

**NORTHLAND PIONEER COLLEGE
COLLEGE COUNCIL (CC)**
9 May 2014
1:00 p.m. – 3:00 p.m.
Video I

Voting Members Present: Peg Erdman (Chair), Blaine Hatch, Jake Hinton-Rivera, Dawn Johnson, Susan Jamison, Deborah Keith, Sandy Manor, Margaret White, Susan Olsen, Vicki Bessinger, Linda Humes
Voting Members Excused: Maderia Ellison (Vice-Chair), John Chapin, Tracy Chase, Dawn Palen, Michelle Maciszewski, Kyle Nowell
Non-Voting Members Present: Ina Sommers, Gary Reyes, Terrie Shevat (Recorder)

I. Welcome and Roll Call

Welcome and roll call by Chair Peg Erdman.

II. Adoption of Agenda

- a. Sandy **MOVED** to adopt the agenda as presented; **SECOND** by Dawn J.
 - i. Motion **APPROVED** by unanimous vote.

III. Approval of Minutes – April 11, 2014

- a. Blaine **MOVED** to approve the April 11, 2014 minutes as presented; **SECOND** by Vicki.
 - i. Motion **APPROVED** by unanimous vote.

IV. Old Business

- a. Election update
 - i. Peg announced the election results. Jake Hinton-Rivera is the College Council Vice-Chair elect. Jake will serve as Vice-Chair for 2014-15 and move into the Chair position for 2015-16. Vice-Chair Maderia Ellison will serve as Chair for 2014-15. Sandy will forward the statistics for the Qualtrics survey to current voting CC members upon request.
- b. Changes to the Operational Guidelines RE: Chair and Vice Chair Positions, standardized CC calendar, Admin Assistant for CC
 - i. Susan O. presented an amended draft copy of the College Council Operational Guidelines for approval by CC members. Susan updated the guidelines on May 5 with the following changes:
 - 1. "The Assistant to the Vice President for Administrative Services will serve as Recorder" – pg. 2
 - 2. "Vice-Chair will serve as the Chair of College Council the following academic year" – pg. 5
 - 3. "The Assistant to the Vice President for Administrative Services is permanently appointed to the Recorder's position" – pg. 6
 - 4. Multiple changes made to the nomination and election of College Council Officers – pgs. 6 & 7
 - l. Blaine **MOVED** to approve the College Council Operational Guidelines as amended; **SECOND** by Margaret. Motion **APPROVED** by unanimous vote.

V. New Business

- a. ERC recommendations for revision to the College Tuition Waiver Procedure and Form
 - i. Gary Reyes presented a draft copy of Procedure 2744 Tuition Waivers to College Council for consideration and recommendation to the President. Gary explained no significant changes were made within the first 7 paragraphs. Gary reviewed new information added from paragraph 8 through the end of the document relating to tuition waivers, flex time for employees desiring to take classes during regular work hours, and flexible schedule appeal process. Several questions were raised and discussed by CC members. Susan J. asked if non-credit courses could be eligible for a waiver. Sandy queried on the possibility to amend procedure 2744 to include a list of other options for employees whose professional development opportunity does not fall within the tuition waiver guidelines. Vicki queried on the meaning of paragraph 10, asking if supervisor approval is required for employees on leave regardless of the need for a tuition waiver. For clarity, Blaine recommended amending paragraph 10 to read "A Tuition Waiver for an employee who is currently on administrative, educational, or sabbatical leave of absence must be approved by the supervisor and the appropriate executive team member". Susan **MOVED** that College Council recommend ERC's draft procedure 2744 Tuition Waivers to the President as amended by Blaine in paragraph 10; **SECOND** by Vicki. Motion **APPROVED** by unanimous vote. The College Council resolution will read "College Council recommends to submit revised draft procedure 2744 Tuition Waivers to the President as amended in paragraph 10 to read "A Tuition Waiver for an employee who is currently on administrative, educational, or sabbatical leave of absence must be approved by the supervisor and the appropriate executive team member."

- b. New member information
 - i. Members leaving CC: John Chapin, Sandy Manor, and Dawn Palen.
New members serving on CC from 2014 - 2016: Gary Mack, Ina Sommers, and Shawntel Skousen.
- c. Homework – Op Guideline review
 - i. Peg discussed Maderia's request for both current and incoming CC members to review and suggest changes to the College Council Operational Guidelines during summer and submit recommended changes to Terrie in August for inclusion with meeting materials for discussion during the September meeting. Sandy recommended using the conversation portlet in My NPC within the College Council Group page to discuss changes as opposed to sending changes to Terrie. Members were in favor. Sandy suggested the first order of business during the September meeting should be to approve changes to the College Council Operational Guidelines. CC members who cannot access the conversation portlet "forum" on My NPC may contact Terrie for assistance.
 - 1. **Task:** In Summer 2014, both current and incoming CC members will review the College Council Operational Guidelines and discuss changes using the conversation portlet "forum" within the College Council Group Page on My NPC.

VI. Organization Reports

- a. Classified Administrative Staff Organization (CASO) Report – Margaret White & Ina Sommers
 - i. Margaret reported on their first successful joint faculty and staff retreat held at the Heward House on April 25th. Margaret announced the award of \$935.00 for textbook scholarships to staff employees in SP14. Candy sales are steady. CASO's donation drive normally held at the college picnic will now be held during the August Convocation. Donated items will be delivered to local senior centers. Ina announced that CASO will be holding a team activity following Convocation to sort and box up donations received.
- b. NPC Faculty Association Report
 - i. No report
- c. Student Government (SGA) Report – Jake Hinton
 - i. No report.

VII. Standing Committee Reports

- a. Employee Relations Committee Report – Ina Sommers
 - i. New members will be joining ERC. Sandy Manor will replace Ina Sommers on the committee.
- b. Student Success Committee Report – Jake Hinton
 - i. Jake Hinton will be attending the next Quality Initiative meeting on May 4 to identify any overlap on student retention surveys. SSC identified a subcommittee to establish an advisement student evaluation process. Surveying students on their advisement needs will help to ensure advisors are consistent, informative, transparent, and moving students forward towards completion of their educational and career goals. Jake will provide a copy of survey questions for CC members to review during the September meeting.
- c. Sustainability Committee Report – Margaret White
 - i. Margaret reported on an upcoming e-waste recycling event scheduled for August 2014.
- d. Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch
 - i. SPASC continues to be active with strategic planning and accreditation. SPASC is working to formalize some of the strategic planning activities connected to operational plans and budgeting. The Quality Initiative Team is gathering information through student focus groups, student surveys, and survey of faculty practices to formulate ideas for what the Quality Initiative Plan should include for accreditation. Reports and exhibits uploaded to the data base on the accreditation site are now available. SPASC is moving forward towards keeping NPC's accreditation current as we begin the New Pathways approach to accreditation.

VIII Other

- a. Peg asked for all CC members who report for standing committees of College Council to submit a current list of active members to Terrie, both for 2013-14 and 2014-15.
- b. Peg discussed an idea supporting sustainability. Employees may take their shredding to the Sanitary District in Lakeside on Hanson Drive. The shredding is combined with waste products and compost is made for community members to take home.

IX. Adjournment

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

X. Next Meeting – September 12, 2014, 1:00 pm on Video I