

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

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

Voting Members Excused: Peg Erdman (Chair), Margaret White, Vicki Bessinger, Michelle Maciszewski, Kyle Nowell

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

Guests: Stan Pirog

I. Welcome and Roll Call

Welcome and roll call by Vice-Chair Maderia Ellison.

II. Adoption of Agenda

- a. Maderia announced a request by Jake to modify the agenda by moving the Student Success Committee report further up in the meeting to allow him to report for SSC. John **MOVED** to adopt the agenda with the Hinton-Rivera clause at the discretion of the Chair; **SECOND** by Blaine.
 - i. Motion **APPROVED** by unanimous vote.

III. Approval of Minutes – February 14, 2014 and revised minutes for December 13, 2013

- a. Maderia discussed two changes made to the December 13, 2013, minutes: 1. The last sentence on the first page was slightly modified after Susan O. and Terrie reviewed the recording of the December College Council meeting; and 2. the majority vote count was added; 8-yes, 4-no. After a brief discussion, Susan O. **MOVED** to approve the December 13, 2013, minutes; **SECOND** by Sandy.
 - i. Motion **APPROVED** by unanimous vote.John **MOVED** to approve the February 14, 2014 minutes; **SECOND** by Susan O.
 - i. Motion **APPROVED** by unanimous vote.

IV. Old Business

- a. Shared Governance – Procedure 2125
 - i. Maderia opened the discussion expressing what she understood College Council (CC) was asked to accomplish stating CC members have an opportunity to strengthen Shared Governance and specifically CC by reviewing and recommending changes to the rough draft procedure 2125 submitted by the President and current Shared Governance Procedure 2125. Maderia suggested CC members address what should be focused on and agreed with John's recommendation from the February meeting to focus on the purpose. Maderia also mentioned receiving several inquiries asking if SPASC is appropriately identified as a subcommittee under CC. Maderia recommended forming a subcommittee to address what needs to change in the Shared Governance procedure and what needs to be modified in regards to purpose, membership and makeup within the CC structure to make it a stronger entity as we move forward. Susan O. supported looking at the CC purpose stating she felt the purpose of CC is more clearly stated in the rough draft than in the current procedure, and expressed concerns towards the makeup of the membership in the rough draft noting the draft procedure is not as fair as our current makeup. Susan also recommended adding the definition of shared decision-making to the definition section in the current procedure, and queried about the CC Operational Guidelines asking when changes can be made. Maderia clarified that CC members may work on the Shared Governance procedure and CC Operational Guidelines in tandem. Susan O. **MOVED** to establish an Ad hoc committee to review current procedure 2125 with the rough draft and make any recommendations to improve Shared Governance procedure 2125 and strengthen CC; **SECOND** by Dawn P. Motion **DEFEATED** by a tie vote; 5 in favor, 5 opposed. John explained his reason for voting no on revision stating the current procedure as written has never been fully implemented. John further explained the transparency provision has never been implemented and the college has not strictly followed Shared Governance as written. Tracy added that in February the Faculty Association voted to take the current procedure 2125 as is, explaining that Faculty felt it was well written but not fully implemented. Dawn J. voiced her opinion that CC could accomplish this task as a committee without establishing another committee, but asked for additional time to review. Sandy **MOVED** to activate the conversation portlet on the My NPC College Council Group page to further review and make changes to the current and proposed

procedures of Shared Governance and to modify the two procedures so that one is labeled current and one is labeled proposed; **SECOND** by Dawn J. Motion **APPROVED** by unanimous vote.

