

**Northland Pioneer College
College Council Agenda
Friday, April 12, 2013
Video I, 2:00 pm – 3:45 pm**

I. Welcome and Roll Call

- II. Cynthia Blodgett, Linda Humes, John Chapin, Blaine Hatch, Margaret White, Don Call, Deborah Keith, A. J. Taylor, Peg Erdman, Tracy Chase, Jake Hinton, Cindy Hutton, Dawn Palen and Susan Olsen.

Guests: Melissa Luatua, Kenny Keith, Colleen Readel

III. Adoption of Agenda

No changes to the agenda were made.

Move to adopt the agenda was made by Peg Erdman, seconded by Tracy Chase.

A voice vote was taken and in the Chariman's opinion, the motion carried and was adopted.

IV. Approval of Minutes March 8, 2013

Peg Erdman, Tracy Chase, Cynthia Hutton, and Maderia Ellison all need to be added to the March minutes as having attended.

Peg Erdman moved to accept the minutes with the above corrections.

John Chapin seconded the motion.

A voice vote was taken and in the Chairman's opinion, the motion carried and was adopted.

V. Old Business –

- a. IS update on the status of the screen cast project intended to simplify students' use of our online services – Linda Humes**

Linda Humes stated that I. S. had an employee who was working on the screen cast, who, due to a change in employment status, will not be able to complete the screen cast assignment. I. S. is regrouping and starting over again on how to go about doing the project again. Susan Olsen stated that she would put the matter into her notes for the new chair to follow up on next fall.

- b. Discussion of the various formats used for performance review and self-evaluation at NPC. Do we have an approved format? Do we need one? Is everyone evaluated equally? Should this be sent to Employee Relations for further research and direction?**

Susan Olsen stated that she had sent two copies of the employee reviews to all members of the Council. One is for Office Employee Review and one is the General Employee Review. Olsen stated that she had heard there were other formats of

reviews being used in other departments and locations. She questioned whether we should use a universal form or continue to have the various departments use different evaluation forms.

Linda Humes asked if there was a Human Resources representative at the Council Meeting?

Susan Olsen responded that the Human Resources Representative would not be in attendance, but that this said person agreed that Employee Relations should be allowed the opportunity to conduct research on minimizing the number of various types of employee evaluation forms.

The council seemingly was in agreement to have the matter reviewed by Employee Relations so Susan Olsen said she would send a request to have the matter looked at by Employee Relations.

c. Photo ID progress – Blaine Hatch

Blaine stated that just prior to the All College Retreat; photos would be taken for photo IDs to be used at the college. Discussion has since emerged on how the photo ID's should be used, what we think is appropriate, and what the purpose of them might be. He was aware that some segments of the college are currently using photo ID's. Hatch then asked that there might be some discussion on the subject so as to have better input on the matter.

John Chapin expressed an objection that the photo ID must always be worn while at work at NPC. He felt troubled as to the need to have it on for each and every class session for the semester.

Linda Humes stated that I. S. technicians wear them so as to be identified by any NPC employee where the tech doesn't generally work at.

Susan Olsen felt it was of great benefit for identification of "front line" employees of the college so that students can locate them for questions, concerns, and comments.

A. J. Taylor stated that he was of no real preference as to a magnet nametag or a lanyard badge. He thought that the nametag would have created a better sense of professionalism with his staff at the Whiteriver Center, which is why he brought up the idea of nametags.

Linda Humes stated that the badges also had clip-ons that one could attach to clothing.

Blaine Hatch stated that the college would make these ID's available to those that wanted one.

d. Request for nominations or volunteers willing to serve as an officer for College Council. Elections are scheduled for the May 10th meeting – Margaret White

Margaret White said that the process was moving forward and that some nominations had been received. The nominations have not been specific as to a position in the ballot. They are Linda Humes, Peg Erdman, Tracy Chase, and Maderia Ellison.

Linda Humes, while thankful for the nomination, promptly declined the nomination.

Blaine Hatch commented that with respect to Margaret White's aspiration to return as Vice Chairman. Hatch stated that one of the ideas of someone serving as a Vice Chair is that they observe, and participate and that they do move up. From a structural and consistency perspective it is really the ideal rather than just sitting there in the Vice Chair position. He then asked if Margaret was willing to move up to the chair position. Margaret felt that she was not a good candidate for that position.

Peg Erdman did not decline to nomination to serve as an officer of the College Council.

Susan Olsen stated that she had received the list of new College Council members for 2013-14 from CASO, but not from the Faculty Association.

Susan Olsen stated that the election of College Council Officers will be held at the May 2013 meeting.

VI. New Business – Agenda Call

a. Open discussion on whether the Recorder should be an Administrative Assistant to provide consistency in minutes – Possible Action Item

Blaine stated that Terrie Shevat would be the Recorder for next year.

There were no objections to ask the Executive Team for an Administrative Assistant as the Recorder for the 2013-2014 Academic Year.

Peg Erdman moved that we ask the Executive Team for an Administrative Assistant as the Recorder for the 2013-2014 Academic Year.

Cindy Hutton seconded the motion.

A voice vote was taken and in the Chairman's opinion, the motion carried and was adopted with one abstention from Blaine Hatch.

VII. Organization Reports

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

See's Candy Bar Sales continue at all campus locations.

The non-perishable goods drive will be at the All College Picnic.

b. NPC Faculty Association Report – Kenny Keith

Encouraged all to attend the Skills USA Competition next year.

Faculty Association discussed the insurance plans and the summer schedule.

c. Student Government (SGA) Report – Melissa Luatua

April was very busy with College Road Trips to BYU, NAU, U of A, and ASU.

The Outdoor Club will take a trip to Tucson for cave exploration.

The tree planting program will also happen this month.

VIII. Standing Committee Reports

a. Employee Relations Committee Report – Susan Olsen

Discussion centered on the 360 Evaluation process and they will be seeking support through the Faculty Association rather than taking the idea back through College Council.

b. Student Success Committee Report – Jake Hinton-Rivera

Jake Hinton didn't have anything new to report.

c. Sustainability Committee Report – Margaret White

The Earth Day T-Shirt Project was a huge success. The goal was 50 t-shirts. There were 140 t-shirts purchased.

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

SPASC has been very busy and attended a conference where Leslie Wasson and Mark Vest were presenters. Blaine Hatch stated that there will probably be some discussions at the fall convocation on the New Pathways Accreditation process.

IX. Adjournment

Margaret White moved to adjourn

Tracy Chase seconded

A voice vote was taken and in the Chairman's opinion, the motion carried and the meeting was adjourned.

The next meeting is Friday, May 10, 2013.