

NORTHLAND PIONEER COLLEGE
College Council Minutes for February 8, 2013

I. Welcome and Roll Call

In Attendance: Susan Olsen, Margaret White, A. J. Taylor, Tracy Chase, Deborah Keith, Colleen Readell, Jake Hinton-Rivera, Wendy Shepard, Tammie Pete, Maderia Ellison, Linda Humes, John Chapin, Cynthia Hutton, Dawn Palen, Jeanne Swarthout, Peg Erdman and Blaine Hatch

Guests: Mark Vest, Ina Sommers, Sharon Hokanson

II. Adoption of the Agenda

Susan Olsen called for additions and questions

Margaret White moved to accept the agenda

Dawn Palen seconded.

A voice vote was called and in the chairs opinion the motion passed.

III. Approval of the Minutes

A. Approval of the Minutes for December 14, 2012

Margaret White moved to approve.

John Chapin seconded the motion.

A voice vote was called and in the chairs opinion the motion passed.

B. Approval of the January 10, 2013 Minutes

CHANGE: Item C top of page 4. The first meeting will be "on"

CHANGE: Blaine Hatch withdrew his motion.

John Chapin questioned if the elimination of the "proxy" provision was permanent or for one meeting.

Susan Olsen clarified that it was permanently deleted.

Wendy Shepard moved to approve.

Margaret White seconded the motion.

A voice vote was called and in the chairs opinion the motion passed.

John Chapin abstained.

IV. Old Business-

Shared Governance – Susan Olsen presented

On the My NPC Screen, under Groups, is the Shared Governance page. Here you can see the College Council Resolutions, any discussions going on, and other pertinent information.

This is also the time for Margaret White to accept the nomination of officers. Susan Olsen recommended that the general body start thinking about who would like to serve as an officer on the College Council.

V. New Business

a. Salary Recommendation – Action Item

Blaine Hatch presented and stated that this salary process was part of the budget calendar that was officially approved by the Governing Board. The first part was to have CASO and Faculty Association submit to the Employee Relations Committee, a sub-committee of College Council, their recommendations for salary. This part has been done. The Employee Relations Committee was then to submit its recommendation to College Council based on the recommendations of CASO and Faculty Association. College Council is in a position to make a recommendation to the Executive Team who will then send it to the District Governing Board. Due to the deadlines involved, College Council needs to

make a recommendation and treat it as an Action Item in time for the District Governing Board's vote in April.

John Chapin stated his opposition on a procedural and structural ground that it should not go through the Employee Relations Sub-Committee. He felt that it made the Faculty Association and CASO subordinates of the Employee Relations Sub-Committee.

Susan Olsen felt that the process was more of a unifying effort rather than a segregated effort by having the resolutions go through the Employee Relations Sub-Committee.

John Chapin stated that the reason this was done in this way was so that Faculty Association and CASO would work more closely together. He said that he found that answer to be less than compelling because to his knowledge it was last year when CASO and Faculty Association actually did work together to form a joint resolution. Hence he did not see anything to fix because the two groups did show that they could work together.

Susan read the proposal from the Employee Relations Sub-Committee:

"Based on the proposals received from CASO and Faculty Association, the Employee Relations Committee recommends for fiscal year 2013-2014 a salary increase of one step for all contracted employees and the equivalent of one step for all red-lined employees."

Susan Olsen then added her approval of the recommendation.

Blaine Hatch explained the changes to the minimum and maximum ranges on the pay grade schedule.

Susan Olsen explained how the documentation made a good case for the pay raise.

Blaine Hatch explained how the 1 step (= 3%) increase would be for salaried employees

Non-exempt staff would be an adjusted increase reflective of 1 step and an adjustment to the base up to 3%.

Linda Humes asked how the step increase would impact the college.

Blaine Hatch said the impact would amount to \$360,000 in additional payroll.

Jeanne Swarthout wanted to know if this included adjunct faculty

Blaine Hatch said that it would.

The final recommendation as put forward by Jeanne Swarthout read as follows:

College Council recommends a three percent (3%) increase to all NPC employees including adjunct faculty applied to their salary schedules as appropriate. The increase will include a step where scheduled and application to the base where step is less than 3%.

Margaret White moved in favor of the recommendation.

Wendy Shepard seconded the motion.

A voice vote was called and in the chairs opinion the recommendation passed.

Linda Humes and John Chapin voted against the proposal.

b. 360 Degree Supervisor Evaluation / Employee Relations Committee Recommendation – Susan Olsen – Action Item.

Jeanne Swarthout wanted to know who is giving and getting the evaluation. She then relayed the question from John Chapin asking if Mr. Chapin's Lab Aide, work studies, and assistants get to evaluate him?

A. J. Taylor stated his opposition to the document as written stating that he felt it could be turned or used as a weapon by disgruntled employee(s) on supervisors causing potential legal issues for the college.

Jeanne Swarthout also stated that it is difficult for employees to do this evaluation or any evaluation in a manner where there is no harm.

Susan Olsen said that the 360 Evaluation came about as a professional development tool for supervisors where there basically is nothing to help them at this time. She felt that it should not be used as a negative tool.

Jeanne Swarthout suggested the possibility of this evaluation being used in the evaluation of those who report to/evaluated her. She felt that the council needed to put forward a lot of thought on the process and the resolution.

Sharon Hokanson stated that somewhere in the documents, the Human Resource Director is to meet with all those who are evaluated, effectively everyone on campus. She felt though, that a professional development tool was necessary in the near future.

Jeanne Swarthout echoed the sentiments and stated that appreciation is hard to measure in any evaluation. She questioned how these evaluations would be archived. Would it become a part of the supervisor's permanent record? Would it be stored in any other capacity?

Linda Humes pointed to an example that, suppose an employee has a terrible week and fills out the evaluation. Then a couple weeks later, said employee has a terrific week. The results would definitely askew.

John Chapin voiced that he would vote in favor of the evaluations, but felt that the format should be referred back to the Employee Relations Sub-Committee for additional clarification.

Linda Humes felt that it should be an overall evaluation and not just directed at the supervisors.

Legislation tabled and referred back to sub-committee for review.

c. New Items- Open Call to all present

- a. None were presented.

VI Organization Reports

a. CASO – Margaret White Reported

Candy bars are available.

Volunteered to help with the retreat

Picnic on May 3rd. Be prepared to donate.

b. NPC Faculty Association Report – Kenny Keith

Went to Instructional Council and was very happy with the report. Was very excited with the work being done on the catalogue.

Faculty is working on topics to bring forth on the 22nd of March.

c. SGA – Wendy Shepard and Tammie Pete

Feb. 22nd and 23rd Talent Show auditions

SGA is going to Tucson to a leadership convention

Had a lot of fun doing quiz night.

Working on the College Road Trips

Rock Climbing Event on March 9th

VII. Standing Committee Reports

a. Employee Relations Committee Report – Susan Olsen

ERC is looking into and will report on changes to the insurance and Health Savings Accounts.

ERC is also looking into the implementation of the possibility of an Employee Satisfaction Survey as requested through College Council last year.

b. Student Success Report – Jake Hinton-Rivera

Committee has not met since the last meeting

c. Sustainability Committee Report – Margaret White

No committee meeting has been held

d. SPASC – Blaine Hatch

The committee has changed its focus from Strategic Planning to accreditation. They are looking at the New Pathways accreditation approach.

VIII. Next Meeting

Tammie Pete moves to adjourn

Wendy Shepard seconds the motion.

A voice vote was called and in the chairs opinion the motion passed.

Next Meeting will be March 8, 2013.

Approved