

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
November 2, 2012

Members in attendance: John Bremer, Paul Clark, Blaine Hatch, Kenny Keith, Jeannie McCabe, Debra Myers, Ryan Rademacher, Leslie Wasson

Advisory members in attendance: Eric Bishop, Maderia Ellison, Ann Hess

Guests: Sharon Hokanson, Lisa Jayne, Colleen Readle (recorder)

- I. Approval of Minutes from 10/19/12
 - a. Motion to approve by John Bremer; second by Debra Myers
 - i. Unanimously approved
- II. Pillar Group Meeting Updates/Status:
 - a. Pillar 5 – Maderia Ellison, Group leader
 - b. Strengthen Fiscal Resources to Support Critical Programs and Services
 - i. Priority 1 – Support scholarship and fundraising opportunities for students
 1. 5.1.1 – Support 501c organization to raise student scholarships
 - a. First bullet – Assist with finding new 501c board members in northern part of District
 - b. Second bullet – Financial Aid to develop stronger relationships with 501c Board
 - i. Question received from Blaine – NPC foundation used term of northern part of district. If the interest of increasing the involvement is of the various tribes, the White Mountain Apache Tribe is in the southern part of the district. Do we want to be more direct and use the term “tribal representation”?
 1. Maderia – Yes, that term is more accurate of what we need. She will make the change.
 2. 5.1.2 – Encourage and support students with fund raising activities
 - a. This is a continuing activity such supporting PTK and student government association. This will continue.
 - b. Assisting and reestablishing emergency fund for student activities and making sure checks get to appropriate areas.
 - ii. Priority 2 – Identify and develop a variety of grant and partnership opportunities
 1. 5.2.1 – Establish a grants management function for seeking grants
 - a. Draft document in process on how to seek grants working with consultant. Currently only seek grants when presented to us.

- b. Once grants are received there is a need for meeting compliance with state and federal grantors, meeting audit requirements.
 - i. Grant coordinator/manager needed to monitor and move objectives of grant(s).
- 2. Added new goal 5.2.1a — Strengthen the grant administration/accounting function for awarded grants
 - a. Added bullet – Establish new position or elevate current clerk position in the Business Office to work solely on grant administration to better manage federal/state compliance requirements and audit issues (target July 2013)
 - i. Current duties for this position include: requisition processing, reconciling account, uploading financial data into various websites.
 - ii. Grant Project Manager is responsible for the grant but the Business Office Grant Accountant would also help support that role.
 - b. Added bullet – Develop a grants administration manual (target December 2013)
 - i. With the new budget cycle coming up and starting to think about next fiscal year part of the above role would be to develop a grant administration manual. This would show the tools needed to manage a grant.
 - ii. Leslie added that as we reach that critical mass of becoming more able to support our own initiatives with grant funds, it would justify having a person or two to concentrate just in that function. But there's going to be a tipping point where we're all going to be really busy once we approach that point.
 - iii. Maderia stated that the goal in the next 30 days is to sit down with Dr. Wasson, Blaine Hatch and Mark Vest to see where to get started and what the best approach is for NPC.
 - iv. Maderia asked for questions or input
 - 1. Leslie stated if we need someone to explain the ins and outs of administrating it, we could get Ann Hilliard or Eric Bishop to come as a guest.
 - 2. Blaine – If we did some work on the Federal Indirect Cost Rate, we might be able to fund a new portion of a new position?

- a. Yes, it is something we have talked about in the past. It is a rather large undertaking so making it happen is one of those other tandem items we need to pursue. But we do have other grants that don't have any indirect costs included because we don't have approved rate.
 - b. We may even approach it as put the position in place with expectation that we would eventually work on cost sharing. But, not wait on the position but recognize that it is an option.
 - c. Kenny – With the energy grant we need to hire a coordinator, could they take the lead?
 - d. Maderia – This grant coordinator would be very similar to the position held by Ann Hilliard's. That position is focused on that goal. There are some areas that they could contribute, but we need something more centralized and could look at all of our grants and determine that indirect costs are more appropriate. Some grants just do not have that capability to add indirect costs.
 - e. Leslie – That position is fully funded by the energy grant and probably needs to keep separated. They would not want that position doing anything outside that specific grant as a result of that.
3. Maderia will incorporate the indirect cost rate on this section.
3. 5.2.2 – Partner with business to raise funds for programs
- a. Bullet – Establish ambassador teams to approach key businesses for funding opportunities
 - i. Director of Small Business Development and BIT Coordinator are evaluating and pursuing potential partnership activities and corporate contributions. They

are trying to identify corporate sponsors and trying to expand.

iii. Maderia asked if there were questions regarding Pillar 5

1. There were none.
2. To summarize the biggest goal we accomplish this year with Pillar 5 is moving forward on the grant. As we talk about getting the strategic plan updated and to the board, we also are going into the budget cycle so this is the perfect time to move forward on this.

III. Finalizing Strategic Plan 1st Read

- a. Eric stated we have presented all the Pillars and everyone has all of their revisions in. The president's office will be taking over assembling and the final formatting of the strategic plan again. There are a couple things that make it difficult for the person doing that job.
 - i. Eric is asking that everyone do a "save as" so you can keep and preserve your current comments. Then remove comments, colors, and clean up as much as you can and use the standardized format of the current strategic plan before sending to Lisa Jayne.
 - ii. Lisa – Please make it as close to finished form as possible before sending. As soon as email is back up she will communicate to everyone about a deadline.
 - iii. Make sure you change the milestone date to reflect the upcoming year.
 - iv. Check that the core components for accreditation match the HLC updates.
- b. Eric will send out an email today clarifying everything.

IV. Timeline review – College input

- a. Going to the board – the meeting will be a Monday meeting instead of the regular Tuesday meeting, Monday, November 19th.
 - i. Jeanne would like after the first read is presented to the board, to give an extra week after that period to also give the college an opportunity to provide input. Then if there if there is any significant input, we can present that with the final read.

V. Other

- a. Eric asked for any other agenda items or any significant revisions to the Pillars since they have been presented to SPASC.
 - i. Eric asked Blaine if there were any changes to Pillar 4.
 1. Blaine – We wanted to establish another Priority 1 that is more directed to student success. So he would like to get back together with his group. He would also like Sharon to take a look at it since she will be heavily involved with the Pillar.
- b. Eric – Email is working at WMC but not working in other areas. We will send out a techweb to let people know what is going on.

VI. Adjourn

- a. Motion to adjourn by Leslie Wasson; second by Blaine Hatch

- i. Unanimously approved