

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

Friday, September 18, 2015

9:00 a.m. – 11:30 a.m.

WMC

**Members in Attendance:** Blaine Hatch, Eleanore Hempsey, Ann Hess, Randy Hoskins, Sandy Manor, Tamara Martin, Stan Pirog (proxy for Kenny Keith), Doug Seely, Mark Vest, P.J. Way, Margaret White

**Advisory Members in Attendance:** Jeanne Swarthout

**Staff in Attendance:** Colleen Readel (Recorder); Tracy Mancuso

**1. Approval of Minutes from 9/4/2015**

*Sandy Manor made a motion to approve the 9/4/2015 minutes. Doug Seely seconded. **The motion passed unanimously.***

**2. Report on Board Meeting First Read**

Mark Vest stated that Board Member Matteson expressed appreciation of the shortened Strategic Plan. There was discussion about Board members reviewing the Operational Plans. It was decided that SPASC should construct a schedule for when the Operational Plans would be presented to the Board. It was acknowledged that some Operational Plans won't be able to go out until later due to current vacancies. It was decided that based on the First Read of the Strategic Plan to the Board, the Operational Plans could proceed.

Eleanore Hempsey asked about SPASC's role in the Operational Planning process. After some discussion it was decided that SPASC is an oversight committee for that process. SPASC will not decide on funding limits; that still falls to the budget managers in the Budget Manager's meeting.

**3. Review Budget Development Calendar just approved by the Board**

The Board had the First Read on the Strategic Planning calendar on Tuesday. During the budgeting process it needs to be clear that the Strategic Plan drives the budget. It was commented again that the Board was impressed with the document. There is a tight timeline between now and December deadlines and SPASC will need to make decisions on anything approved.

**4. Review and Approve SPASC 18-month Planning Calendar**

Mark Vest stated he sent out the SPASC 18-Month Planning Cycle early this week to all SPASC members, having added a statement about compliance. Mark said he will add DGB

Approval of Strategic Plan to October. Right now the Overall Responsible (OR) persons will need to start defining goals and people responsible for the goals per the Board's request.

Discussion about how SPASC and ORs can work together on the Operational Plans took place. It was decided that giving ORs direction was important, but that SPASC needed to avoid telling ORs how to form the Operational Plans. It was also agreed that there is value in having ORs walk through the plans with SPASC. A meeting of the ORs in order for them to help each other begin the process was a good idea to help answer questions and give everyone a starting place.

It was decided for next October ORs should be well informed of what their responsibilities are before taking the First Read of Strategic Plan to the Board in September. It was decided to strike the last two bullets that say "May through July," and replace them with, "SPASC works with ORs to explain responsibilities." Also, move last two bullets to September and change "define" to "refine." This year it will take place in the first meeting in October. Jeanne also pointed out that any reference to "criterion teams" needs to be deleted.

**Task:** Mark Vest will invite ORs to the October 2nd meeting to work on their OPs and ask questions and get help if needed. He will also let them know they can call or email him or Randy for questions or assistance.

Mark did note he was going to miss the October 2<sup>nd</sup> meeting.

**Task:** Mark will clean up the calendar and repost on the MyNPC SPASC page.

## 5. Operational Planning

For Childcare and Transportation Committee a SPASC member should be on each committee. Tracy Mancuso will be on Childcare Committee, and Sandy Manor will be on Transportation Committee. The committee members can meet with SPASC to discuss goals for the studies.

It was decided to change student funding study to "Evaluate effectiveness of current student funding activities" and future funding options can be deferred to 2017-2018. OR for the evaluation of current student funding options should be Jeremy Raisor.

Listen to students and community and schedule accordingly has a short draft completed that needs to be turned into an Operational Plan, and can be easily available in October. The review of current programs will have to wait on filling the IE Director position, who is the OR for this. The position is closing next week and probably won't be able to fill until end of October. However, Mark stated he feels it's an Operational Plan that could be completed in a day.

After lengthy discussion on technical training for faculty and staff, it was decided that Wei Ma could be the OR for instructional training, leaving the future HR Director to be the OR

for employee training. Jeanne thought there was a good chance the HR Director position could be filled in three weeks.

Discussion on MyNPC rewrite and redesign, public website redesign and PASS software implementation went on for some time. It was decided the three would be reduced to one bullet point, and the OR will be Mark Vest, if approved by the President. He will pull together a team to work on it and make a budget recommendation by the end of November.

**Task:** Mark Vest will make the above changes to the plan and send out to SPASC for review prior to the next meeting.

After extensive discussion, it was decided to leave the October 2 meeting as a distance meeting, and ORs can be invited to ask questions. On October 16<sup>th</sup> ORs will be asked to come and talk about the process.

## 6. PASS Update

Randy Hoskins stated the RFP is done and on Tuesday PASS members will meet and make a selection and recommendation. PASS will go back and look at the dates and budget for the OP. PASS could be ready on October 2 to present. Eleanore Hempsey asked if PASS could also participate on October 16. Mark Vest stated they could ask.

## 7. Next Steps/Review of Tasks

**Task:** Mark will get the email out first of next week

**Task:** Mark will update priorities and responsibilities assignments

**Task:** Mark, with Presidential approval, will pull group together (Mark, PJ, Ryan Rademacher, Sandy, Ina) to talk about websites

Agenda items for October 2:

- Review applicants for the transportation and childcare study committees
- Decide on ORs and review Operational Plan with PASS OR
- Review and approve the revised strategic priorities and responsibilities assignment
- Discuss possible October 30th for a third SPASC Meeting in October

## 8. Adjourn

*Stan Pirog made a motion to adjourn. Sandy Manor seconded. **Motion passed unanimously.***