

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

Friday, April 3, 2015  
8:30 a.m. – 11:00 a.m.  
Video II

**Members in Attendance:** Maderia Ellison for Blaine Hatch, Tracy Mancuso for Peggy Belknap, Stan Pirog for Kenny Keith, Mark Vest, Doug Seely, Sandy Manor, Eleanore Hempsey, Ann Hess, Gary Mack, Margaret White

**Advisory Members in Attendance:** Jeanne Swarthout, Sharon Hokanson

**Staff in Attendance:** Lisa Jayne (Recorder)

**Guests:** Ann Hilliard, Shannon Newman, Charlie Perkins

**1. Approval of Minutes from 3/20/2015**

Stan Pirog and Eleanore Hempsey stated their attendance was not noted in the minutes.

*Sandy Manor made a motion to approve the 3/20/2015 minutes with corrections. Doug Seeley seconded. **The motion passed unanimously.***

**2. PASS Retention Academy - Ann Hilliard**

Ann Hilliard stated that she, Mark Vest, and Leslie Wasson attended the HLC Retention Academy, and as a result they will be working on a project to ascertain what data the College already has on retention and completion, and then will build it into a data book for the academy team to take with them to the Retention Academy in June in St. Charles. This reporting will be based on a version of either The Strategic Vision 20/20 Community College Report or IPEDS, or a combination of the two. The College was also assigned a mentor while at the HLC workshop, Dr. Rebecca Campbell from NAU, and she is to help the College go through data and help us make decisions on what to use for the PASS project. She will be doing a mentor visit on April 27 and 28.

An RFP is being put together, assisted by Eric Bishop, in effort to acquire software to support the PASS process. This will hopefully be done by the middle of April. There will be a 60 day response period on the RFP that will allow the vendors to ask questions. The PASS team will be asking employees after Labor Day to come in and watch demos of the top two vendor software when they bring their programs to campus in order to get feedback on it.

Mark Vest stated he attended sessions while at HLC on quality initiative projects like PASS, and it seemed that our college is headed in the right direction. The other institutions identified that there is a great need to make earlier, better, and more intentional contact with students.

Eleanore Hempsey stated she was concerned that the software program used for the PASS process be accessible and easy to use, and not a burden to faculty.

Mark Vest stated the PASS process will identify at-risk students, but the other important step is to figure out how to help them once they've been identified.

Mark Vest stated Josh Rogers is getting information about a grit test which measures commitment level to education, which has been found to be more indicative of successful completion.

**3. Criterion 4 Report - Charlie Perkins & Shannon Newman**

Mark Vest stated there has been a fair amount of confusion about exactly what the Criterion teams are expected to provide SPASC.

Several needs improvements items were discussed on the report. Discussion about what to do about the needs improvement categories took place. President Swarthout stated that the criterion teams should identify where compliance can be located, and can also make recommendations but SPASC should decide if the suggested recommendation is adequate and if there are more recommendations to be made.

Chairs will sketch out a worksheet clarifying what forms. There were no new changes to recommendations by the Criterion team.

**4. Accreditation Process /Review from another institution - Jeanne Swarthout**

President Swarthout stated she did speak with community colleges at HLC who have completed the process and there was a consensus that going from self-study to assurance can be a bumpy process. The general process these colleges followed was to assign two people to each criterion to find evidence, make some recommendations, but not to make it a complicated process.

**5. SPASC Recommendations from all Criterion Reports - review discussion**

**Task:** President Swarthout will contact MCC staff about a meeting with SPASC to discuss their process, on April 17 if possible.

It was decided that a team on federal compliance needs to be formed, probably two people on the team that will go to the various areas of the College. It was agreed that this should be an even higher priority than the criterion. Mesa Community College has been through the process and found that they were

successful in using small teams. Mesa Community College is willing to come speak to SPASC about their process.

**Task:** President Swarthout will send out documents from MCC about their process.

#### 6. Federal Compliance - Doug Seely

Doug Seely presented two documents from HLC on Federal Compliance issues. Jeanne Swarthout stated presently the College is in compliance; our current task is to sort out what evidence we have to demonstrate compliance.

Discussion about best appointments for a two person team for federal compliance took place. It was decided that the Director of Enrollment Services and the Director of Financial Aid would be the best appointments.

*Sandy Manor made a motion to assign the Director of Enrollment Services and the Director of Financial Aid to lead federal compliance efforts for the commission. Tracy Mancuso seconded. **Motion passed unanimously.***

#### 7. Sick Leave Bank Discussion

Maderia Ellison stated the ERC has made a recommendation that allows for staff and faculty to submit 8 hours per year to a sick leave bank, which would replace the current catastrophic leave procedure. Discussion about the proposed procedure took place. It was clarified that new employees could not utilize the bank during their first year.

**Task:** Maderia Ellison will send out the updated Sick Leave Bank procedure to SPASC.

It was decided that the proposed sick leave bank will be an action item for the next meeting on April 17.

#### 8. Next Steps/Review of Tasks

- Sick Leave Bank Action Item for April 17
- **Task:** Maderia Ellison will send out the updated Sick Leave Bank procedure to SPASC.
- **Task:** President Swarthout will send out documents from Mesa Community College about their process.
- **Task:** President Swarthout will contact Mesa Community College staff about a meeting with SPASC to discuss their process, on April 17 if possible
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#### 9. Adjourn

*Doug Seely made a motion to adjourn. Tracy Mancuso seconded. **Motion passed unanimously.***