

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
09-04-09

Members in attendance: Donna Ashcraft, Eric Bishop, Pat Canary, Russell Dickerson, Claude Endfield, Blaine Hatch, Eric Henderson, Cindy Hildebrand, Sandy Johnson, Mary Mathias, Don Richie, Mark Vest

Advisory members in attendance: Ann Hess, Jeanne Swarthout, John Velat

Guests: Hallie Lucas (recorder)

- I. Approval of 08-28-09 Minutes
 - a. Minutes not ready.
- II. Discussion on Errors of Fact in the Self Study
 - a. There are some errors of fact in the Self Study, ranging from little things to some significant bigger things.
 - i. SPASC members should contact their departments to make sure there are no big errors of fact. If any are found, send them to Donna, Eric B. and Jeanne for review no later than 09-11-09.
 - ii. The leaders from each area should double check for errors, as well.
- III. Update on Wall of Change (Self Study Addendum)
 - a. The Compliance Report, which we elected to do to help simplify the compliance process, has all the necessary items and is in the process of being reformatted.
 - b. We are waiting on a couple of items for the Addendum on Changes and we anticipate that it will be ready by the 09-15-09. There is potential to hold it slightly longer if we anticipate any significant changes.
 - c. Regarding the Institutional snapshot, we got our 2007-2008 IPEDS off the Web; and, if the 2008-2009 aren't showing yet, we may just go ahead and send in the 2007-2008.
- IV. Update of Student Focus
 - a. The document that will be sent out to the students regarding the accreditation visit was discussed. The suggested changes and delivery methods included; adding the fact that NPC is an accredited institution, reordering things so that the purpose of the visit is first, bolding sentence regarding how to speak to the Higher Learning Commission (HLC) Team, adding the dates of the visit, asking teachers to address it in their classrooms and sending e-mails to the students.
- V. Planning for Future (next year and beyond) and Revisions of the Strategic Plan
 - a. The consensus was to have the Strategic Plan updated before spring break and ready for the first read in April, so that it can be approved by the District Governing Board (DGB) during their May meeting. This plan will allow us to incorporate comments from the HLC and to get it out to the faculty and staff before summer.
- VI. Finalize 2009-2012 Strategic Plan

- a. When items overlap between Pillars, they should be in one place only where it is best suited.
 - i. An example of this in Pillar 2 is an item regarding better customer service and training throughout the whole college. This would better fit under Pillar 4.
 - ii. It will be up to the team captains to decide what should stay in their pillar and what really fits best in another pillar.
- b. Jeanne mentioned that a parking lot can be used for items that are not currently financially feasible or still need to be resolved as a college; pillar captains may want to create their own parking lots for things that need to be revisited.
- c. Pillar 3
 - i. 3.2.3 – bullet points to remain in Pillar 3
 - 1. *“Develop technology training specific to faculty and student needs...”*
 - 2. *“Provide continuous training for Information Services staff...”*
 - 3. *“Provide at least one conference room with interactive....”*
 - 4. *“Increase network reliability....”*
 - ii. 3.2.3 – Eric H. – several items here amplify Pillar 1 Priority 1 regarding distance learning
 - iii. John – all of the items at the bottom of the pillar are not necessarily goals – just ideas for consideration
 - iv. 3.2.3 – *“Provide infrastructure for 100% online learning...”* – should be removed and added to the parking lot for the next round of discussions – this will give time for more input from the college
- d. Pillar 4
 - i. Mary – they have added some new goals, removed items that have already been achieved, rephrased some items, changed their priorities around – with the pillar being the master resources plan
 - ii. Former Priority 4 was moved to Priority 1
 - iii. 4.1.1 – new goal – *“Improve communications college wide”* – with sub points being ideas of how to achieve this goal
 - iv. 4.4.1 – *“Enhance and maintain employee reference resources”* – removed since it didn’t really fit into the pillar
 - v. Mary – under Priority 2, many of the goals would require more employee hours in the Human Resources Department – remove 4.2.1 *“Obtain at least 20 more hours in the HR department...”*
 - 1. Blaine – if we put something in the Strategic Plan, we are essentially saying yes and it therefore it effects the budget
 - vi. 4.2.2 – bullet 4 – changed from *“Review all annually”* to *“Review 12 policies/procedures annually”*
 - vii. 4.2.4 – added bullet 1 – *“Survey all employees to find out what kind of specialized training they need”*
 - viii. 4.2.4 – may want to be more specific regarding an ongoing training schedule
 - ix. Orientation program – continue to evaluate and revise as needed
 - x. 4.2.4 – added bullets
 - 1. *“Create a list of employee expertise to draw on for in-house training workshops”*
 - 2. *“Create and implement a year long in-house training calendar”*
 - xi. Mary – many goals in Priority 3 are dependent upon the budget situation

