

Northland Pioneer College

College Council Meeting Minutes for Thursday, Jan. 10, 2013

Video 1 from 1pm to 3pm.

I. In Attendance:

Dawn Palen, Jake Hinton-Rivera, and Susan Olsen. Melissa Luatua is proxy for Wendy Shephard. Sandy Johnson proxy for Cynthia Hutton. Ina Sommers, Trudy Bender, Tracy Chase, Peg Erdman, Maderia Ellison, Linda Humes, Blaine Hatch, Mark Vest, Jeanne Swarthout, Margaret White, Deborah Keith, Everett Robinson, Cynthia Blodgett

Susan Welcomes all

II. Approval of the Agenda

Additions to the agenda: Payroll

Motion to approve Blaine

Margaret White 2nds

The chair called for a voice vote and in the opinion of the Chair, the motion passed.

Agenda Approved

III. Approval of the minutes for Nov. 9th

Add Blaine to attendees for Nov. 9th.

Motion – Don Call

Margaret White 2nds

The chair called for a voice vote and in the opinion of the Chair, the motion passed.

Minutes approved.

IV. Old Business

Reserve and textbooks - Maderia Ellison

Students are not coming prepared because textbooks are not getting ordered on time.

Advertising has been put out to defer this.

Discussion on whether the college should purchase a textbook for each class and have it on reserve in the library. This is cost prohibitive.

Fall 2010 57% of students were ordering textbooks after classes had started

Fall 2012 25% of all students were ordering textbooks after classes have started. This number is too high.

Cengage (a publisher) is offering that if a student goes directly to their website and purchases a book, students can access the electronic version for up to two weeks. Cengage will not offer that same service through E-Campus bookstore. No other publishers offer something similar to Cengage. Other publishers are willing to work with instructors, but with stipulations and limitations.

Trudy Bender– On the website under the library heading “Services for Faculty”, “Course Reserves”, the library has copies of chapters of textbooks and reserves. Students can access this and find the reserves in question. There is also an explanation on the Copyright Page.

Final United Way campaign report

Goal \$4,760 donations / \$7,810.60 . Participation 70.09% / \$1, 715.55 special events \$10,276.15 Grand total.

V. New Business

1. Presidents Holiday

Mark Vest – 2 calendars. District office wants longer breaks between semesters.

17 week semester in the spring or get rid of a Monday holiday.

If we approve the alternate calendar, it gives everyone an additional personal leave day.

Cynthia motions to approve the alternate calendar dated 10/26/12 eliminating Presidents Day.

Margaret White 2nds

Motion passed

2. Ina Sommers presents Personal Holiday (paid).

“Beginning with the 2014 Academic Calendar would be that CASO recommends the Presidents Day be replaced by a paid floating personal holiday to be used at the employee’s discretion with approval from his or her personal supervisor.”

Jeanne Swarthout recommended calling it a Personal Leave Day.

Blaine moved to accept the recommendation.

Cindy 2nds motion.

The chair called for a voice vote and in the opinion of the Chair, the motion passed.

3. CASO Procedure 2739 recommendation – Ina Sommers – Action Item

Additional CASO item. Ina read that the procedure be amended from the President having the discretion to close the college an additional 3 days during the Christmas to New Year’s holidays to an additional 5 days. CASO understands that the Board must approve the change.

*Blaine Hatch had concerns about offices that remain open during the break, the additional cost involved in being closed for those days, and stated he was not in favor of the recommendation.

*Ina Sommers pointed out that what CASO wanted was for the policy to change and that this would be the President’s discretion and would be an option only.

*Susan Olsen pointed out that the reason Ina Sommers brought this up is because CASO has been asking for this for several years and in the shared governance process, she needed to bring this forward.

*Mark Vest pointed out we increased the break time between semester and now CASO wants to reduce it.

*Blaine Hatch pointed out that staff members are able to use vacation days that they accrue throughout the year during the winter break with supervisor approval.

*Jean Swarthout commented that the District Governing Board was the one who reversed the closure of two weeks to where the college is now. She stated that she wasn’t sure how much “traction” there will be with the DGB on the proposal.

