

**NORTHLAND PIONEER COLLEGE  
COLLEGE COUNCIL (CC)**  
14 October 2016  
2:00 p.m. – 4:00 p.m.  
Video I

Voting Members Present: Dawn Johnson (Chair), Vicki Bessinger (Vice-Chair), Julie Peck, Susan Jamison, Ina Sommers, Nicole Ulibarri, Ryan Rademacher, Royce Kincanon,  
Voting Members Excused: Joan Valichnac, Daphne Brimhall  
Voting Members Absent: PJ Way  
Non-Voting Members Present: Terrie Shevat (Recorder)  
Guests: Renell Heister

**I. Welcome and Roll Call**

Dawn Johnson called the meeting to order at 2:03 p.m. followed by roll call of members present.

**II. Adoption of Agenda**

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

**III. Approval of Minutes – May 13, 2016 & September 9, 2016**

Ryan **MOVED** to approve the May 13, 2016 minutes and September 9, 2016 minutes as presented; **SECOND** by Vicki. Motion **APPROVED** by unanimous Vote.

**IV. Old Business**

a. **Action Item: Review Operational Guidelines**

Members reviewed and discussed changes to the College Council Operational Guidelines. Vicki referred to item II Membership, subsection A, bullet two, suggesting a change to faculty membership from four full-time faculty and two adjunct faculty to six full-time faculty. Vicki discussed the difficulties with obtaining adjunct faculty membership and stated full-time faculty will serve for adjunct faculty as a result. Ryan added that the council does not have an equal number of faculty and staff and suggested a change in membership to five faculty and five staff, allowing for an equal number of voices on both sides. Following a brief discussion, Vicki **MOVED** that College Council recommend a change in membership within the CC Operational Guidelines from the current membership of four full-time faculty, two adjunct faculty, and four classified/exempt staff to five full-time faculty and five classified/exempt staff; **SECOND** by Ina. Motion **APPROVED** by unanimous vote. Dawn will forward the recommendation to the President's office for approval.

**V. New Business**

a. **Review Budget Timeline**

Dawn reviewed the 2017-2018 budget calendar with council members. Dawn stated the approved budget calendar will be revised and go back to the District Governing Board on October 18. Maderia will provide an updated calendar in November once the Board reapproves.

**VI. Organization Reports**

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

Ina reported on the CASO oven mitt fundraiser which will continue through the end of this month. CASO is selling blue oven mitts designed for men and women with the NPC logo embroidered on the top for \$8 each. Ina encouraged everyone to buy an oven mitt at their local campus or center office.

b. **NPC Faculty Association Report – Ryan Rademacher**

Ryan reported on Faculty Association activities. All faculty received proposed revisions to *Procedure 2625 Student Conduct Code* regarding academic misconduct which was approved 12 to 0 over a Qualtrics survey. The procedure has been forwarded to Dr. Swarthout for her review. Allison Landy, new department chair of early childhood, was in attendance and asked

faculty for ideas on how to get a survey out to their students about the need for childcare at NPC. Faculty is working on filling some holes in committee assignments.

- c. *Student Government (SGA) Report – Josh Rogers*  
No report.
- d. *Strategic Planning & Accreditation Steering (SPASC)*  
Vicki informed council members that she attended one of the last SPASC meetings and learned PJ Way had volunteered to provide SPASC updates to College Council.
- e. *Instructional Council – Ryan Rademacher*  
Ryan reported that IC met today and discussed placement. IC is working on a new mechanism for placement testing and implementation. Allyson Landy is planning to make changes to the sequence of courses in the CP and associates degree and has a three-year plan.

## VII. Standing Committee Reports

- a. *Employee Relations Committee Report – Bill Fee*  
No report.
- b. *Student Success Committee Report – Josh Rogers (written report)*  
**PASS (in general):** We recently released a few members of our PASS committee and added on a few that have experience with our current student orientation. Members released were: Rich Harris, Amy Grey, Ruth Creek-Rhodes. Members added were: Tony Hill, Colleen Readle, Inez Schaechterle, and Jason LaBute. We have begun to review our student orientation class (SOAR), researching other institutions orientations and first year success courses.  
**Starfish:** We went from eight pilot faculty in the Spring/Summer semesters of 2016 to 28 pilot faculty for Fall 2016. We had many more inquiries and discussion with faculty after the convocation presentation. We were able to visit each pilot faculty individually to give them training on the software. A progress survey has already been completed. One third of the 152 sections were reported on and 303 tracking items were raised. The majority of those tracking items were kudos. Forty-four of the flags were concerns and the PASS team monitored those to ensure they are being followed up by the appropriate office in the college.  
We are currently working with Starfish support to give departments chairs, who have requested, access to all students in programs they oversee. Other departments chairs will also have this ability upon request and if it makes sense for their department.  
**Current PASS Goals:**
  - 1. Update orientation to include student training on Starfish and intake survey.
  - 2. Assess Fall 2016 pilot experiences
  - 3. Continue to expand Starfish to its full capability.
  - 4. Depending on the results of the Fall 2016 pilot, we plan to make Starfish available to all faculty in Spring 2017.
- c. *Sustainability Committee Report – Stacy Ashcraft*  
No report.

## VIII. Adjournment

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

## IX. Next Meeting – November 18, 2016, 2:00 pm in the Model Classroom