

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
04-02-10

Members in attendance: Russell Dickerson, Andrew Hassard, Sandy Johnson, Mary Mathias, Debbie Myers, Don Richie, Mark Vest

Advisory members in attendance: Eric Bishop, Eric Henderson, Ann Hess, Cindy Hildebrand, Jeanne Swarthout

Guests: Hallie Lucas (recorder), Susan Olsen

- I. Approval of Minutes
 - a. Approval of 03-05-10 and 03-19-10 Minutes
 - i. Don moved to approve 03-05-10 and 03-19-10 Minutes; second by Mark.
 - ii. Unanimously approved.
- II. Discussion Regarding the Progress of Pillar Teams
 - a. The Pillar teams are in the process of finalizing their Pillars. The 2010-2013 Strategic Plan will be presented at the next SPASC Meeting on 04-16-10 for one final review before it goes to the District Governing Board (DGB) for approval. Hallie will format Pillars 1, 2 and 3. Russell graciously offered to format Pillars 4, 5 and 6.
- III. Review Drafts of Updated Pillars (Finish up Pillar 5)
 - a. Strategic Plan, Pillar 5 – (second half - presented by Susan Olsen)
 - i. Goal 5.2.3 **Develop multiple year capital budget plans**
 1. Bullet 1 – end of bullet add - associated costs
 - a. **Task:** Susan will speak with David Huish to determine a revised date – she will notify Eric B., Hallie and Russell of the new date
 2. Bullet 2 – change date - March 2011
 3. Bullet 3 – remove – already completed
 4. Bullet 4 – no change
 - ii. Goal 5.2.4 **Link program review and assessment to budget development**
 1. Bullet 1 – add to beginning of bullet – Instructional Council to; change date - October 2010
 2. Bullet 2 – remove – date; in place of date, add - annual or ongoing; to beginning of bullet add - deans to; to end of bullet add - via budget requests
 3. Bullet 3 – beginning of bullet add - deans to; add to end of bullet - annual
 4. Bullets 4 and 5 – remove – already completed; clarification was made that benchmarks and key indicators are referring to budget development
 - iii. Priority 3 Responsibility – delete Director of Marketing

- iv. Goal 5.3.1 **Define and document policies and procedures for a comprehensive system of internal controls**
 - 1. Added Bullet 1 – Standard processes for student billing among all centers/campuses
 - 2. Former Bullet 1 – no change
 - 3. Former Bullet 2 – after the word develop add - phased
 - 4. Former Bullet 3 – no change
 - v. Goal 5.3.2 **Enhance disclosures, including a report on the effectiveness of internal controls and procedures for financial reporting along with the external auditor attestation of that report**
 - 1. Bullet 1, 2 – no change
 - vi. Goal 5.3.3 **Develop community and management reports and a reporting calendar**
 - 1. Change goal to **Develop management and community reports**
 - 2. Added Bullet 1 – Obtain feedback from District Governing Board and key partners on types of information want to see (September 2010)
 - 3. Former Bullet 1 – remove
 - 4. Former Bullet 2 – change wording to - Develop management and community reports based on feedback; change date - May 2011
 - 5. Former Bullet 3 – change wording to - Obtain feedback from users on effectiveness of reports and additional information needs; change date - December 2011
 - vii. Goal 5.3.4 **Post all public data on HLC website**
 - 1. Change goal to - Post all public data on NPC archives at www.npc.edu
 - 2. Bullet 1, 2, 3 – no change
 - 3. Bullet 4 – change word - use to access
- IV. Next Steps for the Strategic Plan
- a. Finalize your Pillar keeping in mind the following:
 - i. Speed in submission is vital
 - ii. Submit exact wording you want in the plan
 - iii. Indicate where the changes are to go – be specific
 - iv. E-mail changes to Hallie by 04-07-10, earlier if possible
 - 1. **Task:** Eric B. will e-mail Pillar leads regarding deadline
 - b. Formatting Strategic Plan
 - i. General look of document good – OK for Russell and Hallie to make formatting changes if they feel is appropriate
- V. Other
- a. What will the SPASC Committee do when the Strategic Plan is complete? Suggestions include:
 - i. Tracking deadlines – are they complete?
 - ii. Discuss different accreditation models
 - iii. Off during June and July
 - iv. Look at future plans to move toward
 - b. Motion made by Russell to adjourn; second by Andrew.
 - i. Unanimously approved.