*Susan Olsen wanted to state that Ina had gone through both Employee Relations and the College Council with the proposal. She then gave the Council options as to how they would address both groups if the resolution did not pass.

*A. J. Taylor pointed out that there was an inequity between centers and campuses in the Winter Break work Schedule this year in that Center employees worked on a Thursday and were off on Friday, while campus employees worked both days. Having this revision in effect would essentially balance everything out.

*Blaine Hatch quickly pointed out that for the most part, the hours worked between center and campus employees were balanced out.

*Linda Humes pointed out that there is a big financial cost for the college to have the number of paid days off times the 210 contracted employees. There is a huge financial impact if the college were to give employees two additional days off.

*Jean Swarthout spoke as the President that if you gave the President the option of two more days, then it will become an expectation.

Susan Olsen called for a motion from the floor.

Margaret White moved to accept amendment of 2739.

Don Call 2nds.

The chair called for a voice vote and by determination of the chair, the voice vote was inconclusive.

A roll call vote was called for and the vote was as follows:

Don Call voted Yea (1 in favor – 0 disagree)

Jake Hinton voted No (1-1)

Susan Olsen voted Yea (2-1)

Tracy Chase voted Yea (3-1)

Peg Erdman voted No (3-2)

Maderia Ellison voted No (3-3)

Linda Humes voted No (3-4)

Blaine Hatch voted No (3-5)

Margaret White voted Yea (4-5)

Deborah Keith voted Yea (5-5)

Cynthia Blodgett voted Yea (6-5)

A. J. Taylor voted to abstain (Motion carries with 6 in favor, 5 disagree, and 1 abstention)

Operational Guidelines Amendment – (see handout) – Margaret White – Action Item

Susan stated that the committee met to work on the recommended changes, but felt that they needed more guidance on a couple of the items that were discussed before they felt comfortable making the changes.

The first proposed change was the need to waive the need for a quorum on items that needed to be Action Items.

The other was the idea to implement an electronic voting process.

Blaine Hatch stated his lack of support for proxies in College Council.

Don Call supported the idea of no proxies.

*Blaine Hatch made the observation that we have been working on guidelines since August.

Blaine Hatch motioned to retain the current guidelines as written. After discussion it was decided to retain the old version of Item 4 under the heading Voting which read “in the case of an excused absence, a representative may send a substitute to the Council meeting who will not be considered a voting member.”

Margaret White 2nd

The chair called for a voice vote and in the opinion of the Chair, the motion passed to have the new guidelines established

Blaine Hatch withdrew his motion.

New items – Open Call to all present

None were presented.

VI. Organization Reports

a. Classified Administrative Staff Organization (CASO) Report – Margaret White

1. CASO voted to have two \$1,000 scholarships per year.
2. Candy bars are for sale for scholarships.

b. NPC Faculty Association Report –

1. Faculty Association met before Christmas and discusses a number of recommendations including salary increases and voted on that. They also went over a lot of the items they had approved last May. They revoted on everything that was approved and submitted it to Administration.

c. Student Government (SGA) Report – Melissa Luatua reported.

1st meeting will be on January 18th in Video 1 at 1:30pm.

Talent Show Auditions are coming up.

SGA Conference is scheduled for February 5th.

VII. Standing Committee Reports

a. Employee Relations Committee Report – Susan Olsen

Working on:

1. a 360 Supervisor Evaluation Form
 2. NPC Salary Recommendation from CASO and Faculty
 3. Employee Mentoring and Evaluation Training Programs
- ERC recommends 1 step increase in pay and the equivalent of 1 step increase in pay for red line employees.

Discussion but no action recommended by Blaine.

Blaine recommends having the recommendation in writing before the membership before discussion and voting.

b. Student Success Committee Report – Jake Hinton-Rivera

Remains on mandatory advisement, working with faculty and staff. Discussed a mentoring program and declining enrollment.

c. Sustainability Committee Report – Margaret White

Shred a Thon e-mails sent out.

d. Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch

DGB approved proposed Strategic Plan for the next 3 year period.

J. Adjournment

Jake Hinton Rivera moved to adjourn

Margaret White 2nds

The chair called for a voice vote and in the opinion of the Chair, the motion passed.

Next meeting February 8, 2013