

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, November 21, 2014

9:00 a.m. – 10:30 a.m.

CSI Lab

Members in Attendance: Peggy Belknap, Eric Bishop, Ann Hess, Randy Hoskins, Eleanore Hempsey, Gary Mack, Kenny Keith, Doug Seely, Margaret White, Sandy Manor

Advisory Members in Attendance: Leslie Wasson, Stan Pirog

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

1. Approval of Minutes from 11/7/2014

Sandy Manor asked that it be noted in the minutes that in regards to the Criterion 3 report, Jennifer Bishop reported on the faculty portion and Sandy Manor reported on the staff portion. Randy Hoskins added that the minutes needed to be titled “minutes” instead of “agenda.”

*Peggy Belknap made a motion to approve the 11/7/2014 minutes with suggested changes. Margaret White seconded. **The motion passed unanimously.***

2. Review of Wednesday November 19, 2014 Budget Manager Training

SPASC discussed the budget training meeting that took place on 11/19/2014. After some discussion it was decided that training needed to consist of less time going through examples and more time practicing.

a. Budgeting cycle – Consensus was the colors were helpful, but also aligning each step with the month to be completed was also helpful. Several people thought the boxes with color shading needed the colors reversed to be more accurate. It was decided that Mark Vest would be asked to add the month of completion to the outside of graph. It was agreed that this flowchart would be useful to present the new strategic and budget planning at convocation.

Task: Mark Vest will update flowchart with months for each box; reverse colors in box five and six.

b. Initiative & Priority Worksheet

Discussion about both the Initiative & Priority Worksheet took place. It was clarified that the Initiative Worksheet is first document, and then the Priority Worksheet is the second to be completed. Also, Operational Plan dates need to reflect upcoming year – operational plan should list high priority goals first. The

reference to strategic plan numbers should have a column.

Task: Ann Hess will make suggested changes to the worksheets.

c. Training improvement opportunities/and adjustments to Budget Training

Individual budget managers will need to be reminded about upcoming budget cycles, and what's next in the budgeting process. It was noted that specific Departments will have their own cycles to follow with timelines. Peggy Belknap stated that the College also needs to be made aware of where the budget cycle is at. Supervisors should take initiative in pulling department employees into the process.

For today's manager meeting Gary Mack suggested that directions be more specific going into the hands on section. Stan Pirog suggested making it clear that for this year's cycle, if an initiative doesn't line up with the current strategic plan, and doesn't need new monies, than it doesn't apply to this process.

3. Next Steps/Review of Tasks

-**Task:** Mark Vest will update flow chart

-**Task:** Ann Hess will update Initiative worksheet

-Criterion 4 will report next meeting

4. Adjournment

*Stan Pirog made a motion to adjourn. Eleanore Hempsey seconded. **Motion passed unanimously.***