

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Monday, August 8 2016

9:00 a.m. – 11:30 a.m.

PDC – LC142

Voting Members in Attendance: Mark Vest; Randy Hoskins; Maderia Ellison; Peggy Belknap; Mark Ford; Bill Fee (Proxy for Eleanore Hempsey); Kenny Keith; Sandy Manor; Colleen Readell; PJ Way; Ann Hess.

Advisory Members in Attendance: Jeanne Swarthout; Tracy Mancuso; Stan Pirog

Others in Attendance: Terrie Shevat (Recorder).

1. Approval of Minutes from 07/15/2016

*Peggy Belknap made a motion to approve the minutes from 07/15/2016. Sandy Manor seconded. **The motion passed unanimously.***

2. Mark Ford Video

Mark Ford presented the SPASC video. He explained the video has one missing scene with Mike Solomonson posing as a disgruntled hitch hiker and plans to film this later today. Mark added the film is a bit rough and needs additional editing with audio.

3. Invite Calendar for ORs to report progress

Mark Vest displayed the SPASC meeting calendar to aid members with scheduling OR progress reports during SPASC meetings twice an academic year. Jeanne asked if we want to stagger them or dedicate one meeting for OR reports. Mark stated it was discussed in a prior meeting two years ago to stagger progress reports in order to conduct regular business along with the updates. Members discussed and Randy suggested Josh report in September due to PASS. Peggy suggested to schedule reports during the distance meetings for OR's convenience. Mark suggested no reports in December and January due to heavy involvement with budgeting. Sandy suggested to move Transportation more towards the end. Tracy suggested Childcare and Josh can both report during the September 2nd distance meeting.

It was decided to schedule OR progress reports during SPASC distance meetings. It was also agreed to schedule Josh and Childcare in September/February, Mark and Wei Ma in October/March, and HR Training Coordinator and Transportation in November/April. In addition, it was discussed and decided that SPASC will request six informational items from ORs to be included in their progress reports: 1. Progress status; 2. Finances; 3. Challenges; 4. Help needed; 5. What can we tell; 6. What's next. Mark suggested that SPASC put together a short template form which contains these six steps. Mark and Randy will contact the ORs and let them know what SPASC is looking for.

Sept/Feb	Josh Rogers	1.	Progress Status
Sept/Feb	Childcare – Tracy Mancuso	2.	Finances
Oct/Mar	Mark Vest (Ann)	3.	Challenges
Oct/Mar	Wei Ma	4.	Help needed
Nov/Apr	HR Training Coordinator – TBD	5.	What can we tell
Nov/Apr	Transportation -?	6.	What's next

4. Committee Make-up and Succession Planning

Mark discussed an issue involving membership previously discovered by Paul Hempsey. Mark displayed the current SPASC membership and explained that due to a change in the Shared Governance Procedure, the committee was added all at once and therefore seven members are scheduled to leave SPASC at the end of this year. Mark presented two options: 1. Allow all seven members to end their term as scheduled, 2. stagger the terms now by asking for volunteers to extend their term. Jeanne stated her concern with all seven members ending their term as scheduled is continuity and not having a sufficient history of what the SPASC Committee is trying to do. Ann Hess volunteered to stay one more year and Randy Hoskins volunteered to stay two more years. Mark stated it would be healthy to replace Doug Seeley with someone from Nursing and Allied Health. Mark will speak with Dr. McGinty and Ryan Rademacher to identify a Nursing and Allied Health faculty to serve a 3-year term. Kenny agreed to serve one more year. Jeanne stated if we accept Kenny's offer to serve one more year and if Eleanore agrees to serve two, this would give faculty a good rotation. Mark noted on the staff side, with Colleen serving three years and Ann serving one, Sandy would be eligible to end her term at the end of this year.

Mark suggested for everyone to report back to their perspective organization presidents and ask how they might recommend a staggered set of appointments. Jeanne summarized today's suggestions noting this would allow for a good cycle if acceptable: Randy-2, Eleanore-2, Doug replacement-3, Kenny-1, Ann-1, Colleen-3, Tamara Martin-?.

Mark added that if committee members want to recommend any changes to a permanent membership of this group, the committee will need to have a discussion in the upcoming year and make a recommendation to the President.

5. Upcoming Year Planning

Accreditation – Jeanne Swarthout

Jeanne discussed the need to complete an assurance argument this year. She would like a draft assurance argument in the system by June of 2017 with a final completed by Summer of 2019. Assurance team leaders will include Jeanne Swarthout, Mark Vest, PJ Way, Debra Myers, Mike Solomonson, and Amber Gentry. Stan Pirog will be asked to complete critical tasks. Jeanne discussed the process and highly recommended that all SPASC members become familiar with the criteria and components for accreditation.

Drupal 8 RFP Update – Ann Hess

Ann updated SPASC members on the Drupal 8 RFP process, noting a recommendation was made and will be presented to the District Governing Board on August 16.

6. Other

Convocation – SPASC Presentation

Mark Vest asked Ann Hess and Bill Fee to give a preview of what they plan to do for their presentation on Public Website and MyNPC at Convocation on Monday. Bill laid out his plans and suggested the idea to dress up in costume as Lewis and Clark as the Core of Discovery. Ann asked for suggestions on how to make her presentation on the website funny. Peggy completed her task to provide prizes for the game at the end of each presentation, which she described as five golden tickets employees can win and use to claim an NPC t-shirt at the SCC front office.

Mark reminded SPASC members of their assignment after the July 15 meeting to send hard to find items like the academic calendar, SOAR, etc. to Ann and Bill. Ann stated she received some items and Bill stated he did not receive any. Mark asked members to send one or two items that are hard to find on MyNPC to Bill before the end of the day. Mark suggested for Bill to speak with Debra Myers since she has knowledge of data on MyNPC that employees are not aware of. Mark liked the Lewis and Clark idea and suggested for Ann and Bill to coordinate their efforts if they plan to work together.

Convocation – Lunch

CTE is providing the lunch option at Convocation. Peggy complimented Randy for doing a great job. Lunch at Convocation will include veggie burgers, all-beef hot dogs, drinks donated by Pepsi, chips and bread donated by Shamrock. Peggy stated all contributions will be given to NPC Friends & Family for student scholarships.

7. Next Steps/Review of Tasks

Task: Invite Debbie Myers to the next SPASC meeting to explain survey results received last spring – **Mark Vest**

Task: Notify ORs about progress reports and the information SPASC is looking to receive – **Mark Vest & Randy Hoskins**

Task: Agenda Items – **Paul Hempsey:**

- a. Feedback from Convocation

8. Adjourn

Mark Vest asked if there is any additional business to discuss. With no comments from SPASC members, Mark declared the meeting adjourned.