

**Northland Pioneer College**  
**Strategic Planning and Accreditation Steering**  
**Committee Meeting Minutes**

Friday, February 20, 2015

9:00 a.m. – 11:30 a.m.

PDC NLC 142

**Members in Attendance:** Kenny Keith, Randy Hoskins, Sandy Manor, Peggy Belknap, Doug Seely, Kenny Keith, Blaine Hatch, Eleanore Hempsey, Ann Hess, Gary Mack, Margaret White.

**Advisory Members in Attendance:** Leslie Wasson, Jeanne Swarthout, Sharon Hokanson

**Staff in Attendance:** Lisa Jayne (Recorder)

**Guests:** Jim Boblett, Lauren Sedillo, Paul Hempsey, Josh Rogers, Carrie Jordan, Jeremy Raisor, Carol Stewart, Maderia Ellison, Betsy Peck

**1. Approval of Minutes from 2/6/2015**

*Peggy Belknap made a motion to approve the 2/6/2015 minutes. Sandy Manor seconded. **The motion passed unanimously.***

**2. Budgeting overview - clarification & explanation of operational, annual capital, capital improvement – Maderia**

Maderia Ellison reviewed the budgeting process with SPASC. **Task:** Lisa will send the PowerPoint used for this presentation to all members.

**3. Develop sample of how and when to use operational and initiative priority worksheet - group project**

There was general agreement that making the budget justification form available might be helpful for budget preparers. There was also discussion about using PASS as a strategic plan initiative to run through the operational planning process. **Task:** Randy Hoskins will put together a summary of PASS actions that could inform the operational planning process.

There was discussion about preparing instructions for the use of the initiative priority and operational planning worksheet but nothing definitively decided.

*Doug Seely made a motion to put guest speakers at the top of the agenda. Eleanore Hempsey seconded. **Motion passed unanimously.***

**4. Define SPASC role in upcoming budget hearing Feb. 24, 2015 – Blaine Hatch**

After exhaustive discussion, it was decided that SPASC really plays no role in budget hearings as SPASC's primary role is initiative development. Although it was generally agreed attending budget hearings could prove informative. SPASC members were given an open invitation to attend.

**5. Criterion 5 Report (Institutional Effectiveness) – Maderia/Boblett**

Maderia Ellison and Jim Boblett reviewed the Criterion 5 Report with SPASC. It was decided to have further discussions about compliance issues at a future meeting. Areas of non-compliance or that need improvement were:

*Criterion 5.A.1. Current operations are supported by current level of resources but will not be sustained. Two of the biggest challenges include:*

*1- Expenditure Limitation. NPC is working with peers & independently to address with the legislature.*

*2- Trying to be everything to everyone. NPC will need to evaluate and modify its level of services which will adjust the resources needed.*

*5.A.3. NPC goals are not clearly articulated or understood by all. We don't use the term "goals" and most employees are confused by the Strategic Plan, the Presidential Strategic Initiatives, the Quality Initiative and now the Operational Plans and how they all interact. Develop 1-3 goals each year that impact nearly all employees with measurable metrics so all can see improvements.*

*5.A.4. Improvements are needed and are linked to being understaffed, being in a remote location, and budget constraints. Supervisors need to establish proper training schedule for newly hired employees and some form of continuing education for existing employees to stay abreast of current issues.*

*Need to determine level of services based on available resources. Another situation of "we can't be everything to everyone".*

*5.A.5. Current efforts to develop operational plans at the department/program level that will be directly tied to the strategic plan and will ultimately drive the budget will continue to improve resource allocation.*

*Tracking of budget dollars and monitoring is in place, but accountability is lacking for resources allocated to initiatives/projects that don't achieve desired goals.*

*5.B.2. Infrastructure is in place for collaboration from employees, but most employees don't want to participate.*

*The "silo" mentality still exists; need to shift to an "us" mentality.*

*5.B.3. Currently we have periodic review of programs in relation to transferring course credits. – Jim Boblett stated he felt this needed improvement.*

*5.C.1. Current efforts to develop operational plans at the department/program level that will be directly tied to the strategic plan and will ultimately drive the budget will continue to improve resource allocation.*

*5.C.2. Critical writing assessment is currently in place. NPC needs to shift from quantitative tool to measure subjective grading. Assessment results need to be incorporate in operation plans in the future.*

*5.C.3. Internal and external constituents initially left out of SCC reinvention process. Listening sessions conducted to encompass varying perspectives.*

*5.C.4. Current efforts to develop operational plans at the department/program level that will be directly tied to the strategic plan and will ultimately drive the budget will continue to improve resource allocation.*

*Incorporation of listening session from internal/external constituents to address enrollment concerns, need to focus on entire district not just one community.*

*Request from Board to address capacity by campus could help to develop specific measurable goals. Although Board's request may have been for facilities/space, it needs to incorporate instructional needs and capacity.*

*5.C.5. NPC, in conjunction with others, is hiring a consulting firm to provide regional economic and demographic information. Information needs to be ongoing. Inclusion of community leaders also need to be included.*

*5.D.1. NPC needs to develop metrics that can be used to monitor effectiveness of operations – metrics beyond FTSE and completion.*

*NPC does not readily have access to data to provide evidence on achievements or where improvements are needed.*

*5.D.2. Committees perpetuate more meetings, not solutions.*

*NPC often takes on new initiatives without adequate resources which results in overburdening existing employees. We are asking the same employees to take on more and more, but we never address which services needs to be reduced or eliminated to better align resources with services.*

Some of the non-compliant/needs improvements items were discussed but no action or solutions were offered.

## **6. Update of Meeting Schedule**

**Task:** Lisa will update Outlook invites to fix some meeting location errors. It was decided that the current format was acceptable to everyone.

## **7. Next Steps/Review of Tasks**

-Items 7-9 will be put on next meeting agenda

-**Task:** Randy Hoskins will pull together information about PASS.

-Criterion 5 non-compliant/needs improvements issues will be discussed at a future meeting.

**8. Adjourn**

*Peggy Belknap made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.***