

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, April 1st 2016

8:30 a.m. – 11:00 a.m.

Video II

Voting Members in Attendance: Tracy Mancuso (Proxy for Maderia Ellison); Stan Pirog (Proxy for Doug Seely); Bill Fee (Proxy for Eleanore Hempsey); Peggy Belknap; Margaret White; Kenny Keith; Sandy Manor; Randy Hoskins; Mark Ford; Ann Hess

Advisory Members in Attendance: Jeanne Swarthout. Mark Vest

Staff in Attendance: Paul Hempsey (Recorder);

Others in Attendance: Tanya Baker.

1. Approval of Minutes from 03/04/2016

*Stan made a motion to approve, the 03/04/2016 minutes with suggested amendments. Peggy Belknap seconded. **The motion passed unanimously.***

2. Qualtrics Survey Approval

Mark Vest noted the changes he made from the previous survey the committee saw. Tracy Mancuso commented that the plan was to use the introduction to mention that some of the suggestions made at Convocation were items that the college already offered, specifically Royce Kincannon's area. Mark Vest made the edits which were approved. Tracy Mancuso asked when the survey would be sent out. Mark Vest responded it would be emailed to the college on Monday and they will have a week and a half to respond. Tracy Mancuso asked if there was a goal for number of responses. Sandy Manor commented that we could not force people to respond but those that would have a vested interest. Randy Hoskins suggested sending a reminder email mid-week.

Stan Pirog asked if the results would be posted. Mark Vest said there was no reason we couldn't. Stan Pirog thought posting the results, along with how many people responded, as an inducement to participation. Tracy Mancuso asked if the survey can automatically show the results after the user submits their answer. Mark Vest offered to check with Deb Myers and make it so if possible.

Sandy Manor asked if there was an alternative to participate online. Mark Vest said there was not.

Mark Vest suggested posting results on the Future Priorities webpage which was met with no objections.

3. Budget Recap and Discussion

President Swarthout commented that the final budget presented at the April Board meeting will see some modifications, primarily to adjust the expense of the Salary recommendation the Board adopted. Contingency will be reduced to cover the new expenses.

Mark Vest commented that he has worked with Josh Rogers, Wei Ma, and the Business Office to create new object codes to deal with specific PASS items and training so there is a formal place in the budget to show them.

4. Childcare Committee Survey

Tracy Mancuso introduced Tanya Baker, as chair of the committee, and they reviewed the Childcare Survey stating they had a good partnership with First Things First who had provided access to their own survey for PC to use as a starting point. They hoped to achieve an 80% response rate by May 30th and fit in three surveys between now 2017 in case there is a seasonal need.

Sandy Manor asked if they wanted 80% response from parents with children under the age of 13. Tracy Mancuso responded yes. Mark Vest asked if the group knew how many employees had a child under the age of 13. Without that number how do they know if they reach their goal? Tanya Baker responded that they hoped as many people as possible would take the survey, whether they have children or not.

Stan Pirog asked if the respondent answers no to the first question, will it go directly the end of the survey. Tracy said that it would and be recorded as a response.

The SPASC committee reviewed the survey and provided ideas for additional questions and/or rewording of some questions, making the survey questions clearer, and connecting them more to the college's need rather than the larger public concerns.

Not wanting to overlap with the SPASC Convocation follow-up survey Tracy Mancuso suggested the Childcare Survey would go out after April 15th and run through May 30th with several reminders. Tracy Mancuso asked if it could be posted on the NPC website. Mark Vest cautioned that it is a public website and they could see responses they did not mean to collect.

Ann Hess asked if it would be possible to contact non-returners. Mark Vest suggested talking to Josh Rogers as the advisors would normally make those calls.

Sandy Manor asked if First Things First would include any of NPC's questions in their survey to help us. Tracy Mancuso responded that they would not in this first survey but there was the intent to send several surveys out over the span of a year and we can ask for the next iteration to include the NPC questions.

Tracy Mancuso mentioned that Claude Endfield has asked for a paper format for some of her students and, when returned they will be manually entered.

5. Review of SPASC Calendar

Mark Vest reviewed the calendar as it currently stands and informed the committee of the Board's request for more written and less verbal reports. At the last Board meeting he showed the Board members the Operation Plan page on the website and emails will be sent to the OR's to update their section. On the calendar there is a task in April for the President to meet with the Board to develop priorities for a strategic plan and report back at the end of April. President Swarthout commented that it would be an agenda item at the April Board meeting.

Mark Vest asked the committee if he should contact Instructional Council and College Council for ideas for Strategic Priorities and the consensus was he should. Mark Vest commented that according to the calendar the committee was on track.

6. Next Steps/Review of Tasks

Task: Edits to Strategic Priorities document to add Tanya Baker - **Mark Vest**

Task: Email to College Council on Future Strategic Priorities – **Mark Vest**

Task: Qualtrics Survey – If possible add tool for user to see results after submission and email to Contract Employees – **Mark Vest**

Task: Email OR's to discuss their webpage design with Ann Hess – **Randy Hoskins**

Task: Edits to Childcare Survey and email to college – **Tracy Mancuso and Tanya Baker**

7. Adjourn

*Stan Pirog made a motion to adjourn. Mark Ford seconded. **Motion passed unanimously.***