V. New Business

- a. ERC recommendation for change in steps – Sharon Hokanson
 - i. Sharon led the discussion on ERC's recommendation for Faculty Step Salary Schedule submitted to College Council for consideration and recommendation to the President. The ERC proposal recommends a change to 1.5% to the faculty step and grade schedule and recommends that an independent agency be contracted to study and address policies of placement and promotion along the faculty step and grade scale. Sandy requested for Sharon to provide the research completed by ERC to College Council. Sharon stated most of the community colleges across Arizona post their salary schedules on their website and Sharon can provide copies of articles researched by ERC to College Council. After a short discussion, Susan O. **MOVED** to take the first part of the ERC recommendation (first sentence) which states "based on a survey of six Arizona community colleges and review of pertinent literature, ERC recommends a change to 1.5% to the faculty step and grade schedule" and ask that College Council support this recommendation as written; no **SECOND**. Susan explained she did not include the second sentence in her motion because she felt this part of ERC's recommendation should be college wide. John **MOVED** to alter the second sentence to read "College Council recommends that an independent agency be contracted to study and address policies of placement and promotion along the faculty and staff step and grade scales; **SECOND** by Susan O. After further discussion, John **AMENDED** his Motion to read "faculty, staff, and exempt step and grade scales"; **SECOND** by Susan O. Blaine queried if ERC has determined the cost associated with conducting an independent study and the cost of implementing such a study. Sharon stated ERC has not looked into the cost to study or implement. Sandy restated her request to see the research that went into forming this recommendation. A roll-call vote was taken and the Motion was **APPROVED** by majority vote; 7 in favor, 4 opposed. The College Council resolution will read "College Council recommends a change to 1.5% to the faculty step and grade schedule and recommends that an independent agency be contracted to study and address policies of placement and promotion along the faculty, staff, and exempt step and grade scales".
- b. Nomination Committee for College Council officers for academic year 14-15 - Maderia
 - i. Maderia discussed the Nomination Committee and identified the current committee members to be Maderia Ellison (Vice-Chair), Sandy Manor, and Susan Olsen. The committee is charged with nomination and election processes for both the Chair and the Vice-Chair. The recorder position is now an appointed position. This committee is also responsible for ensuring that all appointed vacancies are filled by their respective organizations. New members will be invited to the May meeting.
- c. College Council membership for academic year 14-15 – Maderia
 - i. Maderia announced all possible candidates for the Chair and the Vice-Chair position. Eligible candidates include Jake Hinton-Rivera, Dawn Johnson, Susan Jamison, Deborah Keith, Vicki Bessinger, and Linda Humes. Anyone not identified and would like to volunteer are invited to submit an email to Vice-Chair Maderia Ellison. On Monday, March 17, Maderia will submit an email to the CASO and Faculty president requesting the names of new appointed members filling all vacated positions. The deadline for identifying new members is April 11. All CC members who are at the end of their 2-year term and who would like to serve an additional 2-year term are asked to contact their association president. CC members who are at the end of their 2-year term include Blaine Hatch, Maderia Ellison, Peg Erdman, John Chapin, Tracy Chase, Sandy Manor, Margaret White, and Dawn Palen. The Nomination Committee will present the slate of nominees at the April CC meeting. On Monday, April 14, the Nomination Committee will open up a four day voting period on Qualtrics for the new Chair and Vice-Chair. The Chair and Vice-Chair will be announced on April 18.

VI. Organization Reports

- a. Classified Administrative Staff Organization (CASO) Report – Ina Sommers
 - i. Ina discussed the CASO non-food drive normally held at the April College picnic. CASO will continue to feature this charitable donation drive, but will move it to the August All-College Convocation and feature a CASO team building event to sort and organize the donated items. Ina announced the 1st joint retreat for all Faculty and Staff and their significant others to be held at the Heward House beginning at 6 p.m. on April 25. Speakers include Stuart Bishop and two Snowflake police officers who will talk about live shooter incidents.

- b. NPC Faculty Association Report – Tracy Chase
 - i. Tracy announced the upcoming Faculty and staff joint retreat at the Heward House on April 25. The Faculty Association is working on several Qualtrics surveys at the request of Dr. Swarthout in an attempt to wrap up several topics such as summer compensation, shared governance, and committee release time. The Faculty Association will be choosing and electing officers.
- c. Student Government (SGA) Report – Jake Hinton
 - i. The talent show is scheduled for April 4th, with auditions being conducted today.

VII. Standing Committee Reports

- a. Employee Relations Committee Report – Sharon Hokanson (absent)
 - i. No additional report
- b. Student Success Committee Report – Jake Hinton
 - i. SSC met last week and discussed suggestions received from College Council regarding how to move forward with identifying a survey for students on student retention. SSC is in the process of creating and reviewing the survey. Jake will work with Dr. Wasson to ensure the best research survey method is used. SSC voted to change the current 32 credit hour requirement students need to identify their major to a 12 credit hour requirement, effective Fall 2014.
- c. Sustainability Committee Report – Margaret White (absent)
 - i. No report
- d. Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch
 - i. Blaine reported on a lack of connection in the budget hearings to strategic planning. SPASC discussed how they can improve this connection specifically at the budget hearing level. The Quality Initiative team met Wednesday for the first time to launch their activities. SPASC discussed the HLC Assurance Process and some activities related to the assurance component of accreditation. SPASC continued their discussion about how to improve activities of the SPASC group and focus on some results oriented activities.

VIII. Adjournment

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

IX. Next Meeting – April 11, 2014, 1:00 pm on Video I