

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

Friday, November 18, 2016

9:00 a.m. – 11:30 a.m.

WMC – Aspen center 111

**Voting Members in Attendance:** Stan Pirog (Proxy for Eleanor Hempsey); Colleen Readel; Tracy Mancuso (Proxy for Peggy Belknap); Ann Hess; Randy Hoskins; Susan Jamison; Sandy Manor; Maderia Ellison

**Advisory Members in Attendance:** Mark Vest; Jeanne Swarthout;

**Others in Attendance:** Pamela Dominguez (Recorder); Vicki Bessinger; Jason LaBute; Kevin Jones; Nicole Ulibarri; Misty Hancock; Josh Rogers; Amber Hill; Bobbi Sample; Jessica Kitchens; Donna Krieser; Cara Joe-Dukepoo

**1. Approval of Minutes from 11/04/2016**

*Tracy Mancuso made a motion to approve the 11/04/2016 minutes. Sandy Manor seconded. **The motion passed with a majority vote.***

**2. Enrollment Management conversation & Template review/sub-committee**

Mark reviewed the Enrollment Management Inventory form. Suggestions to change the template were recommended.

Suggested changes:

- *Participant's* column moved to the left of *Current annual costs, in dollars and employee resources*.
- Add a column that talks about *Intent*.
- First row to have a sample.

The departments should get together as a group to fill out the form to list three responses and limiting the responses to ten. Adding a key for the template that defines for people what we want in the columns. It was discussed to possibly add a line at the bottom so you could state what you ought to be doing specific to your department. Mark will make the changes and send out the template Monday, November 26, 2016 to Deans, Directors and Coordinators. Responses should be sent to Paul Hempsey by Friday, December 9, 2016. We can discuss the responses at the Friday, January 20, 2017 SPASC meeting.

**3. Recruitment update – Josh Rogers**

Josh sent out an email *what recruitment could look like in the future for NPC*. Don Call is leaving December 2, 2016. The ideal change if funding was not an issue is to have three people.

*Manager of Recruitment and Admissions* – manage and assist with visits, manage recruiting projects, plan recruiting events, supervise a north recruiter and south recruiter.

*North Recruiter* – would visit schools in the north area twice a semester, create close

relationships with workforce specialists and chambers and assist recruitment in the CCL area.

*South Recruiter* – would visit schools in the south area twice a semester, create close relationships with workforce specialists and chambers and assist recruitment in the CCL area. The recruiters could help the High School Department.

*Temporary Worker* – Could help with paperwork, mail letters and things.

The main focus would be high school students and we could help the Community & Corporate Learning (CCL) side as well. There is another group in Arizona of 140,000 people between the ages of 19 to 25 which are neither in school or have jobs; workforce has been reaching out to this group. Proposition 206 will have a negative impact on budgets this year. Different ideas how to restructure current positions to assist with recruitment were mentioned. A Calendar of Events so other areas could help with recruitment at the high schools since they are our feeder groups. There are 350,000 people in the age group 19 to 35 that are neither in school or have jobs. Faculty volunteer groups could help and go toward committee assignments. Offices with down time could possibly help in reaching out to these groups. It is labor intensive to drive all over the district; schools could bring their students to the campus. Starting a Bridge program through the summer and offering math and science boot camps- possibly using Talon classrooms. Open houses working with local school districts could be another option. Fast track scholarship for adults and require them to take a 3 credit College Success course in the summer and in return they would get half-tuition. The state wants to have 60% of Arizonans to have a degree or a certificate by 2030. Quality On-line courses could help with enrollment issues, but not a solution. Competition for On-line courses is vicious; we have a price point to compete in the market with the universities during the summer. Navajo county is where our primary tax dollars come from. Out-of-state enrollment has to be pulled out of our FTSE count. Grants are not a solution with the amount of reporting that needs to be done. Josh will post the job description as is and look at someone that can manage and recruit. Recruitment is a piece of the Enrollment Management Plan.

**4. Technology Management conversation/sub-committee – P.J. Way**

P.J. Way was not in attendance. Technology Management is tied to the Enrollment Management Plan. Should the Technology Management group do an inventory? Who is going to be on the group for the Technology Management Plan?

**Agenda item for next time.**

**5. Assurance and compliance/report and recommendations – Dr. Swarthout**

We have not made any progress.

**6. Transportation Survey update – Sandy Manor**

Talking to Betsy Ann, all the Leg-Up Grant recipients but two mentioned they used the money to pay for gas. NACOG sent out a Mobility survey.

**7. Next Steps/Review of Tasks**

**TASK:** Edit and Send out Enrollment Management Template-Mark Vest

**TASK:** Review and post job description-Josh Rogers

**8. Adjourn**

*Stan Pirog made a motion to adjourn. Tracy Mancuso seconded and the motion **passed unanimously.***