

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

Friday, June 20, 2014  
9:00 a.m. – 11:30 p.m.  
PDC LC142

**Members in Attendance:** Stan Pirog for John Bremer, Debbie Myers, Ann Hess for Peggy Belknap, Blaine Hatch, Eleanore Hempsey, Randy Hoskins, Gary Mack, Kenny Keith, Doug Seely (on phone), Eric Bishop,

**Advisory Members in Attendance:** Leslie Wasson

**Staff in Attendance:** Tracy Mancuso, Lisa Jayne (Recorder)

**1. Approval of Minutes from June 6, 2014**

Stan Pirog stated on page 3, under item 6, it should be noted that Mark is responsible for the listed task.

*Stan Pirog made a motion to approve the minutes from June 6, 2014 with the noted change. Ann Hess Seconded. **Motion passed unanimously.***

**2. Operational Plan Walk-through**

a. SPASC walked four priorities through the proposed operational plan process to see if the forms are workable, as is. Only suggested change was to indicate that the last column, unexpected barriers encountered, is to be filled out after the initial planning process. Suggested change was, "During implementation, list any unexpected barriers encountered." It was decided that overall the forms work.

b. SPASC discussed the 1999 strategic plan as a possible model. The pros of the layout are that it's shorter, more concise, on one page, and lists specific objectives and tasks, and the language is more vernacular. Discussion about how specific the plan needed to be using measurable goals and ability to evaluate completion took place. Blaine Hatch stated that the College needs to move from a strategic plan that lists a lot of great ideas to a plan that allows the College to accomplish something.

c. running the technology and marketing operational plans through the strategic planning calendar was skipped since the updated calendar was not available.

### 3. SPASC Housekeeping

#### a. Minute Format:

Tasks listed as "**TASK:**" in the minutes was said to be helpful, and the current format was acceptable to everyone.

#### b. Approval of Meeting Schedule

**TASK:** After some discussion Lisa Jayne was asked to send out a Doodle Poll to ascertain if there was a quorum for August 1, 2014, December 19, 2014 and January 2, 2015 meetings. The results of the poll will be brought to the next meeting and the meeting schedule will be voted on at that time.

### 4. SPASC Membership and Structure

#### a. Proxy member list

Some discussion took place about guests being eligible as a proxy. It was decided a list would be compiled of attending persons, to include Tracy Mancuso, and would be sent to the president for approval.

*Ann Hess made a motion to form a proxy list to be approved by the president. Stan Pirog Seconded. **Motion passed unanimously.***

**TASK:** Lisa Jayne will send a proxy list to SPASC and to the president for approval.

### 5. Strategic Planning process for Fall 2014

Some discussion took place on how the transition into the new process will take place. It was decided that SPASC will start using the process and forms now to see how it works with the current strategic plan.

### 6. How will SPASC inform itself how the ORs/GRs are doing and assist those efforts?

Discussion took place on this item; it will be added to next meeting's agenda for further discussion.

### 7. Would it be worthwhile to have ORs bring key GRs with them when they report out to SPASC?

Discussion took place on this item; it will be added to next meeting's agenda for further discussion.

### 8. Should SPASC develop a checklist of items we will want to know when ORs/GRs report? Should we disseminate that checklist in advance?

Discussion took place on this item; it will be added to next meeting's agenda for further discussion. Several members felt the Initiative and Priority Worksheet and Operational Plan Template functions as a checklist for reports. This item will be added to next meeting's agenda for further discussion.

**9. How best to keep SPASC and the College informed of progress made on strategic priorities and goals.**

- a. Quick “dashboard” view with % to completion charts or summaries
- b. Make documentation available to anyone who wants to see more depth?
- c. myNPC Strategic Plan page? Public website page? Both?

Discussion took place on these items; they will be added to next meeting’s agenda for further discussion.

**10. HLC Quality Initiative**

Leslie Wasson stated that the QI Team is currently transitioning from a design team to an implementation team and had nothing new to report.

**11. HLC Assurance**

Leslie Wasson stated this item will only need placed on the SPASC agenda quarterly.

**12. Strategic Planning & Budgeting**

- a. Updated SPASC Calendar
- b. Draft Criterion Team Compliance/Recommendation Form

*Eric Bishop made a motion to table these items until the next meeting. Debbie Myers Seconded. **Motion passed unanimously.***

**13. Next Steps**

- Reports should be done on video meeting days
- Proxy list approved by president
- Look at convocation ideas previously presented
- Look at strategic plan, presidential initiatives, & work into initiative & priority worksheet
- Final approval of SPASC calendar
- Final approval of Criterion Team Compliance/Recommendation form
- Approval of meeting schedule after doodle poll results

**TASK:** Leslie email convocation results to everyone

**14. Adjournment**

*Stan Pirog made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.***