

# College Council (CC)

# Northland Pioneer College

## MINUTES

2/3/2012 1:30 P.M. – 3:30 P.M.

VIDEO 1

MEETING CALLED BY	Deborah Holbrook - Chair				
TYPE OF MEETING	Monthly Meeting				
RECORDER	Susan Olsen	Voting Members Present	11/18	Quorum present = 9	Yes
ATTENDEES	<b>Members</b> – Blaine Hatch, Jeanne Swarthout, Cynthia Hutton, Deborah Holbrook, , Tracy Chase, Peg Erdman, Deborah Keith, Cindy Blodgett, Kristin Jacobs, Susan Olsen, Linda Humes? <b>Guests</b> – Dan Wattron, Kristin Thomas, Jeannie McCabe, Ken Wilk, Jace Kennedy, Leslie Wasson Fernanda Alekay				
ABSENT	Sandra Johnson, Maderia Ellison, Margaret White, Don Call, Jake Hinton, Dawn Palen, Danielle Gasco				
HANDOUTS	1. 2/3/2012 – Agenda 2. 11/4/2011 Minutes 3. College Council Operational Guidelines - DRAFT 4. 2/3/2012 - Agenda Call Items 5. Best Practices in Education Links Handout				

## Agenda topics

### I. WELCOME AND ROLL CALL

DEBORAH HOLBROOK

DISCUSSION	Welcome to attendees and roll call. Members were asked to state how they stay current in education.
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### II. ADOPTION OF AGENDA – FEBRUARY 3, 2012

DEBORAH HOLBROOK

DISCUSSION	Deborah Holbrook added the Action Item report from the Textbook Committee to the agenda under VII b. Cindy Blodgett <b>MOVED</b> to adopt the agenda as changed; <b>SECONDED</b> by Deborah Keith. The 2-3-2012 agenda was adopted unanimously.
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### III. APPROVAL OF MINUTES – NOVEMBER 4, 2011

DEBORAH HOLBROOK

DISCUSSION	Deborah Holbrook mentioned that some changes were identified and made. Blaine Hatch asked for clarification on the process for following up on the Action Items at the bottom of the minutes. Deborah Holbrook suggested that updates on these items be made during the From the Chair section or during a report by the assigned person throughout the meeting. Blaine Hatch <b>MOVED</b> to approve the minutes as amended; <b>SECONDED</b> by Cindy Blodgett. The 11-4-2011 minutes were unanimously approved as amended.
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### IV. FROM THE CHAIR- COLLEGE COUNCIL CHAIR UPDATE

DEBORAH HOLBROOK

DISCUSSION	<b>Discussion Topic – Best Practices in Education</b> The next three months discussion topics will be: March – Recruit & Retain Students; April – Community Support, May – Students using Support Services. The Best Practices in Education Links Handout was explained. <b>College Council minutes format</b> – Will be the boxed format that was approved at the last meeting.
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### V. OLD BUSINESS – REVIEW ACTION ITEMS

