

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

Friday, September 1st 2017

8:30 a.m. – 11:00 a.m.

Video II

**Voting Members in Attendance:** Jason Foutz (Proxy for Eleanore Hempsey); Bill Fee (Proxy for Susan Jamison); Tracy Mancuso (Proxy for Maderia Ellison); Randy Hoskins; Peggy Belknap; Vicki Bessinger; Colleen Readell; Nicole Ulibarri; PJ Way; Ann Hess; Mark Ford

**Advisory Members in Attendance:** Mark Vest; Dr. Jeanne Swarthout

**Others in Attendance:** Terrie Shevat (Recorder); Kevin Jones; Dr. Judy Yip-Reyes; Jeremy Raisor

**1. Call to Order**

Mark Vest called the meeting to order.

**2. Roll Call**

Terrie Shevat conducted the Roll Call.

**3. Approval of Minutes from 08/07/2017**

*Peggy Belknap made a motion to approve the 08/07/2017 minutes as presented. Ann Hess seconded. **The motion passed with a majority vote.***

**4. Approval of Minutes from 08/18/2017**

*Peggy Belknap made a motion to approve the 08/07/2017 minutes as presented. Ann Hess seconded. **The motion passed with a majority vote.***

**5. SPASC Restructure**

Dr. Swarthout was asked to share what she envisions for the SPASC group. She explained the Executive Team is looking at ways to organize committee flow with less redundancy and more efficiency. She sees SPASC as the endpoint for committees such as ERC to go to the President or Executive Team. Dr. Swarthout mentioned she is unable to determine a structure of communication and responsibilities until she has a sense of how SPASC would like to reorganize.

Dr. Swarthout shared her goals for SPASC and would like to see SPASC do the following:

1. Improve communications between SPASC and other shared governance committees
2. Reduce redundancy
3. Use employee appointments more strategically and effectively
4. Assist to identify KPIs' for a college data dashboard within the next nine months
5. Run the institutional context of their work

6. Work on institutional improvements using subcommittees and task forces more effectively
7. Maintain a strong alignment of ongoing and visit specific accreditation results
8. Continue documentation of improvements in student learning

Dr. Swarthout asked the committee to be thoughtful of the following:

1. Some people sit on the SPASC group by position
2. SPASC has the ability to hold groups, subgroups, and individuals accountable
3. SPASC has the ability to appoint subcommittees
4. Subcommittees may be given the ability to appoint task forces to help with the work

Ann asked what institutional context of their work means. Dr. Swarthout defined as a broader view of the institution as SPASC conducts their work. Randy asked if January is a timeline SPASC is looking at for restructure. Dr. Swarthout said she would like to write a new Shared Governance procedure that reflects SPASC ideas and the removal of College Council to SPASC by January 1.

Randy invited individual SPASC members to present their ideas and thoughts for SPASC restructure (posted on MyNPC). Presenters include Colleen Readell, Randy Hoskins, Randy Hoskins for Stan Pirog, Peggy Belknap, Ann Hess, Randy Hoskins for Eleanore Hempsey.

Randy opened the floor for comments. The committee discussed the need for at least one Executive Team member to remain a member of SPASC and/or act as a resource during meetings. A suggestion was made to rotate Executive Team members within the position. The committee discussed the chair position(s) and the need to be an Executive Team member or not, and a suggestion to have one faculty member and one staff member each fill a co-chair position. The committee talked about the importance of keeping proxy positions, while noting that a proxy is an extended alternate valuable member of SPASC. The need for direct connection with the Faculty Association and CASO was discussed. Standing committees were discussed with suggestions offered to include Enrollment Management/Student Success, Technology, Employee Relations, Student Government, and Accreditation. Several members agreed that having a large committee with vast representation is positive. It was noted that having no individual prepared to step in when the chair/co-chair steps down is a current weakness in SPASC. A suggestion was made to have an associate chair attend the meetings who could easily step in as chair. The position of recorder was discussed regarding whether or not to keep Paul or consider administrative assistants/secretaries to fill the position with an option to rotate.

Randy suggested the committee prepare a recommendation to the President by October 20. The committee agreed and will work on this task for the next several meetings to complete.

## **6. Agenda Restructure**

Randy presented a template agenda for discussion asking for suggestions and ideas. Randy noted this committee will continue discussions on agenda restructure in future meetings. Tracy felt it was a great framework for an agenda, however, she does not want to lose the calendar put together by Mark and Randy. Randy noted the calendar was specific to priority 1 & 2 and will require updating to include priority 3 & 4. Ann noted the standing discussion agenda item was missing. Dr. Swarthout stated that Paul had some ideas for two separate agenda templates for both live meetings and video meetings. Randy asked the committee to write down their ideas and prepare for continued discussion at the next meeting.

#### **7. Mission, Vision, Values....**

Dr. Swarthout reported on the five comments received from Convocation feedback on the new version of the Mission, Vision, Values statements. The committee discussed to approve or change the new version.