- xii. 4.3.1 – added *“Survey all contracted employees to insure that their credentials are current and on file with the Human Resources Department”*
 - xiii. 4.3.4 – added *“Research, develop, and implement training for supervisors on how to conduct a performance review”*
 - xiv. 4.2.5 – reworded bullet 1 – *“Create and prioritize a list of mandatory training topics regarding legal issues that need to be developed, as well as delivery time-frame”*
 - xv. 4.2.5 – regarding *“Develop budget for mandatory training”*
 - 1. Jeanne - rather than wording it this way we need to develop mechanisms that can be looked at in the budget context – mechanisms drive budget
 - 2. Mary – added *“Explore best options for delivering the training”*
 - 3. Mary – we will strike *“Develop budget for mandatory training”*
 - xvi. Mary – on some of their priorities under responsibilities, they added *“Employee Relations Committee”* – there were no objections to that addition
- e. Pillar 5
- i. It was noted that updates need to be restated into goals and formatted appropriately – also, strike out goals that have been accomplished or, if they are a goal that is not feasible for the next three years, they can be moved to a parking lot
 - ii. 5.1.1 – suggested update *“hire a grant manager”* can be converted to a bullet point
 - iii. Suggestion – look through updates and pull out those things you want to emphasize – add it as a new goal or alter existing goals
 - iv. 5.1.1 – goals – *“Develop and implement grant management procedures”* including *“Find new grant opportunities”* and *“Find someone to manage current grants once they are received”*
 - 1. Blaine – there needs to be coordination on the front end of the grants so that the grants we do apply for will be appropriate for NPC
 - 2. Claude – suggested some type of review process for potential grants
 - a. Jeanne – there already is a review process where the president of NPC reviews and signs off – no grant should go out the door without Jeanne’s signature – coordination with the NPC Business Office is an important, as well
 - v. 5.1.2 – remove March 2009 updates
 - 1. Add goal *“Develop an Alumni group”*
 - vi. 5.1.3 – change date to *May 2012* *“Develop multi-year targets for assessed valuation growth”*
 - vii. 5.1.4 – put in the parking lot for now
 - viii. 5.1.5 – put in parking lot for now (there are references in Pillar 6 for seeking support for capital funding)
 - 1. Remove Master Facilities Plan
 - ix. 5.1.6 – Change *“Protect equalization aid”* to read *“Protect and maintain all state funding”* – no need to separately list equalization, as it is included in state funding
 - 1. Remove bullets 1, 2 and 3
 - x. 5.1.7 – Remove first bullet point – Master Facilities Plan no longer relevant and Technology Plan is already included in Pillar 3

