

**ANNUAL REPORT ON STRATEGIC PLANNING
NAVAJO COUNTY COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

June, 2008

The administration, staff, and faculty of Northland Pioneer College are pleased to provide the District Governing Board of the Navajo County Community College this annual report summarizing 2007-08 activities outlined in the Strategic Plan, 2007-2012. The annual report follows the structure of the Strategic Plan.

Pillar 1 Advance High Quality and Accessible Learning Opportunities

Priority 1. Establish a “Culture of Success” through student support systems including a student-centered service ethic.

Activities accomplished

- Hired a web-learning coordinator with Title III funding
- 3-year rotation plan for equipment upgrades instituted
- Conversion of WebCT courses initiated with Moodle purchase and JICS training
- Jenzabar JIC S testing and training initiated with staff and faculty
- Instructional Council re-established Placement Committee
- 100% increase in faculty professional development funding
- Faculty professional development procedures revised for more faculty inclusion and wider participation in funding
- Created online courses for Structured English Immersion and Software Quality Assurance
- Piloted web-based 3rd party tutoring program
- Developed NPC Orientation course for rollout in Fall 2008
- Print version of college catalog reinstated and developed for Fall 2008

Activities moved to 2008-09 Strategic Plan

- Continue JICS implementation
- Continue conversion of WebCT courses to other platforms
- Analyses of student placement data
- Create “in-house” professional development opportunities
- Develop online orientation program
- Re-develop NPC website using Drupal and provide student information via the website

Priority 2. Expand curriculum (programs) and course offerings in response to community and workforce needs and student interests

Activities completed

- Initiate Heavy Equipment Operator program and revised its curriculum
- Reinstated Computer Technology Program in conjunction with NAVIT and Department of Commerce grant
- Began Cosmetology Program at St. Johns location
- Revised Therapeutic Massage Program and curriculum to meet new State standards
- Implemented Pharmacy Technician Program in conjunction with NAVIT
- Implemented Certified Nursing Associate courses at Chinle as part of nursing grant

Activities moved to 2008-09 Strategic Plan

- Adequate recruit of STEM grant students
- Identify new internships partnerships
- Revise internship handbook
- Develop internships in sciences (STEM grant)

Priority 3. Documented learning in all courses and programs

Activities completed

- Initiated Higher Learning Commission Assessment Academy in January
- Posted HLC Assessment Plan in April
- Initiated Critical Thinking assessment pilot

Activities moved to 2008-09 Strategic Plan

- Implement new program review cycle
- Revise program review template
- Promote teaching innovations and document best practices

Pillar 2 Strengthen Institutional Planning and Accountability

Priority 1. Determine service area needs

Activities completed

- Establishment of Community Advisory Council
- Community Advisory Council met in April

Activities moved to 2008-09 Strategic Plan

- Develop and conduct survey of business and industry needs

Priority 2. Enhance enrollment, recruitment and management procedures

Activities completed

- Master Facility Plan firm hired
- Budget process made transparent and inclusive
- Budget process tied directly to Strategic Plan
- Wide dissemination of current data generated by college reports
- High school faculty invited and attending advisory board meetings in Building Trades, Administrative Information Services and Business
- Marketing Director hired
- Marketing plan initiated
- Marketing materials reviewed and in the process of revision
- Web design consult retained
- New “Ernie the Eagle” outfit arriving shortly – no more motley chicken

Activities moved to 2008-09 Strategic Plan

- Set FTSE goals by group
- Utilization of specific focus groups

Pillar 3 Strengthening Technology to Support Learning and Service

Activities completed

- Evaluate network infrastructure
- Issue RFP for Wide Area Network Upgrade
- Issue RFP for Document Imaging Service (Title 3)
- Faculty and staff testing of JICS LMS and CRM
- Completed accurate inventory of computer hardware, software and peripherals
- Initiated plan for recycling and disposal of out-of-date computer equipment
- Established and conducted regular purchasing/leasing procedures
- Established replacement cycles for all equipment and software, including computers, network, distance education class equipment, DRA resources, multimedia class equipment, telecommunications, copiers, and peripherals.
- Determined applicable legal and regulatory frameworks for classrooms/distance education/information services
- In the process of establishing plan to bring system into compliance
- Began process of upgrading and expanding classrooms to provide minimum standard of multimedia functionality in all classrooms by evaluating current technologies and functionalities
- Assessment of potential to provide libraries with central-point color printers and scanners
- Initiated RFP to provide email to all students by Fall 2008
- Developed training plans for all IS staff and implemented for current year