Mark Ford recommended the Vision statement be changed to read **“NPC provides a learner centered environment, responds to community needs through effective and innovative service to our students, and fosters professional growth and collegial collaboration”**. *Vicki made a motion change the Vision statement as stated by Mark Ford. Colleen Readel seconded. The motion passed with a majority vote.*

#### **8. College Council Functions**

Randy discussed College Council standing committees asking how SPASC absorbs them and how to bring them into what SPASC does. Randy mentioned the Employee Relations Committee (ERC) was one of the main concerns. Vicki Bessinger noted College Council standing committees include ERC, Student Success Committee and Sustainability. Reporting committees include CASO, Faculty Association, SGA, SPASC, IC. Bill Fee noted ERC is chaired by the HR director with salary negotiations as the last known activity. Randy asked if there is a charge for ERC. Bill Fee stated there is a folder with this information and he will provide the information to SPASC. Randy asked Vicki to provide a list of College Council committees and who is on them to Terrie Shevat, so she can forward to the SPASC group.

#### **9. Final Assignment of New ORs**

Training - H.R. Director

My NPC - COO

Enrollment Management - VPLSS

External communication - Director of Marketing

Internal communication - CASO President

Mark Vest said he will contact Ina Sommers early next week to discuss the internal communication OR assignment. Randy instructed new ORs' to look at the SPASC MyNPC group page and review the forms SPASC is using to assist with project preparation for presentation to SPASC. Ann suggested the new ORs' look at examples posted on the SPASC page. Mark and Randy will put together the reporting out calendar for the October 6 meeting.

## **10. HLC Multi-Site Visit Update**

Jason reported on the HLC multi-site visit. The visit is scheduled for October 24 and 25. The three sites chosen for the visit are St. Johns Welding, Show Low Automotive, and Whiteriver Center. Jason completed a rough draft on the questionnaire and will submit the final draft within the next two weeks. The HLC visitor is Mr. Tom Hughes from Yavapai. The committee asked Jason to notify all affected faculty and staff. Mark Vest requested he also notify Julie Peck and Oona Hatch given the proximity of cosmetology to welding.

## **11. HR Training Plans**

Bill Fee reported on training activities for faculty, staff, and students. He stated faculty and staff recently received notice from Safe Colleges on four training courses: 1. HIPPA Overview; 2. Cybersecurity Overview; 3. General Ethics in the Workplace; 4. Email and Messaging Safety. He also reported on a Safe Colleges program for students with select courses offered through course syllabi, upcoming SOAR sessions, and MyNPC under My Resources, Student Rights and Responsibilities. Student courses offered include Violence Against Women's Act (VAWA), CLERY Act, and Drug Abuse Program. Jason stated Customer Service training is forthcoming. The committee discussed hiring a new training coordinator.

Dr. Swarthout asked if Bill could set up training for employees with compliance and writing responsibilities which include Accreditation and Federal compliance. Dr. Swarthout requested Bill to send the Executive Team all the different mechanisms we are using to reach students.

Mark Vest stated he needs to know the different mechanisms for student training and he also needs to know at the end of the semester how many students accessed training.

## **12. Inviting Eva Putzova and Dr. Yip-Reyes**

The committee discussed whether Eva Putzova needs to be a member of SPASC or needs to be focused on instructional and PASS activities. Dr. Swarthout stated it would be helpful to invite Ms. Putzova to SPASC once a month. Randy noted Dr. Judy Yip-Reyes is working on a report for PASS and asked if SPASC sees this. The committee discussed asking Dr. Judy Yip-Reyes and Jeremy/Josh to report out to SPASC next meeting.

## **12A. Welcome Dr. Kevin Jones**

Mark Ford introduced Dr. Kevin Jones as his successor on the SPASC group. Mark thanked the committee and noted he will be moving on to the Learning Technologies Committee.

## **13. Next Steps/Review of Tasks/Agenda Items**

**Task:** SPASC to make a recommendation to the President by Oct 20<sup>th</sup> - **SPASC group**

**Task:** Complete the reporting out calendar by October 6 - **Mark Vest & Randy Hoskins**

**Task:** Post Convocation video to the SPASC group on MyNPC - **Paul Hempsey**

**Task:** Talk with CASO President about responsibility on internal communication - **Mark Vest**

**Task:** Provide information regarding HR and ERC to SPASC - **Bill Fee**

**Task:** Provide a list of College Council committees and who is on them to Terrie - **Vicki Bessinger**

**Task:** Remove Mark Ford and add Dr. Kevin Jones to SPASC group on MyNPC - **Paul Hempsey**

**Task:** Notify affected faculty and staff regarding HLC site visit - **Jason Foutz**

**Task:** Set up training for employees with compliance and writing responsibilities which include Accreditation and Federal compliance - **Bill Fee**

**Task:** Provide to Executive Team all mechanisms offered for student training through Safe Colleges - **Bill Fee**

**Task:** Provide to Mark Vest all mechanisms offered for student training through Safe Colleges and the number of students who accessed training at the end of the semester - **Bill Fee**

**Task:** Agenda Items - **Paul Hempsey:**

- I. Judy and Josh/Jeremy to give a short presentation on PASS
- II. SPASC Restructure
- III. Agenda Restructure

#### **14. Adjourn**

*Bill Fee made a motion to adjourn. Jason Foutz seconded. **Motion passed unanimously.***