

College Council (CC)

Northland Pioneer College

MINUTES

4/6/2012 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	Members – Blaine Hatch, Cynthia Hutton, Deborah Holbrook, Tracy Chase, Peg Erdman, Deborah Keith, Kristin Jacobs, Susan Olsen, Margaret White, Don Call, and Danielle Gasco Guests – Dan Wattron, Kristin Thomas, Melissa Luatua, and Wendy Shepard				
ABSENT	Sandra Johnson, Maderia Ellison, Cindy Blodgett, Dawn Palen, Jeanne Swarthout, Linda Humes, and Jake Hinton				
HANDOUTS	1. 4/6/2012 – Agenda 2. 2/3/2012 Minutes 3. 3/2/2012 Notes 4. College Council Operational Guidelines – DRAFT Last updated 3/20/2012 5. 2/3/2012 - Agenda Call Items 6. Sample Agenda Call Referral Form				

Agenda topics

I. WELCOME AND ROLL CALL

DEBORAH HOLBROOK

DISCUSSION	Welcome to attendees and roll call.
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II. ADOPTION OF AGENDA – APRIL 6, 2012

DEBORAH HOLBROOK

DISCUSSION	Susan Olsen reminded the committee that we had determined to strike Item V. b. iii. from the agenda at the March 2 nd meeting. Item was removed from the agenda. Don Call MOVED to adopt the agenda as changed; SECONDED by Danielle Gasco. The 4-6-2012 agenda was adopted unanimously.
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III. APPROVAL OF MINUTES –

DEBORAH HOLBROOK

DISCUSSION	2/3/2012 Minutes – Margaret White MOVED to approve the minutes as amended; SECONDED by Don Call. The 2/3/2012 minutes were unanimously approved as amended. 3/2/2012 Notes – Danielle Gasco MOVED to approve the minutes as amended; SECONDED by Margaret White. The 3/2/2012 Notes were unanimously approved as amended.
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IV. OLD BUSINESS –

DEBORAH HOLBROOK

DISCUSSION	Action Items – listed on Minutes 2/3/12 – The 18 Action Items listed at the bottom of the 2/3/12 minutes were reviewed for current status. <ul style="list-style-type: none">• Determine our Operational Guidelines – See below for discussion and approval.• Security Camera Installation – Blaine Hatch reported that security cameras have been approved by the DGB and installation is proceeding. Closed• Linda Humes is new CC Rep – is she a voting member? After the Operational Guidelines were voted on and approved. Linda Humes' appointment is as a voting member. Closed College Council Operational Guidelines – Deborah Holbrook asked for input from the council on the draft guidelines that have been sent out as updated at the last meeting. Susan Olsen has italicized the wording used in the guidelines that came verbatim from the Mission Statement and Procedure 2125 Shared Governance for ease of identification. The committee changed some wording and grammatical issues throughout the document page-by-page and incorporated verbiage for Page 4, Item E. After thorough deliberation Danielle Gasco MOVED to approve the College Council Operational Guidelines as amended; SECONDED by Deborah Keith. The motion was unanimously approved as amended. The Operational Guidelines committee (Susan Olsen, Margaret White, and Don Call) were thanked for their efforts on this item
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V. NEW BUSINESS – AGENDA CALL ITEMS

DISCUSSION	Elections for 2012-2013 officers – Deborah Holbrook mentioned that she has requested from CASO and NPCFA a list of representatives appointed for next year. She will send a request to President Swarthout for next year's appointees in the administration area. It was noted that this task is the responsibility of the vice-chair but Margaret
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White has noted her willingness to be listed on the slate of officers for next year, so it would be a conflict of interest for her to oversee this process. Therefore, Deborah Holbrook has taken on the task for this year. After the complete 2012-2013 Membership List is compiled, an email request will be sent to all members asking if they are willing to be listed on the slate of officers to be voted on and/or for members to nominate other members to the slate so that voting in of the 2012-2013 officers can be completed at our May 4th meeting.

Agenda Call Item Committee – a discussion was held as to how the newly organized Agenda Call Committee (Blaine Hatch, Cynthia Hutton, and Susan Olsen with the Chair and Vice-chair invited if available) was operating. It was determined that the process is working. Only one item came in during March and it has already been taken care of before the committee could meet on it. It was on the courier service and it has already been changed to daily delivery service. Susan Olsen reported on the outcome of the Referral Forms that have been sent out to the identified person responsible for each Agenda Call Item that remains on this year's spreadsheet. A shout-out was extended to Eric Bishop because he was the only recipient that met the deadline, and he actually beat the deadline by two days. His responses were really appreciated. Most of the forms covering the remaining items have been returned so we are ready to have another meeting to follow-up on the remaining items. Blaine Hatch agreed that the process was coming together.

