. <i>(With the later addition of Blaine Hatch and quorum was achieved)</i></p> <p>Suspend Rules of Quorum – John Chapin recommended suspending the rules of a quorum so that the members could take action on specific items. Margaret White clarified that it was not possible because there is not a process to waive the requirement in the guidelines.</p> <p>Email Vote – Linda Humes asked if we could hold an email vote on the action items prior to the next meeting. Email voting is not included in the committee's guidelines.</p> <p>The meeting was continued for discussion purposes only.</p>
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III. APPROVAL OF MINUTES –

MARGARET WHITE

DISCUSSION	<p>11/9/2012 Minutes – Tabled – Margaret White mentioned that the minutes were looking much better and asked if there were any needed changes to the minutes.</p> <p>The minutes will be approved at the January 2013 meeting.</p>
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IV. OLD BUSINESS –

DISCUSSION	<p>a. Reserve Chapters of Text books</p> <p>i. E-Campus progress on Cengage Publishing electronic availability – Maderia Ellison Susan Olsen had requested a follow-up report on the current status. It had been determined that the faculty was not familiar with the current process that is available to them to provide availability of the first one or two chapters of a text for their students through the library while their book is in transit. Cengage Publishing's electronic service is not available to our students through e-Campus at this time.</p> <p>ii. Copyright: Print process to reserve (see handout) – Trudy Bender This process has been established for some time and posted online under Copy Right and it is now available online under Course Reserves. There were electronic difficulties presenting this information to the committee. The entire process and all instructions are available to utilize. The instructor has the responsibility to request this service. All Deans and instructors have been provided this information. At many colleges there are texts available through the library for students to use, but this is very expensive and has not been supported at NPC. Following the process as soon as possible is highly recommended to cover the students that have not even ordered their texts on or before the first class meeting.</p> <ul style="list-style-type: none"> John Chapin has utilized the Cengage process and he sends out the first chapter automatically to his students so that it saves them from having to create their own account. Margaret noticed that Blaine was present and he was texting Mark his responses. <p>b. Final United Way Campaign Report – Tabled due to Susan Olsen's absence.</p>
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V. NEW BUSINESS – AGENDA CALL

a. 2013/2014 Academic Calendar discussion (see handouts) – Mark Vest

To support the staff's request to shorten the spring semester by eliminating one of the Monday holiday's so Financial Aid, Registration and the Business Office will have additional time between spring and summer sessions. To do this we have to start the fall semester one week early to provide additional time between the fall and the spring semester. For the spring it is recommended to eliminate the President's Day Holiday to allow us to shorten the semester by a week.

- This calendar was brought to College Council to determine how we deal with the deletion of the President's Day federal holiday if this calendar is accepted. Cindy Hutton brought up the ideas to get rid of Monday classes and move them to Fridays. Mark Vest stated that there was not a lot of support for this idea. Kenny Keith would like to see an additional personal Day. John Chapin mentioned that a lot of faculty do not even use their personal days so it does not matter to him. Jeanne Swarthout brought up that CASO has already brought forward a recommendation on how to handle the President's Day holiday if this calendar is supported.

b. CASO Amended Holiday recommendation – Ina Sommers

At the CASO retreat and through email ballot they would like to recommend a paid floating holiday. Jeanne Swarthout mentioned that we have not heard from Faculty on this item. Mark Vest mentioned that IC unanimously supported the alternate calendar and he has not received any comments back from Faculty. John Chapin commented that as a faculty member this does not really affect faculty because we get paid for teaching a certain numbers of credits. Mark Vest stated that we have not heard from the faculty on the holiday recommendation. Jeanne Swarthout reminded the committee that we really need an answer on the calendar so that it can be presented at the January board meeting.

