

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

Friday, September 4, 2015

8:30 a.m. – 1:00 a.m.

Video II

**Members in Attendance:** Randy Hoskins, Kenny Keith, Mark Vest, Doug Seely, Sandy Manor, Margaret White, Ann Hess, Tamara Martin, Peggy Belknap, Stan Pirog, Mark Ford, Blaine Hatch

**Advisory Members in Attendance:** Jeanne Swarthout

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

**1. Approval of Minutes from 8/21/2015**

*Peggy Belknap made a motion to approve the 8/21/2015 minutes. Kenny Keith seconded. The motion passed unanimously.*

**2. Review of Video for DGB**

**3. Strategic Plan Presentation to the DGB**

Mark Vest, Randy Hoskins and Kenny Keith will present the video during the board meeting and ask for any questions. SPASC members will be presented to the Board.

Randy Hoskins will review present Priority I, and Kenny Keith will review Priority II.

The Board will be informed that operational plan detail will be presented during the budgeting process.

**4. Childcare and Transportation Study Committees**

Mark Vest and Randy Hoskins reviewed with SPASC the draft version of the email intended for the College community. After some discussion it was decided that the charge for the study committees needed to be specific and clear, and the charge for each study committee would come at a later date after the groups are formed.

It was decided to give up to one week to get responses from interested parties.

**Task:** Mark Vest said he would send the email out Tuesday morning, and give until Friday to respond.

**5. Review of Calendar**

There was discussion about the strategic planning cycle being an 18-month process rather than a 12-month process. Planning takes place as Year One activity, while implementing the plan developed in the prior year.

It was decided that Criterion Teams have done their job, and the Assurance Team will take over assurance and compliance. The Assurance Team will report to SPASC but the assurance aspect will largely be removed from the strategic planning process. It was also decided that assurance reporting can be independent of the budget process.

The Budget Development Calendar will be brought to the Board in September, earlier than usual, and an assurance and compliance report will come to SPASC twice a year in February and September.

**Task:** Mark Vest will clean up the calendar and will send out next week for members to look over, to be approved at the next meeting.

Randy Hoskins stated that the September 14-18<sup>th</sup> there will be software demos by vendors for PASS and the entire college will be invited.

**6. Next Steps/Review of Tasks**

**Task:** Mark Vest will clean up the calendar and will send out next week for members to look over, to be approved at the next meeting.

**Task:** Mark Vest said he would send the email out Tuesday morning, and give until Friday to respond.

**7. Adjourn**

*Doug Seely made a motion to adjourn. Sandy Manor seconded. **Motion passed unanimously.***