

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
04-15-11

Members in attendance: Russell Dickerson, Claude Endfield, Andrew Hassard, Blaine Hatch,
Gary Mack, Mary Mathias, Deb Myers, Mark Vest

Advisory members in attendance: Trudy Bender, Eric Bishop, Maderia Ellison, Ann Hess, Cindy
Hildebrand, Jeanne Swarthout

Guests: Hallie Lucas (recorder)

- I. Minutes for 04/01/11
 - a. Due to a complication with the recording, these minutes are not yet ready.
- II. Pillar Drafts
 - a. Pillar Three proposed changes/comments (continued) by Eric Bishop
 - i. 3.1.1
 1. bullet 19 – have done network audit by a 3rd party and are working on remediation – actual discovery has been done
 2. bullet 20 – working on Jenzabar users group to help with ERP System and a general group to provide insight and recommendations to Information Services (IS) (similar to former Technology Task Force)
 3. bullet 21 – one log-in and password would authenticate user for all college systems – hope to accomplish within 1 year
 4. bullet 22 – Network Operations Center (NOC) (add to the glossary for Strategic Plan) – we can save money and have better service by doing this in-house through Support Center
 - ii. 3.2.1
 1. bullet 1 – working on – big item in Title III
 2. bullet 2 – trying to accomplish first phases before new budget year begins
 3. bullet 3 – remove this bullet
 4. bullet 4 – Wei Ma will be giving input
 5. bullet 5 – on track for 2012
 6. bullet 6 – looking into possibility of putting software on the domain, accessible when student logs in
 7. bullet 7 – exploring with Adobe Connect
 8. bullet 8 – have purchased Argos and are shifting Institutional Research into an Institutional Effectiveness Department
 9. bullet 9 – training will be given to automate tasks using Argos

10. new bullet 10 (approved by the District Governing Board (DGB)) – Explore the option of centralized scheduling for computing labs to accommodate departments outside of AIS/BUS/CIS to use the labs and also allow for open lab time for all students
 11. new bullet 11 – Pilot at least four course offerings on Adobe Connect (May 2012)
 12. new bullet 12 – Support Title III EAGLE project efforts
 13. new bullet 13 – Evaluate Audio/Video classroom infrastructure and environment to provide improved quality of service through enhanced equipment and software (March 2012)
 - a. Will need faculty input
 - b. We have Title III exploratory group to evaluate distance learning environment to determine model classroom needs
 14. **Task:** Eric Bishop will add a bullet to explore the introduction of mobile devices, thin clients, I-pads or other tablets
- iii. 3.2.2
1. bullet 1 – working with Jenzabar for remediation
 2. bullet 2 – looking at changing number to 100%
 - a. working on best way to train employees
 3. bullet 3 – looking at switching from Honeywell to another provider which could be tied in with social networking (notices to students, etc.)
 4. bullet 4 – accomplished – need to revise bullet to support college moving in the direction of remediating the issues with Jenzabar
 5. new bullet 5 – Pilot online collaboration tools for sharing and managing projects and ideas (December 2011)
 6. new bullet 6 – Establish technology policies and procedures following industry best practices and aligned with college procedures and government laws and regulations (August 2012)
- iv. 3.2.3
1. bullet 1 – develop an efficient solution for 24/7/365 user self-help for technology issues – would do a recording (available online) that shows the step-by-step specifics of the process
- b. Pillar Four proposed changes/comments by Jeanne Swarthout
- i. 4.1.1 – a constant and are still working on it
 1. new bullet – reestablish monthly President’s newsletter
 - ii. 4.1.2
 1. bullet 1 and 2 are under way
 - iii. 4.1.4
 1. new bullet – Promote interdisciplinary teaching and/or cross-training
 - iv. Move 4.2.4 to 4.2.1 – number one priority for new Human Resources Director
 - v. 4.2.2
 1. new bullet – Revise and re-implement lateral move procedure
 - vi. 4.2.3 – have not made progress; however, we still want to proceed
 1. The mentoring should be inclusive of teachers and staff. It is a point of discussion whether to extend to adjunct faculty, as well. We may want to make it a priority for more training for adjunct faculty, as they are a significant group who are interacting with our students.

