

Northland Pioneer College

Strategic Planning and Accreditation Steering Committee Meeting Minutes

Friday, January 20th, 2017

9:00 a.m. – 11:30 a.m.

WMC – Aspen Center 111

Voting Members in Attendance: Stan Pirog (Proxy for Kenny Keith); Tracy Mancuso (Proxy for Susan Jamison); Randy Hoskins; Peggy Belknap; Sandy Manor; Colleen Readell; Maderia Ellison; PJ Way; Eleanore Hempsey.

Advisory Members in Attendance: Mark Vest; Jeanne Swarthout;

Others in Attendance: Paul Hempsey (Recorder); David Huish; Josh Rogers; Jeremy Raisor; Vicki Bessinger; Bill Fee.

1. Approval of Minutes from 12/16/2016

*Peggy Belknap made a motion to approve the 12/16/2016 minutes. Ann Hess seconded.
The motion passed unanimously.*

2. Convocation Breakout Summaries

a. Technology Plan – PJ Way

PJ Way provided a report on the Technology Plan Breakouts at Convocation noting that one was held for Faculty and another for staff. PJ commented that, when asked, faculty members who attended were unable to name the current priorities.

PJ Way also gave a brief update of events within the I.S. department related to the Technology plan mentioning an I.S. mission statement had been created and a SWOT Analysis completed. A plan to create a sub-committee, of no more than 8 members, was planned to work on a Technology plan and PJ asked the committee to provide recommendations on who could be asked to serve.

b. Faculty Advising – Randy Hoskins

Josh Rogers was invited to review the Faculty Advising Breakout from his perspective and mentioned his notes were posted to the MyNPC page for SPASC. Josh commented that there was a lot of great discussion with faculty and he felt the next step would be to talk to the Deans about what might work best in their Division.

Randy Hoskins commented that attendance was pretty good and a number of great ideas were put forward such as virtual advising hours where skype could be utilized. He mentioned that, although most faculty already do some advising, if it is mandated they would be looking for monetary compensation. PJ Way commented that it could be tied to Program Viability, make the connection with your students keeps your program going.

c. Enrollment Management – Mark Vest

No report.

d. Healthcare – Maderia Ellison and/or Bill Fee

Bill Fee commented the breakout was well attended and produced a number of good

questions. A link to the Bluebook website has been provided to the college by HR.

e. Strategic Priorities – Stan Pirog

Stan Pirog gave an overview of the breakout session noting it was very well attended but did not receive any feedback.

f. Website – Ann Hess

Ann Hess provided an overview of the breakout session and reviewed some of changes that will be coming to the new website, comments she received and questions that were asked. Ann Hess informed the committee that representatives from Archetype 5 will be visiting campuses in February/March to meet with employees and students.

Randy Hoskins mentioned that PASS held a Starfish social during Convocation and showed part of a training video that was created. Josh Rogers mentioned that students were already beginning to utilize the functions within Starfish.

2. Convocation Feedback and Next Steps Conversation – Mark Vest

3. NPC Mission – Jeanne Swarthout

Dr. Swarthout commented that the Board had not yet significantly weighed in on the Mission discussion but a Board Retreat was being planned for March. A major overhaul of the Mission statement is most likely not required.

President Swarthout commented on what is happening at the state legislature and with the Governor's budget and mentioned we can expect more losses to Property Tax revenues this year.

President Swarthout stated that she hoped to find new revenue streams this year, hopefully in partnerships with private and/or public entities, to maximize efficiencies and decrease costs. The college needs to stabilize and look to grow enrollment, part of which will be helped by filling faculty positions and increasing our relationship with High Schools and growing Dual Enrollment. An assessment of current curriculum, including a look at more online delivery and Program Viability is required. We need to collaborate better with Community College partners in the north end of the state, NPC, Coconino and Mohave as all three are struggling in their own way. We need to be enacting more automation of Business processes partly for cost savings and efficiencies but also to help our students. Legislatively we will be looking to get TALON dual enrollment students into regular FTSE headcount, and completion data, as well as a new equalization formula which would start using headcount instead of FTSE.

President Swarthout mentioned that when SPASC make a decision on how to proceed there needs to be a conversation with the Board.

Maderia Ellison commented that as the committee looks at stabilizing enrollment one of the first steps will be looking at program viability and curriculum pathways. Mark Vest mentioned that it could be a long process depending on how the committee.

A discussion on Enrollment Management followed with Mark Vest stating that he did not see it being productive for SPASC to take on these tasks without giving up some of their current duties. Randy Hoskins noted the Priority Worksheets were already established and worked well so an OR could be placed in charge and utilize them. Tracy Mancuso also mentioned how helpful the document Stan Pirog provided would be to an OR.

Peggy Belknap suggested there are already groups in the college (College Council, Instructional Council, Faculty Association, Student Services Coordinators, etc) that should be working on many of the items mentioned and should be tasked by SPASC to help. PJ Way suggested they needed to be given clear directions with deadlines and desired outcomes. Maderia Ellison expressed support for not forming new committee and utilizing those currently in place as well as the current priority worksheets. It was suggested that College Council could be assigned the task, with very clear parameters, to assess customer service within the college both from a student view as well as an employee view. Peggy Belknap also suggested the information has to come, first, from the President. PJ Way stated that it didn't all need to be on the President and ideas should be filtered up through the college hierarchy and be assessed before the President sees them as to viability and usefulness.

4. Enrollment Management – Mark Vest

Discussion on Enrollment Management took place during the NPC Mission discussion.

*Peggy Belknap made a motion to appoint VPLSS as OR for Enrollment Management, CIO as OR for Technology Management, and President as OR for Partnerships and Collaboration. Ann Hess seconded. **The motion passed unanimously.***

5. Technology Management – PJ Way

Stan Pirog volunteered to serve on the Technology Plan team.

6. Next Steps/Review of Tasks

Task: Review HLC Open Pathways Book before next meeting – **All Committee Members**

Task: Send recommendations for the Technology Plan team to PJ Way – **All Committee Members**

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

- i. PASS Report
- ii. HLC Open Pathways
- iii. Budget Meeting Prep

7. Adjourn

*Colleen Readel made a motion to adjourn. Stan Pirog seconded and the motion **passed unanimously.***