

**NORTHLAND PIONEER COLLEGE**  
**COLLEGE COUNCIL (CC)**  
13 February 2015  
2:00 p.m. – 4:00 p.m.  
Video I

Voting Members Present:	Susan Jamison (Vice-Chair), Blaine Hatch, Dawn Johnson, Betsy Peck, Tracy Chase, Shawntel Skousen, Nicole Ulibarri, Vicki Bessinger
Voting Members Excused:	Maderia Ellison (Chair), Julie Peck, Ina Sommers
Voting Members Absent:	Michelle Mariszewski, Jenna Che' Shockey, Gary Mack
Non-Voting Members Present:	Sharon Hokanson, Terrie Shevat (Recorder)
Guests:	Patricia Lopez, Stan Pirog, Eric Henderson

**I. Welcome and Roll Call**

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

**II. Adoption of Agenda**

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

**III. Approval of Minutes – January 9, 2015**

Dawn **MOVED** to approve the January 9, 2015 minutes as presented; **SECOND** by Tracy. Motion **APPROVED** by unanimous vote.

**IV. Old Business**

None

**V. New Business**

a. *College-wide Notification of Personnel Changes – Patricia Lopez*

Pat Lopez spoke to the council on the proposal for HR to systematically notify all NPC employees when employees start and leave the college. Pat cited an example of an employee who left the college without notification to all NPC and the difficulties created for existing employees who were unaware for several weeks of the employee's departure. Pat stated this proposal is purely operational in nature and for informational purposes only. Stan supported the proposal and recommended communicating the departures and arrivals of employees as they occur by publishing a hello/goodbye list noting the employee name and date of arrival or departure. He noted a list could be published monthly, bi-weekly or weekly. Eric stated this proposal was taken up by Instructional Council and spoke from IC's perspective stating instructors are impacted when key personnel leave the college and it does help to know who to contact for on-going matters. Sharon stated it would be her preference for supervisors to make this type of announcement as opposed to HR because supervisors can provide added detail regarding who people should contact when someone leaves, but agreed to do what is recommended within HR's purview. Dawn shared her experience with a particular colleague who left the college which ultimately caused a disruption to an ongoing project and stated it would be good to have communication about employee departure along with information regarding who to contact. Blaine asked for clarity on the recommendation and stated the issue of who to contact when an employee leaves the college is not solved with a hello/goodbye list and further noted that HR is not equipped to respond with this information. Pat clarified the proposal stating it suggests some kind of generic communication such as an arrival date and departure date. After further discussion, Sharon stated she is open to the recommendation for HR to provide a list in a hello/goodbye format and agreed to email this list to all NPC every two weeks. College Council members agreed that this solution, while helpful to provide information, does not solve all of the issues discussed.

**VI. Organization Reports**

a. *Administrative Staff Organization (CASO) Report –Ina Sommers*

No report.

b. *NPC Faculty Association Report – Tracy Chase*

The Faculty Association had a good meeting today with Ryan Rademacher in for Gary Mack. Mark discussed enrollment trends going back to 2009 at all NPC locations. Other discussions include scheduling, committee reports, reviewing the Faculty Association constitution for changes, and proposed officers for next year to go out for a final vote on a Qualtrics survey.

c. *Student Government (SGA) Report – Jenna Che' Shockey/Michelle Mariszewski*

No report.

- a. *Strategic Planning & Accreditation Steering (SPASC) – Blaine Hatch*  
SPASC is meeting twice a month and moving forward. Tentative dates are being discussed for the upcoming Budget hearing. SPASC is still looking at updating the NPC Accreditation page. SPASC has reviewed the input they received from the breakout sessions during Convocation and is working to summarize the data. SPASC is learning how to improve operational planning related to instruction and their expectations. The District Governing Board has scheduled a retreat in March which kicks off the strategic planning piece for 2016.

**VII. Standing Committee Reports**

- a. *Employee Relations Committee Report – Sharon Hokanson*  
ERC met on February 4<sup>th</sup> and is in the process of drafting a sick leave bank procedure. ERC is looking to bring forward a proposal for a sick leave bank procedure to College Council in the next few months. ERC is scheduled to meet again on February 25.
- b. *Student Success Committee Report – TBD*  
No report.
- c. *Sustainability Committee Report – Margaret White (absent)*  
No report.

**VIII. Adjournment**

Betsy **MOVED** to adjourn; **SECOND** by Tracy. Motion **APPROVED** by unanimous vote.

**IX. Next Meeting – March 13, 2015, 2:00 pm on Video I**