

**NORTHLAND PIONEER COLLEGE
COLLEGE COUNCIL (CC)**
14 November 2014
2:00 p.m. – 4:00 p.m.
Video I

Voting Members Present: Maderia Ellison (Chair), Susan Jamison (Vice-Chair), Blaine Hatch, Dawn Johnson, Betsy Peck, Tracy Chase, Julie Peck, Ina Sommers, Shawntel Skousen, Vicki Bessinger, Gary Mack
Voting Members Excused: Susan Olsen
Voting Members Absent: Jenna Che' Shockey, Michelle Mariszewski
Non-Voting Members Present: Terrie Shevat (Recorder)
Guests: Tiffani Martin (SGA Vice President), Bobbi Sample, Mark Vest, Betsy Wilson

I. Welcome and Roll Call

Maderia Ellison called the meeting to order at 2:00 p.m. followed by roll call of members present.

II. Adoption of Agenda

Dawn **MOVED** to adopt the agenda as presented; **SECOND** by Susan J. Motion **APPROVED** by unanimous vote.

III. Approval of Minutes – October 10, 2014

Blaine **MOVED** to approve the October 10, 2014 minutes as presented; **SECOND** by Tracy. Motion **APPROVED** by unanimous vote.

IV. Old Business

a. **Action Item: Leave Bank**

Shawntel briefed council members on ERC's findings related to the benefits and challenges associated with developing a sick leave bank. She further identified what other community colleges are doing and discussed how NPC's Procedure 2745, Compassionate Transfer of Leave, differs from a sick leave bank. ERC recommends developing a sick leave bank that would allow staff and faculty to donate sick leave in addition to personal and annual leave. ERC agreed to coordinate with HR to develop a sick leave procedure pending the Council's determination to move forward. Blaine suggested the concept of a sick leave bank is good and believes there are valid reasons to pursue developing a procedure. Dawn asked for specifics relating to eligibility, time and service, and contribution history. With no additional information provided by ERC, Dawn felt she could not make a determination without specifics. Blaine, in agreement with Dawn, could not identify any action Council members needed to take and suggested College Council encourage ERC to pursue their research and bring back particulars in which College Council can address. Blaine expressed his appreciation to ERC for the work they have done and offered to do. College Council was in consensus that ERC continue their research for establishing a sick leave bank and pursue the development of a sick leave bank procedure in conjunction with HR.

b. **Development of College Council goals for JY1415 (status)**

Maderia updated the Council on the progress for developing appropriate goals for College Council, noting she has not received feedback from CC members since the October meeting. Maderia discussed the following goals she had established for College Council at the beginning of this academic year as Chair:

- Establish a calendar of issues for College Council to address each academic year
- Increase awareness of and participation in College Council
- Work with the Employee Relations Committee to develop a set of guidelines that outlines their purpose, numbers, their meeting structures and recommendations

Maderia asked CC members to submit ideas directly to Terrie or Maderia as they continue to think about issues throughout this year. Goals can be added to the list above by individual members or can be addressed as a group.

V. New Business

a. **NPC Friends and Family (informational) – Betsy Ann Wilson**

Betsy summarized the role of NPC Friends and Family, noting they are a complete reorganization of the NPC Foundation. Betsy explained their goals are to promote NPC and its students through advocacy, volunteerism, and fund raising. Betsy stated the primary concern for the upcoming year is fundraising for scholarships. She said her first act was to rewrite the bylaws which now provides for membership on the Board from every campus and center that they serve. She invited Council members and members of the community to participate in regular Friends and Family Board meetings which are scheduled on the third Friday of every month from 11 am to 1 pm on the Audio System. Betsy mentioned that NPC Friends and Family will have their website up soon.

- b. *Changes to Scholarships (informational) – Mark Vest*
Mark discussed changes made to the two new scholarships recently introduced in 2014:
 - 1. Finish Line Scholarship – No changes from the original structure of this scholarship.
 - 2. College Bound Scholarship – Requires a 3.0 GPA or a student can take a placement test and automatically place. The Jr/Sr requirement was removed. Student must have 28 credits of eligibility while in High School. Student must be at least 14 years of age.
- c. *Academic Calendar – Mark Vest*
Mark presented a draft 2016-17 calendar prepared by Ricky Jackson and recently approved by Instructional Council. Mark discussed several changes which he identified as unique to the 2016-17 academic year.

VI. Organization Reports

- a. *Administrative Staff Organization (CASO) Report –Ina Sommers*
Ina introduced Shawntel Skousen as the new interim Secretary/Treasurer. CASO is working on a salary proposal and plans to submit to ERC by mid-December. CASO has scheduled a shorter than normal retreat following the January Convocation to encourage participation.
- b. *NPC Faculty Association Report – Gary Mack*
Richard Harris will represent the Faculty Association at the November Board meeting. The Faculty Association approved a short list of recommendations relating to Summer teaching schedules and instructor compensation for Summer classes. Gary reported frequent discussions on the impact of current competency based education trends on NPC. The Faculty Association has discussed getting more involved with service activities and possibly working with CASO and SGA. Frank Pinnell and Betsy Peck will represent Faculty as the Marshals at graduation with John Chapin on stage. The Faculty Association invited Barbara Hockabout to speak about alternative energy at their meeting next month.
- c. *Student Government (SGA) Report – Tiffany Martin*
SGA will travel to Flagstaff on December 6 for a team building activity. Three SGA members will be attending a leadership conference in Los Angeles next week. SGA is currently overseeing a Thanksgiving food drive with grocery lists and donation boxes set up at each NPC location. SGA recently donated several pizzas to the NPC volunteer fair.
- b. *Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch*
Blaine reported that SPASC continues to meet twice a month and is actively taking on strategic planning. SPASC will begin strategic planning with the new cycle in 2015. SPASC is focusing on operational planning for budget purposes and has scheduled two training sessions for SPASC members and budget managers next week. Gary added that SPASC is looking at other colleges and what they are doing with key performance indicators.

VII. Standing Committee Reports

- a. *Employee Relations Committee Report – Shawntel Skousen*
No additional report.
- b. *Student Success Committee Report – TBD*
No report.
- c. *Sustainability Committee Report – Margaret White (absent)*
No report.

VIII. Adjournment

Dawn **MOVED** to adjourn; **SECOND** by Susan. Motion **APPROVED** by unanimous vote.

IX. Next Meeting – December 12, 2014, 2:00 pm on Video I

To Do's:

- 1. **All CC members** to think about what they would like to accomplish for this year. Ideas/discussions can be forwarded to Terrie or Maderia to be compiled for future planning.
- 2. **All CC members** to encourage active meeting participation from non-members.