

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

Friday, February 16, 2018

9:00 a.m. – 11:30 p.m.

PDC – NLC 142

**Voting Members in Attendance:** Eleanore Hempsey; Randy Hoskins; Colleen Readel; PJ Way; Peggy Belknap; Nicole Ulibarri; Maderia Ellison; Vicki Bessinger; Kevin Jones; Ann Hess; Susan Jamison.

**Advisory Members in Attendance:** Mark Vest; Jeanne Swarthout; Jason Foutz; Chris Roediger.

**Others in Attendance:** Paul Hempsey (Recorder); Josh Rogers; Jessica Kitchens; Jeremy Raisor; Amber Hill.

**1. Call to Order**

Randy Hoskins called the meeting to order.

**2. Roll Call**

Paul Hempsey conducted the roll call.

**3. Approval of Minutes from 02/02/2018**

*Kevin Jones made a motion to approve the 02/02/2018 minutes as presented. Colleen Readel seconded. **The motion passed unanimously.***

**4. Assigned Tasks:**

**a. Enrollment Management**

Mark Vest asked the committee for feedback or questions on the report. Eleanore Hempsey asked if there was an explanation as to why persistence rates are lower in the Spring semester. Mark Vest noted that a number of our students will complete their desired qualification in Spring and therefore not return. Also Financial Aid was not available for summer classes during the research timeframe and, now that it is back, we may see improvement.

Eleanore Hempsey asked if we have any data before 2007 – 2008 to see how much effect the recession actually had. Mark Vest stated we could certainly go back further and provided some data to the group from memory.

Chris Roediger asked if we can create relationships with employers in the county for tuition reimbursement for their employees. Dr. Swarthout noted that employers are also feeling the financial squeeze and Third Party Pay has really dried up.

Maderia Ellison asked if additional Financial Aid data was available. Mark Vest responded that they had not pulled a lot of Financial Aid data. He stated we should be higher due to the poverty in our service area. Eleanore Hempsey asked if there was data that might show the need for the college to have an employee specifically dedicated to promoting and advising potential students of FAFSA. Randy Hoskins noted that this could fall into our external communication priority to educate potential students and have them attend workshops.

Mark Vest pointed out a weakness in the data that someone who registers the day before classes starts and would be considered on-time but would not have textbooks and then struggles in the first two weeks of class. We may need to amend what we consider on-time.

Kevin Jones asked if data was available on success rates for 8-week classes. Mark Vest noted that we did but it was not contained in the Enrollment Management data. Mark Vest did note that success rates were higher for 8-week classes. Eleanore Hempsey asked how far the data could be refined. Mark Vest stated it would be possible to refine further but numbers of 8-week classes were so small it may not be helpful.

Randy Hoskins noted a survey will go to the college soon which relates to the feedback received at Convocation

Several committee members offered suggestions on how the college could look at improving or saving money. Mark Vest noted the committee was getting off subject and suggested ideas be sent to Paul Hempsey to start a parking lot.

*Peggy Belknap made a motion to accept the report provided by the Enrollment Management committee with the understanding that more data will be required to make decisions about the direction we go. Ann Hess seconded. **The motion passed unanimously.***

## **5. 12 Month Planning Cycle**

Randy Hoskins reviewed the 12-month planning cycle he has been working on and asked the group for comment. Maderia Ellison noted that budget discussions have shifted slightly and provided the new timeframe.

## **6. Break**

The committee took a five minute break.

## **7. Current Strategic Priorities**

### **a. MyNPC Redesign**

Jason Foutz stated he had started putting together a team to help with the Redesign and would be setting up an initial meeting as quickly as possible. The committee provided membership suggestions for the team to be successful.

**b. Website**

Ann Hess showed the committee the new website and stated it would go live before the end of the semester.

PJ Way asked how the college can help by providing feedback on what they see as important factors to highlight on the website. Ann Hess said she would be happy to receive emails with any comments.

**8. Long Term Plans/Concerns/Actions**

Maderia Ellison provided an update on the budget and where the college was in the process, stating we were still waiting for Property Tax information and a State budget.

**9. Executive Report**

President Swarthout noted that there was a team working on the Criterion writing and she did not foresee an issue with her retirement. However a new President may have a different approach.

Randy Hoskins reviewed the Strategic Priorities and Responsibility Assignments.

**10. Next Steps/Review of Tasks/Agenda Items**

**Task:** Send Enrollment Management Parking Lot ideas to Paul Hempsey – **All Committee**

**Task:** Send comments on 12-month planning cycle to Paul Hempsey – **All Committee**

**Task:** Coordinate Criterion Team schedule of Meetings – **President Swarthout**

**Task:** Convocation follow-up Survey to College – Mark Vest

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

- I. Priority Update – Faculty Tech Training (Dr. Ma)
- II. Technology Plan – PJ Way
- II. External Communication – Ann Hess
- III. Employee Relations Committee – Membership and Charge

**11. Adjourn**

*Maderia Ellison made a motion to adjourn. Kevin Jones seconded. **The Motion passed unanimously.***