- vii. Priority 3 – we have done a lot to strengthen hiring – the number one issue is compensation standards
- viii. 4.3.2 – add (underlined words) - Create more automated plan
 - 1. new bullet – Implement and utilize Jenzabar version 2011
- c. Pillar Five changes/comments by Maderia Ellison
 - i. Removed 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5 and collapsed these into:
 - 1. Continue to expand financial resources through grants, partnerships and foundation activities
 - a. add bullet - Develop grant needs for three years (December 2012)
 - 2. Develop and implement an investment policy (June 2012)
 - ii. Priority two – add (underlined word) - Improve financial planning/reporting
 - iii. 5.2.1 – remove – is normal practice
 - iv. 5.2.2 removed and replaced with:
 - 1. Develop core financial management reports using Argos software (December 2011)
 - 2. Modify Jenzabar accounting structure (December 2012)
 - a. Change general fund code
 - b. Training for financial services staff
 - c. Realign reports
 - d. Modify business processes
 - v. 5.2.3 change to – Develop annual multiple year capital budget plan
 - 1. add bullet - Maintenance to continue to develop a three year revolving facilities maintenance plan
 - 2. add bullet - Divisions to continue to develop a three year capital needs plan
 - vi. 5.2.4 – remove
 - vii. Priority 3 – over last several years we have documented a lot of our internal controls, resulting in positive audit results – we are switching auditors and will be under State authority
 - viii. 5.3.1 – change to – Continue to define and document policies and procedures for a comprehensive system of internal controls
 - 1. add bullet - Develop procedures and processes between Finance and IS to comply with PCI requirements related to security of credit card payments
 - 2. add bullet - Develop procedures and processes to comply with Red Flag Rules related to identity theft
 - 3. add bullet regarding – Written grant procedures
 - 4. add bullet - Monitor new state transparency requirements and develop process to comply with requirements
 - ix. 5.3.2 – remove
 - x. 5.3.3 – change to – Continue annual outreach programs to identify community desires
 - xi. 5.3.4 – remove
- d. Pillar Six changes/comments by Blaine Hatch
 - i. 6.1.1 – change to – Regularly review and update crises plan. Work to communicate plan to employees, students and communities. Add an activity to schedule and conduct crises plan drills.

1. Note: Possibly put together a committee that would regularly review and update this plan. There are federal regulations regarding crises drills.
- ii. 6.2.1 – continue with equipment goal but possibly with new timeline and lower priority
- iii. 6.2.2
 1. bullet 1 - start planning this summer and make a connection to the Facility Master Plan
 2. bullet 2 – start storage facilities this summer
- iv. 6.2.3
 1. bullet 1 – connect this to development of a Facility Master Plan
 2. bullet 2 – continue and coordinate with IS
 - a. How much Title III will tie in with this area?
 3. bullet 3 – continue and coordinate with Business and Industry Training
- v. 6.3.1
 1. bullet 2 – needs updated
- vi. 6.4.1
 1. bullet 1 – sustainability committee has been included as a standing committee of the College Council effective Fall 2011
 2. bullet 2 – preliminary evaluation started but additional staff resources are necessary to complete
 3. bullet 3 – recycling efforts implemented college-wide
 4. possible addition of new goals aligned with President’s Climate Commitment
- vii. 6.4.2 - continue – some curriculum developed, but not implemented
- viii. 6.4.3 - recommendation – re-evaluate inclusion of this goal – may not fit within 3-year Strategic Plan
- ix. Additional recommendations:
 1. Develop and implement Master Facilities Plan that responds to current needs and provides capacity for growth.
 - a. Include two Career and Technical Education skill centers as a central focus of Master Facilities Plan
 - b. Identify specific facility needs for existing and future programs through the district (currently addressed partially in Goal 2 under Priority 2 – move that to this new recommendation)
 - c. Explore partnership options for skill centers development
 - d. Investigate capital funding options for implementation of Master Facilities Plan (currently addressed as an activity under Priority 3 – move it here)
 - e. Remove - Explore options for potential land acquisitions based on Master Facilities Plan

III. Other

a. Strategic Plan

- i. **Task:** By the end of today, Pillar teams need to firm up their Pillars, to make them look like the final draft, and submit them to the Strategic Planning input site or to Eric Bishop to post. Core components should be checked for accuracy.

- ii. The revised Pillars will be discussed at the SPASC Meeting on 05-06-11 (the revised Strategic Plan goes to the DGB on 05-17-11 for first read – prefer not to make changes after that).
- iii. Format needs to be much like the current format (get individual Pillars in a Word document on the Strategic Planning input site).
 - 1. The current formatting works well; however, it was suggested that the core components be bolded (or another color, etc.) to make it stand out more.
- iv. **Task:** Russell will fine-tune the formatting in the strategic plan.
- v. **Task:** Pillar leaders will send the equivalent of their Pillar tracked changes to Dr. Swarthout, as it helps with her annual update to the DGB.
- vi. **Task:** Eric Bishop will send an e-mail reminder to the Pillar leaders regarding what they need to do.
- vii. There are no revisions to the current strategic initiatives in the Strategic Plan; however, next year the criteria and components will change.
- b. Eric Bishop and Mary Mathias gave two presentations at the Higher Learning Commission (HLC) Conference in April – “Chaos to Stellar”, which dealt with the turmoil of going through the self study process and being coined as stellar by the HLC visiting team chair.
- c. There will be an “evidence file” subgroup and chair. **Task:** Mary and Eric will try to coordinate by the end of the semester.
- d. Motion to adjourn by Russell Dickerson; second by Deb Myers
 - i. Unanimously approved