Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Friday, March 3rd 2017
8:30 a.m. – 11:00 a.m.
Video II

Voting Members in Attendance: Eleanore Hempsey; Kenny Keith; Susan Jamison; Sandy Manor; PJ Way; Colleen Readel; Ann Hess; Peggy Belknap; Tracy Mancuso; Maderia Ellison; Bill Fee; Nicole Ulibarri.

Advisory Members in Attendance: Jeanne Swarthout; Mark Vest;

Others in Attendance: Paul Hempsey (Recorder); Josh Rogers; Vicki Bessinger; Renell Heister; Jinger Stephenson.

1. **Call to Order**
   Mark Vest called the meeting to order.

2. **Roll Call**
   Paul Hempsey conducted the Roll Call.

3. **Approval of Minutes from 02/17/2017**
   Kenny Keith made a motion to approve the 02/17/2017 minutes. Susan Jamison seconded.
   The motion passed with a majority vote.

4. **Transportation Committee Report**
   Sandy Manor provided an update from the Transportation Committee noting the survey results should be available by the April 7 SPASC meeting and the goal will be to complete the White Paper in May.

   Mark Vest asked if there was any discussion in Winslow of the city joining the current transit line that stops at NPC campuses. Sandy Manor responded that she did not think so.

   Mark Vest asked if the Committee was noting that there is a major transportation issue currently. Sandy Manor responded that initial results showed there are pockets of issues but some strong carpool groups are in place but dependent on a student's area of study.

   Mark Vest asked if the Hopi transit system had any interest in connecting to the Holbrook campus for the Skills Center. Sandy Manor responded that they were looking at changing the timing of buses, to meet class start times, but not currently the route.

5. **Educational Technology**
    Discussion was tabled till Dr. Ma would be available.

6. **Enrollment Management**
    Mark Vest provided a draft workflow for the Enrollment Management project (available in the document library of the SPASC MyNPC page) and discussed his ideas on how to complete the project and who should be asked to help within the college and community. Mark Vest noted that he had utilized the template from the Strategic Enrollment Management guide provided by Stan Pirog.

    Mark Vest mentioned that he had submitted a recommendation to the President's office on who he believes should form the Planning Committee and suggested they should be Presidential appointments, where possible. The group consisted of:

    -   Matt Weber
    -   Bonnie Sorensen
    -   Amber Hill
    -   Jason Foutz
    -   Gary Segay
    -   Jessica Kitchens
    -   Julie Peck
    -   Gary Santillanes
    -   Kevin Jones
    -   Michelle Hunt

    The committee gave support to the list of committee members and the President's office will contact them individually.

    Mark Vest mentioned that SPASC will need to provide a working timeframe and parameters/guidelines as they did with the Study Committees. Dr. Swarthout suggested October 1st would give the group enough time to work but still be able to fold requests into the budget and receive approval from the Board. The committee agreed.

    Maderia Ellison offered to find a person to provide clerical support for the committee.

    Mark Vest and Maderia Ellison noted that Phase IV would be the most difficult as defining what the college would like to become will have far reaching effects on recruitment, facilities, divisions and/or programs, I.S. support, etc. and many of the changes need Board approval. Dr. Swarthout commented that the Board needed to be kept informed and committed with the process.

    Ann Hess gave a brief update on the Website redesign and the visit from Archetype 5 for feedback.

7. Next Steps/Review of Tasks/Agenda Items

> **Task:** Working Timeframe and Set of Guidelines for Enrollment Management Committee – **All Committee**
> **Task:** Educational Technology Suggestions – **All Committee**
> **Task:** Recruit Recorder for Enrollment Management Committee – **Maderia Ellison**
> **Task:** Review Vision and Values – **All Committee**
> **Task:** Enrollment Management request to suggested committee members – **President's Office**
> **Task:** Review Hennepin Tech Community College Website – **All Committee**
> **Task:** Agenda Items – **Paul Hempsey**:
>   I.   Visions and Values Discussion
>   II.   Enrollment Management Update - 45mins
>   III. Budget Discussion – 45mins
>   IV.   Training Update
>   V.   Website Update
>   VI.   Educational Technology

8. Adjourn

Maderia Ellison made a motion to adjourn .Sandy Manor seconded. ***Motion passed unanimously.***