DEBORAH HOLBROOK

DISCUSSION	NOTE: Some of these items were covered throughout the meeting. . . <b>IS Representative needed</b> – Kristin Thomas requested that Linda Humes attend the meeting to represent the IS department which she did. Deborah Holbrook welcomed Linda to College Council. Is she a voting member? <b>DECISION NEEDED</b> <b>Determine our Operational Guidelines</b> – Susan Olsen asked for input from the council on the draft guidelines that have been sent out. "Guidelines" was approved as the title of the document and a change was made to the wording in the Voting Members area. It was asked where the wording used in the guidelines came from. Susan Olsen mentioned that the Mission Statement was word-for-word from Procedure 2125 Shared Governance as well as the membership. Jeanne Swarthout <b>MOVED</b> to approve Sections I-III as changed; <b>SECONDED</b> by Cindy Hutton. Blaine Hatch held discussion to expedite the completion of the guidelines through the approval process so we have guidance for the duration of the meetings for this year. Deborah
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	<p>Holbrook assigned homework to the committee as a whole to read over the entire document and be prepared to discuss and vote in March. The motion was unanimously approved as amended.</p> <p><b>SGA Members needed</b> – Fernanda Alekay, Kristin Jacobs and Jace Kennedy were welcomed to the meeting. The appointed SGA College Council Representatives are Danielle Gasco and Kristin Jacobs.</p> <p><b>Textbook Committee</b> – Tracy Chase reported that the committee’s issue being addressed is that students do not have their textbooks at start of classes. The committee held discussion on all of the possible reasons why this continues to occur and came up with three items that may help to remedy this issue.</p> <ul style="list-style-type: none"> <li>• Faculty can <b>copy chapter 1 &amp; 2</b> and put them on reserve at the library for students to check out;</li> <li>• <b>continue to advertise</b> to students the importance of applying early for Financial Aid, purchasing books two weeks prior to start of class, and the availability of the installment payment option (eCashier);</li> <li>• <b>establish a cut-off date for students to add classes.</b></li> </ul> <p>Discussion was held on e-book availability and bridge funding. Susan Olsen asked if instead of paper copies could we use a PDF format and post them on MyNPC? Peg Erdman mentioned that once a textbook is adopted the publishers are much more liberal to allow access until textbooks arrive. Jeanne Swarthout suggested that the committee look into the feasibility of the PDF possibility and make a final recommendation at the next meeting. Once that recommendation is received CC can act on this item.</p> <p><b>Security Camera Installation</b> – Blaine Hatch reported that this item is on the February DGB agenda for purchase approval and he will provide and update in March.</p> <p><b>Rename old DO</b> – The buildings will be described by their function as part of the PDC campus i.e. Facilities Maintenance and Printing and Duplicating.</p> <p><b>Student Services Forms on line update</b> – No report</p> <p><b>Automated Maintenance Work Orders</b> – Linda Humes discussed the IS HEAT system process. She will check into the status of the Facilities Maintenance use of the HEAT system for organizing their work orders.</p> <p><b>Authorization Form for College forms on line</b> – Linda Humes will find out the status. Maderia and Jake are helping to create this form.</p> <p><b>IS CC Representative needed</b> – Kristin Thomas invited Linda Humes to represent IS, is she is a voting member of CC and if so how long is her term?.</p> <p><b>Communication issues of concern</b> – No report</p> <p><b>MFP training</b> – This is currently on the Tech Web site IS project list.</p> <p><b>Compensation compression concern</b> – Deborah Holbrook mentioned that this item is being addressed by CASO and NPCFA. Dan Wattron will have ERC discuss this item at the next meeting.</p> <p><b>Sustainability Committee needs direction</b> – Discussion was held under the standing committee.</p> <p><b>Student Feedback hot topic points sent to Dr. Wasson</b> – Deborah Holbrook has sent to Dr. Wasson.</p> <p><b>Internship Ideas</b> – No Report</p>
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## VI. NEW BUSINESS – AGENDA CALL ITEMS

DEBORAH HOLBROOK

DISCUSSION	<p><b>Agenda Call Items Process was discussed</b> – Blaine Hatch asked for clarification on how we process agenda call items to prioritize them and move them along to be responsive to the needs and concerns. It was determined that the Action Items at the bottom of the minutes become the Old Business on following agendas to make it a smoother process. Blaine asked how we identify that an item is an issue for the college as a whole as stated in our recently approved mission statement? Or, how would we determine if an item should be handled somewhere else? It was determined that a filtering process needs to be established for agenda items prior to being accepted as a college-wide issue needing CC’s attention. Jeanne Swarthout asked if we need to create a mechanism by which items are referred to CC? Susan Olsen suggested the creation of an electronic form where the submitter could answer some basic questions about their item like their name, where it is coming from, and if they have tried to remedy the situation in any other format. Blaine Hatch stated that we do not want to place road blocks in our process, we want to help resolve all concerns that are identified. We need to make sure that each item is getting to the right place, getting a quick response, so the submitter knows that their issue was addressed. Maybe a sub-committee could be created to provide filtering and sorting of the call items to provide direction to each item. Dan Wattron suggested the use of a spreadsheet to track the items. Jace Kennedy recommended that the items be referred to the lowest possible level that it can be handled. Cindy Blodgett recommended that one form is used to send all items to one person for tracking. Leslie Wasson suggested using our survey software to track the items in one format and database. The implementation is around April for this software. This will supply some accountability. Would we be able to use the HEAT system as a tracking system for the call items? <b>Decision</b> – Create a sub-committee to filter agenda call items. The Recorder will organize this committee and the duty will be added to their responsibilities in the guidelines. The beginning members will be Blaine Hatch, Cindy Hutton, and Susan Olsen. Blaine Hatch <b>MOVED</b> to table the current list of Agenda Call Items until the new committee can validate them; <b>SECONDED</b> by Susan Olsen. The motion was unanimously approved.</p>
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## VII. STUDENT & STAFF REPORTS

