

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, March 7, 2014

8:30 a.m. – 10:00 a.m.

Video 2

Members in Attendance: Leslie Wasson, Deb Myers, Mark Vest, Peggy Belknap, Eric Bishop, Ryan Rademacher, Blaine Hatch, Peggy Belknap, John Bremer

Advisory Members in Attendance: Jeanne Swarthout, Ann Hess, Stan Pirog.

Staff in Attendance: Lisa Jayne (Recorder)

Approval of Minutes from 2/21/2014

Ryan Rademacher made a motion to approve the minutes from 2/21/2014. Mark Vest seconded. Eric Bishop abstained. The motion passed with a majority.

Strategic Planning and Budgeting

Leslie Wasson stated there were a couple amendments proposed to the reporting and planning calendar, one of which was to report back to the Board in August. The problem with this is faculty will not be available during the summer to participate in drafting of an annual report.

Other suggestions were to institutionalize the strategic plan timing, the operational plan timing and budget integration of those two processes. Leslie Wasson will bring suggestions to SPASC. Leslie stated she has received several operating plans and it will take some time to provide feedback by the end of the month. Jeanne Swarthout asked if it would be helpful to have other SPASC members to look over the operating plans as well. Leslie stated it might be a good idea to draft some guidelines for what goes into both the strategic plan as well as the operating plan to give drafters a little better idea of what to focus on.

Jeanne stated a template is a good idea but it might be helpful to have SPASC members review operating plans before asking them to design some. Eric Bishop, Blaine Hatch, Mark Vest, and Jeanne Swarthout volunteered to review operating plans. Blaine asked what timelines and due dates for the operating plans were, as the Board, one member in particular, is interested in that level of detail as it connects to budget.

Jeanne stated the draft calendar that was sent out showed it would start in October and would be due to the exec team in January but that for this year the operational plans should be sent out to SPASC members so that Board member questions can be answered. Also, templates should also be sent to all SPASC members. Feedback on the operating budgets is due March 21 at the next SPASC meeting.

Budget hearings were held Feb. 25, the budget is still off target but staff was asked to review budgets and asked for revisions by today. Nearly \$600,000 is what needs to be cut out of proposed budgets. Leslie Wasson asked how she could more effectively facilitate the budget hearings. Jeanne Swarouth stated a stronger link in budget discussions needs to be made between the strategic plan and budgets. Eric Bishop stated it would have also been helpful to see operation plans before the budget hearings. Leslie stated that in the proposed timeline the operational budgets do go out before the budget hearings.

Discussion took place about effectiveness of budget guidelines. Peggy Belknap suggested there should be discussions about budget increases before the budget hearings take place. Jeanne stated the Board is going to want to be more interactive with the strategic plan and a June retreat for the Board will help set college priorities. A workshop for budget managers in the fall was suggested. Blaine stated connecting the strategic plan to the budget will help work out budget issues.

Quality Initiative

Leslie Wasson shared the list of Quality Initiative members. Discussion about who should be on the Quality Initiative Project committee as well as the timeline for the project was discussed. Leslie stated she would be providing QI members with the surveys that were done on the topic as well as examples of other projects other colleges have done along the same line. Eric Bishop stated the committee needs a student perspective. Mark Vest stated a Student Success Survey could be utilized. Mark stated he would liaison with the Student Success Committee about either identifying or writing a survey that could provide information to the Quality Initiative writing team. It was agreed the survey needed to be done as soon as possible in the process.

HLC Assurance

Leslie Wasson stated it would be a good idea to have faculty attend the AZ Assessment Conference next year. Leslie Wasson will be attending the AZ Association for Institutional Research (AAIR) which meets concurrently with the Perkins Group, the grant group and ASSIST during Spring Break. The Higher Learning Commission Annual Conference is in April in Chicago, and the Assessment Academy in June that Dr. Henderson and Shannon Newman will be attending and presenting as part of the process for exiting the Assessment Academy.

How to improve process and results within SPASC

Leslie Wasson asked for further input on how to improve the strategic planning process. Eric Bishop stated faculty needs to be more involved in strategic planning. Faculty Association presidents and three faculty members are to be on the SPASC but presently only have one faculty member. The survey sent out to faculty members only 26 faculty members responded about their availability. There were no volunteers and no better times or days indicated, Thursday afternoons and Friday afternoons were only days indicated. It was decided that Leslie and Ryan will send out another invitation to faculty to join SPASC as it is imperative to have faculty on board. Will likely move SPASC meeting time to Friday afternoons to accommodate faculty.

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Adjourn

Eric Bishop made a motion to adjourn. Peggy Belknap seconded. Motion passed unanimously.