- NPC create standard operation times for the campuses and centers** – Blaine Hatch mentioned that centers are under local control for their reasons and demand needs. It is understood that for marketing purposes this is an issue, but with the special needs at each centers the current practice is the most cost effective. The reasons why there are varying hours on Friday's at centers was explained by reviewing each location's time needs. It is possible, other than at Kayenta, to have the same hours as the campuses; however there would be a cost to doing this. Do we centralize for the purpose of marketing or do we keep the centers at the local control? The possibility of being open at all locations on Fridays was discussed. It was believed that operating for local needs made the most sense. Don Call interjected that there is value in consistency in a product when serving different communities. Should hours be under central control or the individual location's control? Danielle Gasco mentioned that the students would like consistency for Friday meetings. Kristin Jacobs mentioned that the different hours cause a problem in consistency for the students, especially with SGA meetings that are held on Fridays the centers that are closed drastically limit the student involvement in those areas. Cynthia Hutton mentioned that the campuses have the same operating hours and for marketing purposes they could just say for the centers' hours "check your local center for their operating hours." Danielle Gasco mentioned that considering the financial issues of this concern, SGA is flexible and they can find different times for their meetings. Melissa Luatua asked if the SGA members could work out their access issues with the Center Managers so they all can participate. Blaine Hatch stated that he would pass the importance of this access along to the Center Managers so they are aware of the need to open the Video room for SGA meeting needs. **Conclusion** – No action is needed in the centers operating hours. Operating hours will continue to be left to local control.
- Spread out security hours at campuses to be all day instead of just duplicating existing NPC security staff schedule** – Blaine Hatch provided that prior to last year we did not supply security. The monitors are NPC employees and are not security they provide a different service like opening and closing building and classrooms, light maintenance, care for vehicles, and perform assistance with custodial duties. They keep the sidewalks clear of debris, set-up assistance for classrooms for classes or meetings as well as other tasks. Corder Security is a service provider that actually provides a security presence Monday through Thursday when classes are in session or when performances are held at SCC and at WMC they actually provide after hour surveillance. This service costs about \$18,000 a month. This service is approved by the DGB through the end of this year. The College does not have existing security staff as employees, we have monitors, and to have an all-day security presence would cost about an additional \$168,000. Deborah Holbrook asked how **security cameras** fit into this model? Blaine Hatch stated that security cameras have been approved by the DGB at about a cost of \$200,000 and the installation will be completed around the end of this semester at all locations other than Apache County centers. The cameras are a deterrent and secondly they will provide a record if an incident does occur. Danielle Gasco has heard from WMC and SCC that evenings are the most important and she does not see the need for additional daytime hours for security. Blaine Hatch clarified the four hour shift provided by Corder Security and he discussed the dark hours for the summer session. Kristin Jacobs from PDC mentioned that **lighting** is a special security concern in the evening even with the security guard present. Blaine Hatch interjected that lighting is an issue on our Master Facility Plan. The security cameras will be low light and infrared where needed. Motion activated lights and cameras were discussed. Danielle Gasco feels that security should be provided during the summer evening hours even if it is just for a few hours because summer students are just as important as regular semester students. If we only have monitors for the summer hours they should be marked in identifiable attire. Deborah Holbrook asked if the monitors were available to walk students to their cars when requested. Blaine Hatch confirmed this aspect of their position for everyone. **Conclusion** – Through the discussion a thorough understanding was attained and it was determined that no action was needed.
- Merit raises as an option for NPC staff?** – Blaine Hatch addressed this item as a complex item. Merit pay has been a topic for years at NPC. In education, merit raises pose unique challenges. Several issues need to be addressed. Are we interested in pursuing the idea of merit pay? Then you have to set up measurable items per job classification and this could be a complicated and long-term process. How do you decide how to determine the merit across the board in education? Merit pay could be some kind of a bonus or an increase on their check, where does the money come from? Public education is not about competing for resources we have a mission and a mandate to provide services to our communities. There has never been a successful case on a national scale of using merit pay in education; in some cases there is concern that it corrupts the system. Blaine Hatch asked if we are really interested in following in this direction? Deborah Holbrook