DISCUSSION	<p><b>Classified Administrative Staff Organization (CASO)</b> –Susan Olsen reported that CASO recently awarded \$500 scholarships to two PDC students. The scholarships are paid over the spring and fall semester (\$250 each semester). We also awarded four professional development (textbook reimbursement) scholarships to staff employees in the amount of \$678.15. Professional development text book reimbursement scholarships are awarded each spring and fall semester to staff employees taking NPC classes. CASO is selling Valentine goody bags to raise money for student scholarships and to sell See’s candy bars. We’ve had a fairly good response but would</p>
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appreciate your (CC) support. Bags sell for \$3 each and have a nice assortment of Valentine's candy in addition to the See's bar. Candy bars with a Valentine's wrapper are also available for \$2 each. Watch for See's candy promotions coming up in March and April. CASO will appreciate your support in purchasing the candy. The CASO compensation committee is meeting as we speak in Video 2 to create a salary proposal for staff employees. We appreciate shared governance and are very happy to participate in this process.

**Faculty Association (NPCFA)** – Tracy Chase reported that they currently have \$1,184 in their scholarship account. She called for all faculty that have not paid their \$35 fee to pay because it supports the student scholarships. Their compensation committee reported on their proposal and held discussion. They discussed the situations around the play Grease and how it affects academic freedom. Faculty is asking for comments and support on our academic freedom policy and representation at the February 21<sup>st</sup> board meeting.

**Student Government (SGA)** – Kristen Jacobs from PDC reported that this year's officers are, April Overstreet (SCC) President, Fernanda Alekay (WR) Vice President, and Katherine Boot (WMC) Secretary. Convocation was SGA's first event and it was successful and enjoyable for both the students, staff and faculty. Upcoming events: Student Government Fall Conference at the University of Arizona from February 17-19. This is a great opportunity for students to learn leadership skills, cultivate social responsibility, and learn ways to break down barriers to reach their own personal goals and for the college as well. The 4<sup>th</sup> annual Talent Show will be taking place April 14<sup>th</sup> at the Snowflake Campus at 7pm. The auditions for the Talent Show will be March 2, 3, 9, and 10 from noon to 4pm at the LCC and SCC symposium rooms. The Costa Rica Study Abroad trip is June 28<sup>th</sup>-July 29<sup>th</sup>. SGA will be providing (2) \$1985 (2) \$500, and (1) \$250 scholarships for NPC students. The University Transfer Trip will be from April 27<sup>th</sup>-29<sup>th</sup>. We will be travelling to NAU, ASU, and U of A providing the opportunity to visit each campus, meet university admissions and staff, receive advisement and information on financial aid, all FOR FREE! For further questions regarding any of these events, please contact Melissa Luatua, SGA Advisor, at (928) 536-6241 or via email at [Melissa.luatua@npc.edu](mailto:Melissa.luatua@npc.edu). Fernanda asked if auditions could be held in White River to get more students involved. Melissa will work with Fernanda on this issue.

## VIII. STANDING COMMITTEE REPORTS

DISCUSSION	<p><b>Employee Relations Committee (ERC)</b> –Dan Watton reported that the committee has not met yet. Sandy Johnson is the chair and they have had some scheduling difficulties. Current activities in HR are on Jan 31 a New Employee Orientation was held with a changed format. Phase I was for new employees and Phase II in the afternoon incorporated training topics on MyNPC, legal issues and an introduction on customer service. We had a very good turnout. We had 14 participate in the morning session and 23 in the afternoon. <b>Connections NOW</b> is a blend of online customer service training and small group discussion. The pilot group is 15 employees from various areas across the college. The first meeting is February 7<sup>th</sup>; the 12 modules program begins the following week. This program is planned to roll out to all front line employees. Pillar Four is being revised. The Employee News Letter has been well received and it is helping HR meet one of their strategic plan goals of improving communication across the college. Bobbi Sample, the editor, has done a good job of combining communication into one piece. The Connections NOW roll out will be ongoing each month with 15 or more employees starting. It cost the college about \$40 per participant.</p> <p><b>Enrollment Management Committee (EMC)</b> – No report</p> <p><b>Sustainability Committee (SC)</b> – Deborah Holbrook mentioned that this item is on the Action Items list and asked the status from the Executive Team. Jeanne Swarthout mentioned that this item had not been referred to the Executive Team, but it will now be accepted as a discussion item.</p> <p><b>Strategic Planning &amp; Accreditation Steering Committee (SPASC)</b> – Jeanne McCabe reported that they just completed their scan the plan reports. They are currently looking at the convocation break out notes and they are deciding how to address them. A new pillar for student completion has been suggested, but there is a concern about the overlap or they could add a new priority on student success. The current pillar leaders are looking for one faculty and one staff member to join their groups to help with revisions. Eight members are going to the HLC conference in late March.</p>
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## IX. DISCUSSION TOPIC