- xi. 5.2.1 – May want to add the words at the beginning “*Continue to...*”
 - 1. Remove updates
 - xii. 5.2.2 – first bullet – add date (*May 2010*) as it is not yet in full use
 - 1. Bullet three – is ongoing
 - 2. Bullet four – take it out
 - xiii. 5.2.3 – Blaine – we still need multi-year plans – we can leave technology and facility plans in, as we are referring to maintenance of these
 - 1. Remove first bullet
 - 2. Keep second bullet
 - xiv. 5.2.4 – include a goal that would analyze program costs versus the number of students in the program in terms of cost effectiveness – may want to include a business plan format for submitting changes to IC
 - xv. Sandy – under Priority 3 – first part needs to be restated
 - xvi. 5.3.1 – remove first 3 bullets
 - xvii. 5.3.2 – bullet one is completed – take it out
 - xviii. 5.3.3 – everything stays
 - xix. 5.3.4 – functioning well
 - xx. 5.3.5 – we are getting there
- f. Russell can format the Strategic Plan – he will need time to send a hard copy along with the board packet to the board members – post updates to the SPASC page as a discussion thread by the end of the day Tuesday – after Russell puts it all together, Donna will be happy to edit
- i. Task: Eric B. will call Maderia to give her the update regarding the timeframe and an overview of the changes needed to Pillar 5
- g. Pillar 6 – Blaine and David Huish recently met and they have some fairly significant changes
- i. Word “*renewal*” added to the name of the pillar
 - ii. Switched order of priorities
 - iii. 6.3.1 – “*partnering and grant options*” as opposed to “*capital campaign*”
 - 1. Added “*facility renovation and construction*”
 - 2. Added “*board approval of a partnering and grant guidelines*”
 - 3. Last bullet – changed from “*...assist with construction and operation costs*” to “*...assist with capital equipment acquisition and facility renovation or construction*” – reflecting the shift from a capital campaign to finding resources through partners or grants
 - iv. Priority 2 changed to “*Evaluate facilities to maximize efficient usage while responding to current needs and considering future instructional needs*”
 - v. 6.2.1 – changed to “*Identify specific facility needs for existing and future programs throughout the district*”
 - 1. Added bullet points:
 - a. “*Develop a current use catalog and future program plans*” – newly identified
 - b. “*Investigate grant funding options for implementation of distance learning plans*”
 - c. “*Explore options for potential partnering of new program development*”

- vi. 6.2.2 – reworded to *“Establish a preventative facility and equipment maintenance program”* – some of this came from Pillar 5 and combines it with Pillar 6
 - 1. Bullet 1 – after the word maintenance, inserted *“and replacement”*
 - 2. Bullet 2 – reworded to *“Inventory and identify existing equipment and identify equipment categories”*
 - 3. Bullet 3 – stayed the same (formerly bullet 5)
 - 4. Bullet 4 – reworded to *“Incorporate facility and equipment maintenance program in budget”*
 - 5. 6.2.3 – reworded to *“Evaluate and prioritize facility use for existing programs”*
 - a. Bullet 1 – reworded to *“Evaluate facility needs of existing programs and departments”*
 - b. Bullet 3 – added – *“Base evaluation and prioritization on community, student and workforce needs; cost; trends”*
 - 6. Priority 1 (formerly Priority 3) remained the same
 - 7. 6.4.1 – Jeanne – Sustainability Committee recently met and they feel that instead of *“climate neutrality”* we need to go with the broader term of *“sustainability”*
 - 8. Some goals formerly under *“Develop methods of dissemination”* were placed into their own goals
 - a. *“Develop sustainability curriculum”*
 - b. *“Develop partnerships with business and industry and communities to promote and grow sustainability of resources”*
 - 9. Priority 4 – change responsibility from *“President”* to *“Executive Team and Sustainability Committee”*
- h. For any brand new goals – they must be tied in with HLC core components – if anyone else needs help with this, contact someone who has been on SPASC for a while

VII. Other

- a. Eric B reported that we recently received an email from Trudy Bender regarding data obstacles for archiving purposes for the resource room/archives.
 - i. There is a lack of adherence in sending copies of needed reports or other items to the resource room/archives.
 - 1. Eric B, Donna and Trudy will meet regarding a plan they can bring to SPASC that will help strengthen the archiving process and help make it an ingrained part of the college routine.
 - 2. Donna noted that it is important that we institutionalize this process.
 - a. She suggested that this be added as a part of the job description for the Administrative Assistant job descriptions. It was noted that it is not always an Administrative Assistant who is responsible for sending in items, so that certainly would not clear up the problem.
 - 3. Eric B said that he feels we need to:
 - a. Identify what is needed.
 - b. Who generates the needed items?
 - c. Create a checklist of items that need to be sent in, including the required submission date and where to send the item.

- ii. If anyone has ideas of how to institutionalize this process, email Donna, Eric B. or Trudy before next week.
- b. Everyone is invited to attend the rehearsal for the HLC visit. It will be today at PDC/TCC and will include checking out the electronics.
- c. Motion made by Pat to adjourn; second by Cindy.
 - i. Unanimously approved.