

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, October 2, 2015

8:30 a.m. – 11:00 a.m.

Video II

Members in Attendance: Blaine Hatch, Eleanore Hempsey, Randy Hoskins, Sandy Manor, Stan Pirog (proxy for Margaret White), Doug Seely, Ann Hess, Mark Ford, Kenny Keith, Peggy Belknap, Jeremy Raisor, Josh Rogers

Advisory Members in Attendance: Jeanne Swarthout

Staff in Attendance: Lisa Jayne (Recorder); Tracy Mancuso

1. Approval of Minutes from 9/18/2015

Sandy Manor stated that under Agenda Item #3, Review Budget Development Calendar, it was not approved by board, but merely reviewed.

*Stan Pirog made a motion to approve the 9/18/2015 minutes with the proposed corrections. Doug Seely seconded. **The motion passed unanimously. Peggy Belknap abstained.***

2. PASS Update - Review applicants for the transportation and childcare study committees

Eleanore Hempsey noted that Pat Lopez would like to serve on the childcare study committee. Lisa Jayne stated she had volunteered to be on the transportation committee but was not on the list.

Discussion about community participation on the committees took place. After extensive discussion on volunteers it was decided that Dawn Palen would be placed on the childcare committee and Tamara Martin and Terry Green would be placed on the Transportation committee, and that all volunteers would be utilized in the process.

Task: Peggy Belknap will contact Robin Mercer, a temp employee, to clarify that her time on the committee will be as a volunteer and not part of her paid duties. Peggy will also speak with Claude Endfield to make sure there's mutual understanding on her role as a retired faculty member on the committee.

It was decided that Tracy Mancuso would be the interim chair for the childcare study committee, and Sandy Manor would serve as interim chair for the transportation committee.

Discussion took place about possible restrictions that might prevent the study committees from starting the committee assignments in the spring rather than next fall. It was generally expressed that the formation of the committees has created some momentum, and making committee members wait a year wasn't necessary since there are no budgetary needs for the committees.

It was decided that there could be a discussion with the committee members and SPASC in December, allowing them to organize, and then in January there could be discussion between SPASC and committee members about committee mission. Peggy Belknap stated the exec team needed to approve having the committees begin their assignments earlier than planned.

Task: Mark Vest will obtain approval from the exec team for moving ahead with study committees in the spring.

Task: Randy Hoskins will send an email to the study committee members to layout timeline after exec team approval.

3. Review and Approve the revised strategic priorities and responsibilities assignment

Randy Hoskins reviewed the revised strategic priorities and responsibilities assignment sheet.

*Eleanore Hempsey made a motion to approve the amended strategic priorities and responsibilities assignments. Doug Seely seconded. **Motion passed unanimously.***

4. Decide on ORS and review Operational Plan with PASS OR

Josh Rogers reviewed the PASS priority worksheet, operation plan, and timeline with SPASC. Discussion about possibly hosting Online SOAR in a less expensive modality took place. Ann Hess said if it was hosted on the College webpage than we would have to have someone to track use. Josh stated that there is an annual evaluation of this in order to ask if there's any better or cheaper ways to offer Online SOAR. PASS will meet with the Faculty Association to review Star Fish in order to get feedback.

Josh Rogers stated he found using the op plan template beneficial, as he felt it help him focus down on goals with listing the specific steps needed for completion. He stated he will send to SPASC any questions he had about the form.

Ann Hess Reviewed the Website op plan with SPASC for a second time.

Jeremy Raisor reviewed the op plans for student funding, scholarships and payments for students with SPASC. Discussion about how to get scholarship information out to students took place. Jeremy Raisor stated the priority worksheet seemed to be geared more for multi-year projects, rather than one year projects. Ann Hess agreed that she felt the initiative and priority work sheet was unnecessary.

Jeremy confirmed he felt multiyear projects are serviced by the initiative and priority worksheet. Peggy Belknap stated she sees a need for both. There was general agreement that the worksheet was useful for multiyear projects.

After some discussion it was decided that having the operational plans to SPASC prior to the next meeting for review would be helpful. It was discussed that having all the ORs report together might be helpful.

Task: Randy Hoskins will contact ORs to have them send in their op plans a week ahead of time for SPASC to review.

5. Discuss possible third SPASC Meeting in October on Oct. 16

It was decided that adding an October 30 meeting would be decided at the October 16 meeting.

6. Next Steps/Review of Tasks

Agenda Items for Oct. 16:

- Jeremy Raisor, Josh Rogers, Wei Ma, Mark Vest, Ann Hess and PJ Way present Op Plans
- Discuss possible Oct. 30 meeting

Task: Mark Vest will obtain approval from the exec team for moving ahead with study committees in the spring.

Task: Randy Hoskins will send an email to study committee member, after Mark gets exec team approval, to layout timeline to committee members

Task: Peggy Belknap will contact Robin Mercer, a temp employee, to clarify that her time on the study committee will be as a volunteer and not part of her paid duties. Peggy will also speak with Claude Endfield to make sure there's mutual understanding on her role as a retired faculty member on the committee.

Task: Randy Hoskins will contact ORs to have them send in their op plans a week ahead of time for SPASC to review.

7. Adjourn

*Sandy Manor made a motion to adjourn. Doug Seely seconded. **Motion passed unanimously.***