DEBORAH HOLBROOK

DISCUSSION	<p><b>BEST PRACTICES IN EDUCATION</b></p> <p>Cindy Hutton mentioned that there is a page on JICS that has a lot of valuable and useful information. The Pillars were read. Deborah Holbrook discussed assessment, what tools we have and how do we use this data. Best practices help you not to have to do your own research. After a short discussion on the purpose of and what is expected from the discussion topic. Blaine Hatch asked if this piece is part of our guidelines and the mandate that we have been given through the shared governance procedure? The Discussion Topic area will be withdrawn for future meetings.</p>
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## X. NEXT MEETING

DISCUSSION	<p><b>First Friday of the Month</b></p> <p>Friday, March 2, 2012 – 1:30-3:30 – Video 1</p> <p>Cindy Hutton <b>MOVED</b> to adjourn; <b>SECONDED</b> by Deborah Keith.</p>
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Date Assigned	Date Completed	Action items	Person responsible	Outcome
11/4/2011		Determine our Operational Guidelines- Homework assigned	Susan Olsen	
11/4/2011		Textbook Committee - Consideration of PDF Format	Maderia Ellison	
2/3/2012		Textbook Committee - Cut off date to add courses	Maderia Ellison	
10/7/2011		Security Camera Installation - in progress for Feb Board	Blaine Hatch	
10/7/2011		Student Services Forms on line update	Jake Hinton	
2/3/2011		Automated Maintenance Work Orders	Linda Humes	
2/3/2011		Authorization Form for College forms on line	Linda Humes	
2/3/2012		Linda Humes is new CC Rep - is she a voting member?	CC	
10/7/2011		Communication issues of concern	Eric Bishop	TechWeb was created
11/4/2011		MFP training - On TechWeb Projects list	IS Staff	
11/4/2011		Compensation compression concern	ERC with Executive Team	
2/3/2011		Sustainability Committee needs direction	Executive Team	
11/4/2011		Internship Ideas	EMC	
10/7/2011		Federal Work Study Supervisor Training only once a year	Jake Hinton	On-going
10/7/2011		Financial Aid process and customer service concerns	Jake Hinton	On-going
10/7/2011		Develop teamwork among internal offices	ERC	
11/4/2011		Other College business forms on-line i.e. Requisitions	IS	
11/4/2011		Verify that all college staff are represented on CC	Deborah Holbrook	
11/4/2011	2/3/2011	Student Feedback hot topic points sent to Dr. Wasson	Deborah Holbrook	Topics were set to Dr. Wasson
11/4/2011	2/3/2011	HR and ERC Customer Service Training	Dan Wattron	Connection NOW training is in progress
10/7/2011	2/3/2012	SGA Members needed	Jake Hinton/ Melissa Luatua	Kristin Jacobs & Jace Kennedy
11/4/2011	Completed	Ask NPCFA for volunteers for Textbook committee	Cindy Hutton	Completed
10/7/2011	2/3/2012	Rename old DO	Blaine Hatch	the buildings will be described their function as part of PDC
11/4/2011	2/3/2012	IS CC Representative needed	Kristin Thomas	Linda Humes is a new CC member

<b>APPROVAL DATE</b>	April 6, 2012 Susan Olsen Recorder
<b>NEXT TWO MEETING</b>	Friday, March 2, 2012 – 1:30-3:30 – Video 1 Friday, April 6, 2012 – 1:30-3:30 – Video 1