

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, January 8th 2016

9:00 a.m. – 11:30 a.m.

WMC – LC110

Voting Members in Attendance: Randy Hoskins; Stan Pirog (Proxy for Sandy Manor); Doug Seely; Ann Hess; Kenny Keith; Maderia Ellison; Eleanore Hempsey; Peggy Belknap;

Advisory Members in Attendance: Mark Vest; Jeanne Swarhout.

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

1. Approval of Minutes from 12/04/2015

Kenny Keith made a motion to approve the 12/04/2015 minutes. Maderia Ellison seconded. The motion passed with a majority vote.

2. Convocation Planning

Kenny Keith volunteered to lead the Breakout session and Tracy Mancuso will assist. Their topic will be “The Next Two Years of Strategic Initiative Thinking”. Randy Hoskins and Doug Seely offered to run the General Session where they will have two videos to show from Mark Ford and highlight the SPASC page on the website. They can also highlight the current Strategic Priorities and briefly mention the Operational Plans for some but not all as we are waiting for open positions to be filled.

3. Qualtrics Survey

Mark Vest displayed the Qualtrics survey sent to the College after the SPASC Breakout at last year’s Convocation. The same items will stay on the list and more will be added from the Breakout session. The committee agreed to follow the same process as last time.

4. Budget Hearing Planning

Maderia Ellison commented that each year the process has tried changes and should be viewed as a fluid process. The intent of the Budget Hearings is to decide on whether to make cuts or to support items. The Budget is expected to be relatively flat and therefore, with the addition of the Strategic Priorities that the committee has decided to fund, the choice will be to cut the Contingency Funds built into the budget each year or to find cuts elsewhere. Currently ASRS will have a negligible increase and we are still waiting for Healthcare costs. Salary recommendations follow at a later date. The big topic of discussion at last year’s meeting was handling the cost of Summer school but this year we will have some data to use.

Mark Vest offered to provide the cost analysis presented to the Exec Team to the next meeting. Eleanore Hempsey asked if Half Price Tuition would be kept for Summer Classes to which Mark Vest replied yes, at least for another year.

Mark suggested there were things the committee needed to agree on.

1. Who leads the discussion?
2. The Structure the Hearing will follow.
3. The information the presenters should provide.
4. Outcomes.

LEAD: Peggy Belknap was volunteered to lead along with Maderia Ellison. Both accepted the role.

STRUCTURE:

Mark Vest tried to break down the budget discussion into categories as follows:

1. Current & Non-Discretionary Costs
2. Mandatory Increases (Increase ASRS or Healthcare. Salary)
- 2.5 Salary & Benefits increase
3. Strategic Priorities
4. Department Priorities
5. All other Requests

After much discussion within the group it was decided that the final structure should look like the following:

1. Strategic Priorities
2. Salary & Benefits (Current & Possible changes)
3. Current Rollover Budget as a starting point but look for reductions.
4. Department Priorities

Some important discussion points, comments, questions and answers were:

Stan Pirog made the point that some departments have a much larger budget for absorbing cuts in their budget. Speaking for Library Services as an example he mentioned that there is typically a 6% rise in database costs each year and would that be a Non-Discretionary cost or a department priority to maintain the databases for college use.

Stan Pirog also mentioned that, when SPASC agreed to adopt the current set of Priorities, not enough thought was given to the fact that they would need to be paid for out of department budgets. Mark Vest commented that in the future when SPASC are looking at these types of decisions there should be a better cost/benefit analysis before agreement to move forward with a Priority.

Eleanore Hempsey asked if departments who had open positions could use the money earmarked for salaries for other priorities until the position was filled. Mark Vest stated that, in the past, departments could overrun their temp budget when they had open positions in a salary for temp salary trade off. President Swarthout said the college really had to be careful making those decisions as salary decisions were not at a department level and therefore should be brought to the table during the Budget Meeting to be decided.

Mark Vest commented that it would be worth reminding those who come to the Budget Meeting that the college does not have a budget limit, it has an Expenditure Limit. Therefore while it sounds appealing to say we will take it out of the contingency that actually means we will spend more money and breach the Expenditure Limit by a larger amount. We are already breaching the Expenditure Limit.

INFORMATION TO/FROM PRESENTERS:

To: Roll over Budget as a starting point for discussion.

To: Provide the Process ahead of the meeting

To: Give increase estimates for salary and benefits and strategic priorities and how they are going to affect budgets.

To: Provide the Budget goal. The meeting is then to reach that goal!

From: Capital Budget Requests.

From: Plan to meet the Budget Goal with reductions where possible.

From: Justification of increases.

The Budget meeting was scheduled for Monday, February 29th 2016 between 9am and 4pm in the Tiponi Board Room. Maderia will draft a message to the Budget Managers outlining the decisions made at the SPASC meeting and informing them of the changes to the Budget Meeting.

5. Next Steps/Review of Tasks

Task: Agenda Item for next meeting: Review of Convocation Breakout Session for Qualtrics Survey – **Tracy Mancuso and Kenny Keith**

Task: Agenda Item for next meeting: Review for Budget Hearing – **Maderia Ellison**

Task: Invite Study Committees to next meeting at SCC Symposium – **Mark Vest/Randy Hoskins**

Task: Agenda Item - College Archives

6. Adjourn

*Doug Seely made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.***