

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

Friday, April 15th 2016

9:00 a.m. – 11:30 a.m.

PDC – LC142

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

**Advisory Members in Attendance:**

**Staff in Attendance:** Terrie Shevat (Recorder).

**Others in Attendance:** Tanya Baker.

**1. Approval of Minutes from 04/01/2016**

*Kenny Keith made a motion to approve, the 04/01/2016. Tracy Mancuso seconded. **The motion passed with a majority vote.***

**2. Convocation Survey Results**

Randy Hoskins presented the results from the Qualtrics Survey for feedback on the Convocation Breakout ideas, noting what each column stood for. An issue of each box accepting multiple answers was mentioned by the group. There was a question on how the survey answers were ranked which Randy Hoskins will pass on to Deb Myers for clarification. Randy Hoskins stated that President Swarthout would be taking the results to the Board, probably at the May meeting.

Peggy Belknap clarified that the information would be presented to the Board for their input in May; the committee will need the Board's input early in fall as the priorities would need to be lined out for the budget by October. Randy Hoskins confirmed that the timeline sounded correct.

Stan Pirog commented that the last time Strategic Priorities were presented the cost to implement, for example Starfish, was not considered till the very end of the process and the committee discussed estimating cost and whether the project would be sustainable in the future. He suggested that the cost be considered prior to the adoption of the New Strategic Priorities.

Ann Hess commented on the vagueness of the survey answers and asked what "Improve external communication" referred to. Randy Hoskins responded the feedback from the breakout session was to improve community awareness of NPC programs, classes, successes and challenges, getting the message across effectively and affordably.

Maderia Ellison commented that, from community outreach and student meetings, a lot of comments from the Snowflake community were lack of knowledge about scholarship programs or activities going on or what we had on offer, which was disturbing. Randy

Hoskins commented that there is a lot of misinformation out in the community, using the example of the perception that NPC credits don't transfer. This was compounded by the TAG Agreement with ASU not accepting NPC welding credits because they were never input in ACRES. Communication with ASU was the issue.

Margaret White commented that we need to do a better job of informing the students, not just waiting for them to come to us but follow Betsyann Wilson's example of going to students and training them to complete scholarship applications.

### **3. Update on College Council and Instructional Council Input for Strategic Plans**

Randy Hoskins commented that Mark Vest went to the Instructional Council and College Council meetings and asked for their input for Strategic Planning. Randy Hoskins also commented that the committee might want to look to CASO for input also.

Peggy Belknap asked if the representatives in the SPASC committee from Faculty Association and CASO and anyone on College Council reported back on the SPASC meetings and perhaps the Co-chairs should be invited to present at the next meeting. Maderia Ellison responded that she represented SPASC at College Council and Mark Vest presented at their last meeting. Margaret White commented that the CASO meetings were only attended by the campus representatives and to reach everyone it would have to be at the retreat after Convocation and staff is not getting the message. Randy Hoskins commented the same was true on the Faculty side and it was hard to get them involved. Margaret White reiterated the need for better communication. Maderia Ellison asked how Margaret White would address the issue. Margaret White responded that the PASS update email by Colleen Readell was a great way to communicate updates but the communication about the Snowflake campus and library was terrible. It is frustrating that even the Head of the department does not know what is happening and the Board will not discuss the Space Use Study till the August meeting which is too late. Stan Pirog asked if the library staff at SCC got questions about the Library often. Margaret White commented they received questions all the time and had nothing to tell staff, students and community members and communication needs to be better.

Peggy Belknap commented that the Deans and Directors meet with the Exec team once a month and, from her perspective, when she needs an answer all she need do is ask. The other recognized organizations at the college are CASO and Faculty Association and should be asking these questions. Margaret White stated that CASO refused to get involved. Peggy Belknap offered to bring the issue up at the next meeting and also suggested providing the question in writing to the Exec team.

Stan commented that this was an uncomfortable subject to talk about but was a great opportunity to learn from and do things better in the future.

Peggy Belknap commented the need for staff who are talking amongst themselves to bring the issue forward to the people who have the power to do something about it and, if the answer is, that the SCC Library will be closed from July 1<sup>st</sup> it get communicated clearly. Stan Pirog commented that he had been asked to provide a plan to proceed with "business as normal" in the SCC library from July 1<sup>st</sup> and has suggested the need to employ two full-time members of staff as with the other locations.

Doug Seely asked why the library issue was not part of a SPASC discussion and if the committee should actually be involved as they are looking at budget information, etc. and

the “Strategic Planning” committee should be looking at the overall picture for the future of the college.

#### **4. Board Meeting Update – SPASC Funds Approved**

Maderia Ellison commented that the Preliminary Budget was approved by the Board at the April meeting. The preliminary budget included the \$150,000 requested by SPASC for Strategic Priorities and is not expected the Board will change this at the May meeting. Randy Hoskins reviewed the SPASC calendar with the committee members suggested input from CASO and the Faculty Association on Strategic Priorities should be added to the cycle.

#### **5. Website Update on OR plans**

Ann Hess commented that both the PASS webpage and Website Redesign webpage were available to view. Sandy Manor and Wei Ma had been contacted about their pages. Peggy Belknap asked where the website redesign was in the process. Ann Hess commented the money to award the Request For Proposal (RFP) was available July 1 and she would be writing it soon.

Randy commented that, working with Ann Hess, an email was sent to the OR’s with a template for them to follow to create their webpage and suggested the committee review the PASS page for details.

Randy Hoskins updated the committee on the PASS attempt to have 80% of employees complete the Online SOAR. The college is currently at 66% and wanted to know how we help them reach the goals. Ann Hess suggested contacting the direct managers and having them contact their staff to have them do it. Randy Hoskins suggested the committee members mention the Online SOAR to the employees they meet and them to complete the training if they have not already done so.

Maderia Ellison also asked the Committee to take the Safe Training course which helps reduce the insurance costs for the college.

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

**Task:** Meeting with Mark Vest – Randy Hoskins

**Task:** Discussion on meeting schedule on May 6<sup>th</sup>.

**Task:** SPASC Membership due to retirements.

#### **7. Adjourn**

*Margaret White made a motion to adjourn. Doug Seely seconded. **Motion passed unanimously.***