

**NORTHLAND PIONEER COLLEGE
COLLEGE COUNCIL (CC)**

13 September 2013

1:00 p.m. – 3:00 p.m.

Video I

Voting Members Present: Peg Erdman (Chair), Maderia Ellison (Vice-Chair), Blaine Hatch, Jake Hinton-Rivera, Dawn Johnson, John Chapin, Susan Jamison, Tracy Chase, Sandy Manor, Margaret White, Dawn Palen, Linda Humes

Non-Voting Members Present: Cindy Hutton, Terrie Shevat (Recorder)

Guests: Mark Vest, Sharon Hokanson, Randy Hoskins

I. Welcome and Roll Call

Welcome and roll call by Peg Erdman.

II. Adoption of Agenda

- a. John **MOVED** to adopt the agenda as presented; **SECOND** by Tracy.

III. Approval of Minutes – May 10, 2013

- a. Maderia and Linda suggested the following changes to the May 10, 2013 minutes:

- i. Add Maderia Ellison to the attendee list.
- ii. Correct Maderia Ellison's name within the document.
 - 1. Margaret **MOVED** to approve the minutes as amended;
SECOND BY Susan J.

IV. Old Business

- a. College Picnic – who is invited? Can part-time staff and students be invited next year? – Cindy Hutton (tabled from last meeting)
 - i. Blaine stated there are other issues related to the college picnic to be resolved, and **MOVED** to table this agenda item until January 2014;
SECOND by Maderia.
 - 1. Motion **APPROVED** by unanimous vote.
- b. 2014/2015 Academic Calendar – Mark Vest (discussed at last meeting)
 - i. Peg noted the 2014/2015 Academic Calendar was discussed at the last meeting without resolution and previously approved by the District Governing Board. Peg opened the discussion asking for comments.
 - ii. Blaine cited a question directed to him at the last meeting that he did not have an answer to; “why are Saturdays considered the last day of semesters?”
 - 1. Mark explained he did not have an answer but feels this is routinely done for the end of the Spring semester because the academic year ends at Commencement.
 - iii. Blaine stated additional questions were raised about the summer schedule, but he did not recall the specifics.
 - iv. Peg believed one question revolved around the 6-week verses the 10-week summer schedule and whether we are going to continue with the 6-week schedule or the 10-week schedule.
 - 1. Mark felt this was not a calendar question but rather a finance question and an issue for the college to decide.

2. College Council members recommend moving this inquiry to the year-round College Assessment Committee for continued discussion.

V. New Business – Agenda Call

- a. Membership - discussion
 - i. Peg stated the names she read off at the beginning of the meeting are considered to be active members of College Council. Peg asked for ideas to better facilitate membership for shared governance committees before the first meeting.
 1. Maderia referred to language in the operating guidelines noting the Election Committee (established by the Vice-Chair) is responsible for the nomination and election process of officers beginning in March of each year. The Election Committee will ensure that appointed vacancies are identified and filled by the respective organizations with new members invited to the May meeting. This process was not completed last year.
- b. Update to Procedure 2410

E. After notifying and coordinating their efforts with the Director of Marketing & Public Relations, Northland Pioneer College departments and student organizations may establish social media sites on behalf of the college. These outlets, such as, but not limited to, Facebook, YouTube, Google+ and Twitter, must, when possible, connect to Northland Pioneer College's official main social media outlets to ensure continuity of all social media sites created on behalf of the college. All such outlets must conform to NPC's Social Media Guidelines, posted in the Marketing & Public Relations section of the MyNPC web portal.

 - i. **Task:** College Council members are asked to review section E (above) to determine if this language should be included in Procedure 2410, News Releases/Radio Shows. Members will discuss at the next meeting and submit a recommendation. Discussion includes how we incorporate social media. Ann Hess will attend the October meeting.
 1. Maderia addressed a question for discussion at the next meeting; "who is responsible for monitoring student group social media sites, the Marketing Department or the advisor to that student group?"
- c. Subcommittees – The charge or goal
 - i. Peg asked College Council members if we should create a charge or goal for College Council subcommittees (if necessary) and asked for ideas to move forward.
 1. John suggested placing language for subcommittees in the College Council Operating Guidelines under standing committees.
 2. **Task:** Peg asked members to think about and/or create defining statements that help to guide committee work for the year, for discussion at our next meeting.

8VI. Organization Reports

- a. Classified Administrative Staff Organization (CASO) Report – Margaret White
 - i. The silent auction was a huge success earning \$1,840.50 towards the Student Emergency Fund. Candy sales are ongoing. No changes to the

candy bar or lollipop product. Margaret suggested for everyone who has not tried one of CASO's candy bars to purchase one, taste it, and report back at the next meeting. Danneel Elkins and Marletha Baloo are two new CASO delegates. CASO is working with the Faculty Association to present at the Spring Convocation.

- b. NPC Faculty Association Report – John Chapin
 - i. The Faculty Association is up and running and working to resolve issues relating to new subcommittees and the voting process.
- c. Student Government (SGA) Report – Wendy Shepard and Tammie Pete
 - i. No report.

VII. Standing Committee Reports

- a. Employee Relations Committee Report – Sharon Hokanson
 - i. The first ERC meeting is scheduled on Friday, September 20. Sharon remarked on the upcoming wellness screenings and flu shots at NPC.
- b. Student Success Committee Report – Jake Hinton-Rivera
 - i. The Student Success Committee has not met. Jake believes this will be a busy year for the committee.
- c. Sustainability Committee Report – Margaret White
 - i. Margaret reported interest in membership, but still needs to find a charge, goal, chair and co-chair. The e-waste recycling event held at the end of August was a huge success. Margaret shared information she learned at a Resources Roadshow meeting in Show Low.
- d. Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch
 - i. The first SPASC meeting is scheduled on Friday, September 20. The updated strategic plan is due to the DGB in preliminary draft form in November with final adoption in December. Co-chairs for SPASC are Leslie Wasson and Ryan Rademacher. SPASC is now able to access the database on the accreditation site and can upload archival information and exhibits for the accreditation process.

VIII. Other

- a. Maderia requested clarification to the operating guidelines regarding the timeline for the agenda call and agenda submission. Terrie suggested submitting an agenda call three weeks in advance, with agenda items due to the chair two weeks in advance, and a completed agenda sent to All NPC the Monday before the meeting.
 - i. **Task:** After a brief discussion, Blaine **MOVED** to place Terrie's suggestion on the October agenda as recommended and temporarily institute this practice; **SECOND** by Dawn J.
 - 1. Motion **APPROVED** by unanimous vote.
- b. Maderia reminded voting members to report absences to the recorder.
- c. Members announced college activities and events.

XI. Adjournment

- a. Margaret **MOVED** to adjourn; **SECOND** by Dawn J.
 - i. Motion **APPROVED** by unanimous vote.

IX. Next meeting – October 11, 2013, 1:00 pm on Video I