

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, July 15th 2016

9:00 a.m. – 11:30 a.m.

WMC – LC110

Voting Members in Attendance: Stan Pirog (Proxy for Mark Ford); Ann Hess; Colleen Readel; Eleanore Hempsey; Kenny Keith; Sandy Manor; Randy Hoskins; Mark Vest; Tracy Mancuso; Peggy Belknap.

Advisory Members in Attendance: Jeanne Swarthout; Bill Fee.

Others in Attendance: Paul Hempsey (Recorder); Josh Rogers.

1. Approval of Minutes from 06/17/2016

Sandy Manor made a motion to approve the 06/17/2016 minutes. Kenny Keith seconded. The motion passed with a unanimous vote.

2. Recruitment

Josh Rogers addressed the committee and commented that Recruitment had focused on NAVIT and Dual Enrollment to try to attract High School students and had ordered SAT and ACT contact information for the area and mailed letters to them. Advisors have presented at NAVIT classes. An effort has begun with high schools to have Don Call scheduled to attend on a regular basis. A meeting with Counselors from Snowflake High School was productive and it would be great if all High Schools would be willing to do the same. An issue identified was that many other colleges visit twice a semester and NPC do not have the resources to match this even though we are in the area.

Eleanore Hempsey commented that the hope was to set up a community calendar and advertise to the college to find out if anyone is attending local events or if they would be interested in attending events to represent NPC. Randy Hoskins commented that the SPASC discussed having a group of volunteers, staff and faculty, at each location who would be interested in helping out and it could count towards non-classroom activities for faculty.

Josh Rogers mentioned that every year it is an issue to staff the NPC booth at the County Fair and having it as part of an employee's job description could be beneficial. Mark Vest commented that work was underway on revising the procedure on how faculty are evaluated and it does not take into account the faculty that do a lot outside the classroom. If options could be presented to faculty of committee service work or assist with admission, especially for their own programs, or work on a project like PASS we might see more participation. Other staff and particularly hourly paid employees are another subject. Eleanore Hempsey and Stan Pirog commented that this is where a yearly calendar would be

beneficial, so employees would know well in advance of events and be able to plan accordingly to attend.

Mark Vest commented that Don Call may have to shift from a mindset of being the only college recruiter to being a coordinator for recruitment and managing a team of volunteers.

Josh Rogers commented that he had ideas that he thought may help with recruitment. Potentially sharing the cost of a High School Counselor, with the High School, who can focus on recruiting students for NPC. This is already a function in the NAVIT program. Another idea was to have Don Call focus on community recruitment and hire another person to focus only on high school recruitment and be constantly visiting high schools in the area. Mark Vest responded that, given the budget concerns at the college, to hire someone with this thought would require the stipulation that they generate revenue, through enrollment increases, sufficient to cover the cost of their position within a certain timeframe.

A discussion followed regarding High Schools bringing students interested in a particular program to an NPC campus, the Student Ambassador program, and adding the concept of Service Learning as part of the curriculum in courses.

3. Transportation Survey

Mark Vest displayed the Survey provided by the Transportation Committee and a discussion followed. Several ideas, on survey format and questions, were offered to Sandy Manor to take back to the committee.

4. Convocation Planning

a. Agenda

Welcome – 10 minutes (9:10) - **President**,

Service awards (28) and Introduction of new employees (17 currently) - 35 minutes (9:45) – **Human Resources**

Policy and Procedures review for 30 minutes (10:15) – **Exec Team** Sent out beforehand

President's address for 15 minutes (10:30) - **President**

Break 10-15 minutes (10:45)

Cyber-security training (Potentially covered via Webinar training over summer and fall) for 15 minutes (11:00) – **PJ Way**

Lunch 1 hour and 15 minutes (Potato Bar?) (12:15) Re-sign in after lunch - **Paul Hempsey, Eleanore Hempsey and Peggy Belknap**

SPASC Video and update for 15 minutes (12:30) – **Mark Vest and Mark Ford**

PASS 30 minutes (1:00) – **Josh Rogers**

MyNPC 30 minutes (1:30) – **Bill Fee**

Break 15 minutes (1:45)

Public Website 30 (2:15) – **Ann Hess**

What's next and Wrap-up 5-15 (2:25) – **SPASC and President**

A suggestion was made, to help stay within the schedule, that presenters who run over make a donation to Friends & Family. This could also be used for employees returning late from lunch.

b. Presenters/Facilitators

The committee identified the facilitators as listed above.

- c. Parking Lot Headings –
- PASS Questions and Suggestions
 - My NPC Questions and Suggestions
 - Website Questions and Suggestions

5. Next Steps/Review of Tasks

Task: Email presenters and Facilitators at Convocation with their tasks – **Paul Hempsey**

Task: Contact Friends and Family about a Potato Bar lunch option – **Peggy Belknap**

Task: Parking Lot for Convocation – **Paul Hempsey**

Task: Send ideas for the website scavenger hunt to Ann Hess - **SPASC**

Task: Agenda Items – **Paul Hempsey:**

- a. Mark Ford Video
- b. Finalize Invite Calendar for ORs
- c. Discussion on Doug Seeley Replacement and Succession Planning
- d. Upcoming Year Planning

6. Adjourn

*Stan Pirog made a motion to adjourn. Kenny Keith seconded. **Motion passed unanimously.***