c. CASO Procedure 2739 recommendation – Ina Sommers

Ina read the recommendation to allow the President to increase the leave from three to five days as mentioned in the procedure. Jeanne Swarthout mentioned that there are budget ramifications and this must be approved by the board. Jeanne explained the difference between holidays and leave. Ina restated that the request would allow for the board to allow the staff to have all of holiday week off. John Chapin suggested that the request could be seen by the board as asking for too much and he suggested that staff should just use their own leave to allow them to have this time off.

d. Operational Guidelines Amendment – Margaret White

Tabled the item and will refer this to an email vote. Cindy Hutton mentioned that a quorum should be included in the guidelines. Jeanne Swarthout mentioned that the guidelines should include a way to eliminate the quorum since it was very frustrating and a lot of time was taken at the beginning of the meeting. Linda Humes stated that the information on the location of our meetings in Video 1 should be changed since it could be held in other rooms or on other days.

e. New items – Open Call to all present – This item was not presented

DISCUSSION

VI. ORGANIZATION REPORTS

DISCUSSION	<p>Classified Administrative Staff Organization (CASO) – Ina Sommers reported that CASO has voted to double our scholarships to two \$1,000 scholarships from the previous \$500 as requested by the Business Office. In addition students have benefited from our new fund created from the auction at the fall convocation. The retreat went well and they are still selling candy grams for the holidays.</p> <p>Faculty Association (NPCFA) – Kenny Keith reported that they have had banking issues with excessive fees and by checking fees at different banks, Bank of the West is now waiving their service fees. Faculty is involved through committees. Faculty is also working on a salary recommendation with CASO to work toward consensus.</p> <p>Student Government (SGA) – Melissa Luatua reported that two turkeys were donated to the Shepard's Kitchen. Susan Olsen asked for SGA's support to help light a massive tree in Snowflake and we did it. We have also held food drives and they all went very well.</p>
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VII. STANDING COMMITTEE REPORTS

DISCUSSION	<p>Employee Relations Committee (ERC) – Ina Sommers presented the 360 degree evaluation for anyone to evaluate college services. The first part that we have been working on is the supervisor evaluation to give everyone an opportunity to evaluate their supervisor. In addition, we have been working on a salary recommendation with the faculty.</p> <p>Enrollment Management Committee (EMC) – No one was present to report.</p> <p>Sustainability Committee (SC) – Margaret White presented that there will be tree recycling around our area so everyone should look around to recycle their trees.</p> <p>Strategic Planning & Accreditation Steering Committee (SPASC) – Blaine Hatch wrote that he would send a written report.</p> <ul style="list-style-type: none">Margaret called for any comments and Jeanne Swarthout commented on the idea of a 360 evaluation. It had been tried in the past and because of our size, proper confidentiality was not possible and the results were never disseminated.
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VIII. NEXT MEETING

DISCUSSION	Thursday January 10, 2013 – 1:00-3:00 – Video 1 Meeting adjourned
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Date Assigned	Date Completed	Action items	Person responsible	Outcome
5/4/2012	11/9/2012	SOAR Program update	EMC/Jake Hinton	The program is up and running. The facilitators are working for continued improvement of the program.
4/6/2012		Employee Satisfaction Survey	ERC	
2/3/2012 5/4/2012	11/9/2012	SC & EMC need direction	Executive Team	Enrollment Management is now called Student Success Committee (SSC) and Jeanne Swarthout is the new administrator on the Sustainability Committee.
11/4/2011 5/4/2012	11/9/2012	Internship Ideas	SSC	Fall 2012 up-date - Jeremy Raisor is working on this issue.
5/4/2012	12/14/2012 1/10/2013	Chapter availability for students to begin the semester	Maderia Ellison	Maderia and Trudy reported on the electronic process available to the faculty to provide access to materials at the beginning of each semester.

APPROVAL DATE	February 8, 2013
NEXT TWO MEETINGS	Thursday, January 10, 2013 – 1:00-3:00 – Video 1 Friday, February 8, 2013 – 2:00-3:45 – Video 1