

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

Friday, January 22<sup>nd</sup> 2016

9:00 a.m. – 11:30 a.m.

SCC – LC110

**Voting Members in Attendance:** Randy Hoskins; Stan Pirog; Doug Seely; Ann Hess; Kenny Keith; Maderia Ellison; Eleanore Hempsey; Peggy Belknap; Sandy Manor; Mark Ford; PJ Way; Margaret White.

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

**Staff in Attendance:** Paul Hempsey (Recorder); Tamara Martin; Tracy Mancuso.

**Others in Attendance:** John Spadaccini; Tanya Baker; Dawn Palen; Claude Enfield.

**1. Approval of Minutes from 01/08/2015**

*Peggy Belknap made a motion to approve the 01/08/2016 minutes. Ann Hess seconded. **The motion passed with a majority vote.***

**2. Study Committees**

Mark Vest welcomed the Study Committee members in attendance and informed them that, although these groups are part of the 2016-17 Strategic Plan that SPASC would like them to get organized this semester and, if they wanted to, get started, but definitely be ready to begin at the start of the Fall 2016 semester. He went on to review the Study Committee parameters, drawn up by SPASC, with the members in attendance and asked if they had any questions or needed anything from SPASC to get started.

John Spadaccini commented that it would be nice to have a list, with contact details, of the members of the Study Committee he was in, a cleaned up version of the parameters, and a SPASC member at the first meeting.

Mark Vest commented that this was possible and that a member of SPASC was on each committee.

John asked about electing a chair within the groups. Mark Vest responded yes. It would also be possible to bring in outside help and split into smaller groups to each research a particular option. It was also noted that once the new Institutional Effectiveness Director is in place that they would be a great resource to utilize. It was asked if the groups could meet soon and a first report be ready for the February 19<sup>th</sup> SPASC meeting.

**3. Budget**

After President Swarthout reported on potential action in the new Legislative Session, including the death of ATRA's bill and JTED funding bills, Maderia Ellison presented on the budget, stating there are still a number of unknown factors at this stage. These include the Tax levy, which has not yet been approved though the college is again looking for the

maximum 2%, Salary recommendations, changes in Healthcare costs, etc. A Tuition increase of \$2 per credit hour, if approved, should provide an additional \$100,000 per year. \$2 million is slated to be transferred to Capital Budget and Contingency Funds are built into the budget but both could be decreased.

From there salaries and benefits are removed and, with a rollover of budgets we could already be \$1 million in deficit.

Maderia Ellison clarified that only land purchases and building construction or improvements are excluded from the Expenditure Limit. Also Fund 10 is for entities that are supposed to be self-sustaining, such as the Bookstore, Community and Corporate Learning, etc. but these are not currently self-sustaining.

Ann Hess suggested making a video to put up on the website explaining to the entire college the budget process, especially as Maderia made it easy to understand.

#### **4. Reviews from Convocation**

- a. Josh Rogers presented on the PASS breakout at Convocation. Both breakouts were well attended, and a number of excellent questions were asked and answered and a video showing, in part, how Starfish will be utilized was shown. Randy Hoskins added there was a number of Pilot faculty in attendance and they were asked to provide an early graded assignment this semester. A Starfish link for faculty and staff to view the system is available in the PASS page of MyNPC.
- b. Tracy Mancuso and Kenny Keith presented on the SPASC breakout. They completed a SWOT analysis, plus trends, with the group. Many of the issues noted are things the college is already aware of and working on and Randy Hoskins asked if there would be a good way to inform the college of this. The report also showed there was a misunderstanding in the college between Online Education classes and Distance Learning Classes.
- c. Ann Hess and President Swarthout began their review of the Convocation breakout on Internal and External Marketing of NPC. Due to time constraints the conversation did not reach a conclusion but a number of ideas were suggested. Peggy Belknap has found that an in-person one-on-one with her chairs has great value. Also mentioned was the communication structure that is already in place at the college and if we were not using it effectively. Randy Hoskins commented that when developing the Welding Program the department would meet for lunch to discuss. Some staff would like a text message, some prefer an email, and some don't use either. Stan Pirog made the point that too much information is sent to the college and a "Less is more" approach would be better. Eleanore Hempsey suggested that an employee who regularly attends community meetings, such as a chamber of commerce meeting, could be asked to present on NPC matters. Peggy Belknap raised the issues of the Policy that says only the President should talk for the college. President Swarthout also commented that a danger lies, not with a scripted presentation, but questions that could be asked. As time ran out Mark Vest asked the question "who would be responsible for collecting the information and decide what three or four topics the college is sent?"

## 5. College Archives

Not covered due to time constraints.

## 6. Next Steps/Review of Tasks

**Task:** Clean up Parameter wording and send to Study Groups - **Mark**

**Task:** First Study Group Report on February 19<sup>th</sup> Agenda - **Paul**

**Task:** Send Study Group membership list and contact information to each group - **Paul**

**Task:** Budget Information to be sent to SPASC members. – **Paul (once received from Maderia)**

**Task:** Add College Archives to meeting with new IE Director. - **Paul**

**Task:** Agenda items to finish off Convocation and Communication conversations. - **Paul**

## 7. Adjourn

*Eleanore Hempsey made a motion to adjourn. Doug Seely seconded. **Motion passed unanimously.***