

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

11 October 2013

1:00 p.m. – 3:00 p.m.

Video I

Voting Members Present: Peg Erdman (Chair), Blaine Hatch, Jake Hinton-Rivera, Tracy Chase, Sandy Manor, Margaret White, Dawn Palen, Linda Humes, Deborah Keith, Susan Olsen, Vicki Bessinger, Kyle Nowell, Michelle Maciszewski

Non-Voting Members Present: Sharon Hokanson, Terrie Shevat (Recorder)

Guests: Ann Hess, Melissa Luatua, Johnny Dale

**I. Welcome and Roll Call**

Welcome and roll call by Peg Erdman.

**II. Adoption of Agenda**

- a. Sandy **MOVED** to adopt the agenda as presented; **SECOND** by Deborah.

**III. Approval of Minutes – September 13, 2013**

- a. Linda suggested the following corrections to the September 13, 2013 minutes:
- Indicate who is directing the meeting under Welcome and Roll Call.
  - Add the word “Chair” next to Peg Erdman’s name in the Voting Members Present list.
  - Under IV. Old Business, b., iv., replace misspelled word “weather” with the word “whether”, and change the word “six week” to “6-week” for consistency.
    - Susan **MOVED** to approve the minutes as amended; **SECOND** by Tracy.

**IV. Old Business**

- a. 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.
- Ann Hess explained that section E is new language regarding social media which does not exist in the current procedure. Ann noted that social media has become a large part of the marketing strategy of the college and needs to be added to the policy. After brief discussion of the issues, Margaret **MOVED** for College Council to accept section E of Procedure 2410 as it stands for inclusion into Procedure 2410; **SECOND** by Susan.
    - Motion **APPROVED** by unanimous vote.
- b. Operational Guidelines – Discussion of timeline for submission of agenda items and posting of agenda.
- Peg presented College Council members with a change to the Operational Guidelines on page 5, V. Officers, fourth bullet, requesting

the word “two” be changed to “three” within the following sentence to read, “Requests a call for agenda items from ALL NPC **three** weeks prior to each regularly scheduled meeting with last approved minutes attached.” After brief discussion Blaine **MOVED** to change the wording from “two” to “three” as presented; **SECOND** by Sandy.

1. Motion **APPROVED** by unanimous vote.

- c. Operational Guidelines – Discussion of use of committee to review and forward agenda items.

- i. Peg discussed the need to determine the makeup of the College Council Agenda Call Items Committee referred to in the Operational Guidelines. Blaine noted the committee is determined by the College Council Chair and recommended the Chair, Vice-Chair and Recorder be designated. Sandy **MOVED** that College Council Operational Guidelines, page 5, under Officers, include a designation that the Chair, Vice-Chair, and Recorder make up the Agenda Call Items Committee; **SECOND** by Blaine.

1. Motion **APPROVED** by unanimous vote.

- ii. Linda suggested to College Council members a change to the Operational Guidelines on page 2, IV. Meetings, number 2, requesting the language “Video I” be changed to “in a video capable classroom” within the following sentence to read, “Regular meetings will generally be held one Friday every month in **a video capable classroom** at an agreed upon time.” Blaine **MOVED** to change the language as suggested; **SECOND** by Sandy.

1. Motion **APPROVED** by unanimous vote.

**V. New Business – Agenda Call – No items submitted**

- a. Members discussed and suggested new items for the November CC agenda.

**VI. Organization Reports**

- a. Classified Administrative Staff Organization (CASO) Report – Margaret White
- i. New members of CASO include Danneel Elkins, Barbara Akins, Marletha Baloo, Shawntel Skousen, Sandy Manor (completing AJ’s term), and Carrie Jordan. The application deadline for Fall semester textbook scholarships is October 15. CASO and the Faculty Association are moving forward with ideas for the Spring Convocation.
- b. NPC Faculty Association Report - Tracy Chase
- i. To increase participation, the Faculty Association is using a Qualtrics survey tool and holding two meetings each month, the regular first Friday meeting and a Wednesday evening teleconference meeting. Tracy noted both meetings use the same agenda.
- c. Student Government (SGA) Report – Kyle Nowell and Michelle Maciszewski
- i. Melissa introduced Kyle as the SGA Vice-President, Michelle as the SGA Secretary and Lorin Jessup as the SGA President. Kyle reported on the new laptop scholarship offered to NPC students and Outdoor Club activities. SGA recently approved a new club called the Future Business Leaders of America (FBLA) Club. SGA is teaming up with PTK for a Dunkin’ Donuts fundraiser with all profits going towards the scholarship fund for NPC’s 40<sup>th</sup> anniversary. As a part of NPC’s 40<sup>th</sup> anniversary, SGA hopes to organize 40 community service projects this year and host at least one event at each campus. The Holiday food drive is coming soon.

**VII. Standing Committee Reports**

- a. Employee Relations Committee Report – Sharon Hokanson
  - i. Sharon introduced Gary Reyes as the new Chair for ERC. ERC is working with CASO and the Faculty Association on salary recommendations for Fiscal Year 2014-2015.
- b. Student Success Committee Report – Jake Hinton-Rivera
  - i. Jake reported on several proposals discussed relating to student success. Proposals include mandatory advisement for students at 0, 24 & 48 credit hour levels and students with excessive credit hours, changing the withdrawal date to the second week of the semester, removal of “earned” on the faculty grade roster for students receiving an F, and requiring “at risk” students on FA warning status and students receiving an unsatisfactory grade at mid-term to take additional steps and meet with an advisor.
- c. Sustainability Committee Report – Margaret White
  - i. Margaret reported a large number of shoes were donated to the recent shoe collection drive. Margaret announced the Kerr-Cole Sustainable Living Center open house in Taylor, AZ is scheduled for October 19.
- d. Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch
  - i. Blaine shared a report received from Leslie Wasson. The committee discussed strategic planning, HLC assurance requirements, and the Quality Initiative Project. Leslie soon anticipates a vote in SPASC addressing recommendations received through the college for ideas on Quality Initiative. Pillar leads will be scheduled to give updates on progress in pillar areas over the next several meetings.

**VIII. Other**

- a. Peg suggested adding “Guests” to the College Council agenda.

**XI. Adjournment**

- a. Blaine **MOVED** to adjourn; **SECOND** by Tracy.
  - i. Motion **APPROVED** by unanimous vote.

**IX. Next meeting – November 8, 2013, 1:00 pm on Video I**