

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, December 4th 2015

9:00 a.m. – 11:30 a.m.

WMC – LC110

Voting Members in Attendance: Randy Hoskins; Sandy Manor; Doug Seely; Ann Hess; Mark Ford; Kenny Keith; Maderia Ellison; Kenny Keith; Eleanore Hempsey; Peggy Belknap; PJ Way.

Advisory Members in Attendance: Mark Vest; Jeanne Swarhout; Stan Pirog;

Staff in Attendance: Paul Hempsey (Recorder); Tamara Martin; Margaret White; Josh Rogers; Wei Ma; Jeremy Raisor; Tracy Mancuso.

1. Approval of Minutes from 11/20/2015

*Sandy Manor made a motion to approve the 11/20/2015 minutes. Doug Seely seconded. **The motion passed with a majority vote.***

2. Review and Approval of Operational Plans

a. Priority 2B - Wei Ma:

Randy Hoskins commented that he had met with Wei Ma regarding concerns he had with the plan and stated he was satisfied it was updated and ready. Sandy Manor confirmed that the updated plan was now posted.

*Sandy Manor made a motion to approve Dr. Ma's Operational Plan. Doug Seely seconded. **The motion passed unanimously.***

b. Priority 1 – Josh Rogers:

Sandy Manor and Maderia Ellison questioned the Operational Budget amounts for each year. Josh explained that a note had been added to each budgeted amount to breakdown the costs. However he had used estimated figures and not updated the amounts after receiving the final quotes and would revise budget.

*Peggy Belknap made a motion to approve Josh Roger's Operational Plan with the budget corrections. Kenny Keith seconded. **The motion passed unanimously.***

c. Priority 1 – Mark Vest:

*Sandy Manor made a motion to approve Mark Vest's Priority 1 Operational Plan. Doug Seely seconded. **The motion passed unanimously.***

d. Priority 2 – Mark Vest/Ann Hess:

Sandy manor asked if we were tabling the MyNPC rewrite. Mark Vest stated that the plan itself moves the rewrite to year 2 so there would be no need to table the vote. Randy Hoskins asked if the timeframe was still correct for the website redesign. Mark Vest responded that it was and we hoped to have a VP of Administrative Services in place by November 2016. Sandy Manor inquired if Druple 8 had been released. Ann Hess confirmed it had been.

*Sandy Manor made a motion to approve Mark Vest and Ann Hess' Operational Plan. Doug Seely seconded. **The motion passed unanimously.***

3. Study Committee Parameters

Mark Vest displayed the Parameters that were discussed at the last meeting and asked if there was anything to add. Eleanore Hempsey asked whether we need to discuss with the committees about how to deal with the multiple location problem. Peggy Belknap stated we need to emphasize that this is a districtwide effort and they need to look at all options. Mark Vest suggested adding a sub-point in section 2 stating that the committee will take into account the regional/geographical scope and diversity of the student population based on their location as they evaluate the problem. Ann Hess wanted to confirm that even though they would be looking district wide we may not be able to provide a solution districtwide. Mark Vest thought that was included in the scope of the problem. Josh Rogers mentioned that the advisors will be working on a non-returner survey, through Qualtrics, which may help in determining the issues that affect students. Mark Vest said it would be helpful to have that data separated to show those that refer to Childcare or Transportation.

Ann Hess had concerns regarding the language "do nothing at this time but....." leaving it as an open-ended task. Sandy Manor suggested that the could mean "until the Expenditure Limit equation is resolved". Eleanore Hempsey suggested adding an additional line stating that if a certain factor/barrier is overcome, then the college could reevaluate the situation. Mark Vest suggested "Do nothing at this time but re-evaluate in the future if barrier x is overcome or there are significant changes to local conditions. Ann Hess suggested that "Do nothing at this time but reevaluate in the future if barriers to x change." Eleanore Hempsey added that the committees should be provided examples of what x might be such as Institutional Cost, Public transportation options, local childcare options, etc.

Mark Vest asked if SPASC would like to specify what form the committee response should take, such as a White Paper. Randy Hoskins suggested having them use the Initiative and Priority worksheets. Sandy Manor commented that there would be a lot of narrative so ask the groups to provide a report, to include a completed Initiative and Priority Worksheet. Mark suggested the wording "Provide summary analysis report of costs and benefits for each option. Complete operational plans for each option using SPASC operational planning documents."

Sandy Manor asked if the Study Committees should be allowed to invite help from outside the committee. Mark Vest would be happy with this as long as SPASC was informed who was participating and get approval. As an example he mentioned the person responsible for rural transit work for Northern Arizona Council Of Governments has volunteered to help including looking for grants to do a Transportation Study. Also Claude Enfield could provide childcare providers who might have ideas as well as First Things First. There were no objections.

*Motion Doug Seely made a motion to approve the Study Committee Parameters as discussed. Ann Hess seconded. **The motion passed unanimously.***

4. Convocation/Budget Hearing Planning

Mark Vest displayed the Budget Calendar and reviewed the upcoming steps that SPASC will be involved in. Maderia Ellison was asked to lead a budget discussion during the first meeting in January 2016. Maderia Ellison stated the dates shown are deadlines for the action to be completed and could be completed early. Paul will post the budget documents to the MyNPC page for review.

At Convocation Mark Vest suggested showing the video Mark Ford put together for the Board and lead into a discussion from there. SPASC can talk about moving from theoretical to practical, implementing what was discussed a year ago and where to find everything on the website. Tracey Mancuso also suggested reminding the staff that this process all started with the college. Sandy Manor asked if there was a place for questions and answers. Ann Hess stated there was a spot on every page to submit questions. Mark Ford offered to add information on the process into his video presentation to try to clarify for the college. Mark Vest also suggested adding a FAQ page as questions start coming in. Sandy Manor also mentioned that Mark Ford offered to prepare a video on common Acronyms which could be shown. Mark Ford asked the Committee to forward Acronyms to him to include in his video. Mark Vest suggested starting with the Board Video followed by a discussion and finish the general session with the Acronyms video.

Mark Vest suggested having a Breakout Session to solicit input for upcoming Strategic Plan. President Swarthout listed the breakout sessions she currently planned to have as follows:

- College Attorney to meet with Faculty
- Title III Breakout
- PASS (not clear on purpose)
- SPASC to solicit input on the Strategic plan

For General Session the President stated there was:

- SPASC Video and discussion and Acronym follow-up
- Introduction of new staff in the form of What's my Line
- PASS
- Bookstore
- Friends and Family

Mark Vest asked the Committee to forward Acronyms to Mark Ford by Friday, December 11th. Mark asked if SPASC wanted to follow convocation with a Qualtrics survey again and the consensus was yes. The Committee decided to cancel the December 18th meeting.

5. Next Steps/Review of Tasks

Task: Paul to add Op Plans to next Exec Team meeting.

Task: Paul reserve SCC symposium for Jan 22nd meeting.

Task: Paul Set up new calendar requests for 2016 meetings.

Task: Mark/Randy to invite Study Committees to Jan 22nd meeting

Task: Mark will work with Debra Myers and bring previous SPASC Qualtrics surveys to the January 8th, 2016 meeting.

Task: Committee will send General College Acronyms to Mark Ford by Friday, December 11th 2015.

6. Adjourn

*Margaret White made a motion to adjourn. Eleanore Hempsey seconded. **Motion passed unanimously.***