	<p>mentioned that our evaluation process would have to be improved before we could do anything toward merit pay. Susan Olsen asked why this question even appeared at this time. It may be because of the economy and not receiving raises the last few years and the employees feel unappreciated. It is not our job to make employees happy with their jobs, but we could help with morale. Blaine Hatch mentioned that maybe we need to help employees feel valued and recognized. Money does have to do with how employees feel about their work, if the bottom line is that our employees want more money where would the money come from? Deborah Holbrook mentioned that employee opinion surveys were used at her last place of employment and that maybe they can be used here to find what is needed for the employees to find satisfaction in their positions. Susan Olsen mentioned that Leslie Wasson mentioned at this afternoon's All-College Forum that survey software is being looked at and it may be able to be used for this purpose. Blaine Hatch mentioned that maybe an employee satisfaction survey may need to be looked into. Action Item Dan Wattron volunteered to take the idea of an Employee Satisfaction Survey to the Employee Relations Committee.</p> <p>Decision – After a detailed and thorough discussion was held it was determined that no action was needed at the College concerning merit pay at this time.</p>
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VI. STUDENT & STAFF REPORTS

DISCUSSION	<p>Classified Administrative Staff Organization (CASO) – Margaret White reported that the salary proposal effort received a lot of attention and support and the members gave KUDOS to the committee for the hard work that they did. CASO was happy that they received the 10-hour holiday pay for the summer holidays and that we are working to get the Christmas week off. The on-going projects we have are the candy sales to fund student scholarships and the Warm and Fuzzy Award recognition of employees. Projects coming up are at the picnic a non-food drive will be held. All donations will be going to the Hope Center in White River because it was determined that they have the greatest need.</p> <p>Faculty Association (NPCFA) – Tracy Chase reported that they have approximately \$1,250 in their Treasurer's Fund and they will be putting out a call for officers real soon.</p> <p>Student Government (SGA) – Danielle Gasco mentioned that they are excited because they are doing well and they are establishing themselves in the communities. They have scholarships available for their Costa Rica trip this summer. The Talent Show is next Saturday at 7:00 PM and they would like to see college employees there. If you want to help please come and help if you can. There are 31 students signed up to attend the College Transfer Trip on the 27th-29th. On April 20th they are planting trees for Earth Day. They have a Blood Drive in the works for May. Two additional members have been added at SCC and another senator for LCC. LCC's new senator is Sterling West.</p>
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VII. STANDING COMMITTEE REPORTS

DISCUSSION	<p>Employee Relations Committee (ERC) –Dan Wattron reported that the committee is working on a mentoring program for new faculty members and enhancements to the new employee orientation and the matrix of responsibility for HR and hiring manager. Customer Service Update – the pilot class is complete with very positive feedback. The next class is tentatively scheduled for kickoff teleconference on 4/24 at 11am. Managers are asked to send names of those interested in participating to Dan or Bobbi.</p> <p>Enrollment Management Committee (EMC) – No report</p> <p>Sustainability Committee (SC) – Margaret White stated that nothing has changed. Cynthia Hutton mentioned that she had sent an idea for an Earth Day T-shirt to Tabitha but she has not heard back. Deborah Holbrook mentioned that the library will be showing videos, thanks to Daphne Brimhall and Margaret White, so check with your library.</p> <p>Strategic Planning & Accreditation Steering Committee (SPASC) – No Report was given due to the fact that the system shut off.</p>
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VIII. NEXT MEETING

DISCUSSION	<p>First Friday of the Month Friday, May 4, 2012 – 1:30-3:30 – Video 1 Margaret White at SCC MOVED to adjourn because the system was not coming back up and everyone was leaving; SECONDED by Danielle Gasco.</p>
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Date Assigned	Date Completed	Action items	Person responsible	Outcome
4/6/2012		Employee Satisfaction Survey	Dan Wattron/ERC	
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		Student Services Forms on line update	Jake Hinton	
2/3/2012		Automated Maintenance Work Orders	Linda Humes	
2/3/2012		Authorization Form for College forms on line	Linda Humes	
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	
2/3/2012		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	
2/3/2012	4/6/2012	Linda Humes is new CC Rep - is she a voting member?	CC	Through accepting her appointment she is a voting member
10/7/2011	4/6/2012	Security Camera Installation - in progress for Feb Board	Blaine Hatch	Approved and instalation in progress
11/4/2011	4/6/2012	Determine our Operational Guidelines- Homework assigned	Susan Olsen	Guidelines Approved
11/4/2011	2/3/2012	Student Feedback hot topic points sent to Dr. Wasson	Deborah Holbrook	Topics were set to Dr. Wasson
11/4/2011	2/3/2012	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	2/3/2012	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

APPROVAL DATE	May 4, 2012 Susan Olsen Recorder
NEXT TWO MEETING	Friday, May 4, 2012 – 1:30-3:30 – Video 1 Friday, September 7, 2012 – 1:30-3:30 – Video 1