- Provided lead with Student Services in seeking external funding for technological development through submission of FIPSE and individual Title III proposals
- Initiated the development of security and recovery plans that include system redundancy and backup at remote locations, still in progress

Pillar 4 Strengthen Human Resources and Employee Relations

Priority 1. Develop and implement a full-service Human Resources Department
Activities completed

- Changed Personnel Department to Human Resources Department
- Hired Human Resources Director
- Moved Employee Benefits to Human Resources Department

Priority 2. Establish stability, consistency and excellence in college staff and services

Activities completed

- With College Council, revised Employee Grievance Procedure
- Revised Emeritus Policy
- Revised and posted Employee Handbook with improved procedure for documentation of receipt
- Provided supervisor training in payroll processes
- Provided training, with attorney, for supervisors in discrimination, ethics, performance reviews
- JICS testing with faculty and staff
- Hybrid course development in Biology, Humanities, History

Activities moved to 2008-09 Strategic Plan

- Develop and implement new employee orientation
- Design and implement employee mentor program

Priority 3. Strengthen hiring, evaluation and compensation standards

Activities completed

- Standardized search and interview process
- Performance evaluations 80% completed
- Held 2006-07 retiree luncheon in Fall 2007
- Held 2007-08 retiree event in May, 2008

Activities moved to 2008-09 Strategic Plan

- Actively recruit new adjunct faculty

Priority 4. Foster an institutional environment that encourages teamwork, pride in job and institution, professional growth and development

Activities completed

- None

Activities moved to 2008-09 Strategic Plan

- Service awards moved to Fall 2008 Convocation

Pillar Five. Strengthen Fiscal Resources to Support Critical Programs and Services

Priority 1. Identify and develop a variety of funding alternatives

Activities completed

- Master Facility Plan RFP awarded
- Master Technology Plan awaiting approval
- Federal and state grants identified
- Proposals submitted for new FIPSE, individual Title III and nursing grants
- Equalization defense documents prepared and disseminated
- 2006-07 audit submitted on time with improved findings

Activities moved to 2008-09 Strategic Plan

- Master list of grants developed
- Grant procedure Manual prepared and distributed

Priority 2. Improve financial planning

Activities completed

- Budget planning gains transparency through day-long meeting with budget supervisors
- Budget planning driven by the Strategic Plan
- Budget Review systems are operational
- Budget training offered to all budget managers
- Budget Allocate module implemented
- Budget development schedule met
- Budget reports created and disseminated
- Current budget reports made available throughout institution
- Audit Committee established and functioning
- Procedures and mandate established for Audit Committee
- Common financial reports posted to public website
- Determination of best financial practices completed

Activities moved to 2008-09 Strategic Plan

- Purchase Order Approval module implemented

- Assessment and Program Review linked to budget planning

Pillar 6 Strengthen Facilities Through Planning and Development

Priority 1. Investigate and pursue funding options for capital and facilities development

Activities completed

- Summarized under other pillars

Priority 2. Expand facilities to accommodate growth while developing functional facilities for end user

Activities completed

- Awaiting Master Facilities plan
- Completed accurate inventory of computer equipment/software
- Equipment replacement cycles established decreasing catastrophic maintenance; predictability of employee scheduling; increased student satisfaction

Activities moved to 2008-09 Strategic Plan or later

- Program-specific space design and storage not undertaken until MFP available

Priority 3. Prepare, disseminate, and implement safety and emergency plan for natural disasters, manmade events, health threats, and hazmat events

Activities completed

- Produced and distributed a new and improved chemical Safety Plan
- Completed and distributed a Hazardous Communication Plan
- Conducted Hazardous Materials Safety training
- Emergency Procedures under revisions, text message RFP issued
- Meetings with local/regional Emergency Preparedness teams held

Activities moved to 2008-09 Strategic Plan

- Extensive training of employees in Chemical Safety and Emergency Procedures