

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, July 21st 2017

9 a.m. – 11:30 a.m.

WMC – Aspen Center 111

Voting Members in Attendance: Stan Pirog (Proxy for Peggy Belknap); Bill Fee (Proxy for Susan Jamison); Nicole Ulibarri; Eleanore Hempsey; Randy Hoskins; Kenny Keith; Ann Hess; Coleen Readel; Vicki Bessinger

Advisory Members in Attendance: Jeanne Swarthout; Mark Vest.

Others in Attendance: Paul Hempsey (Recorder); Royce Kincanon; Tracy Mancuso; Jason Foutz; 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 06/16/2017

*Eleanore Hempsey made a motion to approve the 06/16/2017 minutes. Colleen Readel seconded. **The motion passed with a majority vote.***

4. Convocation Video Review and Finalize Schedule

The committee reviewed the videos and slide show creations from Tracy Mancuso and Randy Hoskins. Renell Heister asked to see a picture of the TALON students and Stan Pirog wondered if we could get a picture of the Discovery Nest. Mark Vest suggested more graduation photos of happy graduates. Mark Vest suggested removing the part of Ernie Eagle dancing to add these in. The discussion turned to when the video could be displayed and it was decided it may be best at the end as an uplifting conclusion to Convocation and the slideshow for breaks.

Paul Hempsey reminded presenters to get their presentations to Patrick Day as early as possible to make sure they display and run correctly.

The schedule was reviewed and no changes suggested.

5. Training Update

Jinger Stephenson presented an update on the Training Priority, the training that had already taken place at the college, as well as some thoughts for the future. SafeColleges training responses were great after supervisors got involved. Mark Vest asked if 100% of

contracted employees completed the training. Jinger Stephenson responded that it was very close but due, in part, to turnover we did not hit 100%. After reviewing SafeColleges training for students Mark Vest asked for a yearly report to be sent to the Student Services Administrative Assistant. Colleen Readel asked for some more information to include in the orientation manual for students.

The committee discussed how best to decide what training is required and how to prioritize. The committee asked Jinger to contact budget managers to gather feedback on where they see training needs and then prepare documentation for the top responses to take to Convocation and allow the college to have a say in what they would like to see first. Stan Pirog suggested using the Parking Lot format again.

Jinger Stephenson was asked to prepare Operational Plans for the Training priority to be posted to the website and also bring feedback from Convocation to the September 1 SPASC meeting.

Dr. Swarthout commented that any, required, Federal or Higher Learning Commission training would take priority. Eleanore Hempsey suggested having a training session at each Convocation.

6. Childcare Update

Tracy Mancuso presented Dr. Allison Landy's update from the Child Care Study Committee and asked for direction from SPASC. Mark Vest also spoke with Dr. Landy and discussed over-committing the college, especially in terms of funds, and how a childcare facility would operate. With the Show Low partnership the commitment from the college would most likely involve providing curriculum and instruction and students could take advantage of placement opportunities. This would also mean we have less control in the facility.

Eleanore Hempsey suggested the committee should potentially look at an Exit strategy if the partnership is not working and, on the flip side, an expansion plan if it is successful. President Swarthout noted that any agreement would require Board approval but we are not close to ready to start presenting this, even as information only item.

*Eleanore Hempsey made a motion to approve the Child Care Committee to move forward with the continued exploration of a SLUSD-City of Show Low-NPC partnership. Ann Hess seconded. **The motion passed with a majority vote.***

7. Break

10 minute recess.

8. Transportation Update

Maderia Ellison presented the data she had accumulated on the NPC fleet utilization. Using WMC as an example the fleet is probably only utilized 40% of the time. It was suggested that we could look at scheduling classes, which would require students to travel, at times that vehicles would be available.

Stan Pirog mentioned that we had to be careful to include vehicle down time in any calculations and suggested that data was needed to show any days that all college vehicles may have been in use throughout the year which may also have an impact. Also mentioned was the risk of allowing students to drive a college vehicle. Mark Vest noted that they were currently allowed and Nursing students in particular took a college vehicle to clinicals. Maderia Ellison commented that they were covered under the college insurance policy if it was part of their curriculum.

Mark Vest presented his initial draft at how a Transportation Scholarship could look like. It was clarified for the committee that any unused money from scholarship funds does not roll over to the next year.

Ann Hess suggested a potential issue with using the FAFSA as a need indicator is the processing time. Mark Vest commented that this highlighted the need to have a two year schedule for students.

Eleanore Hempsey asked if the scholarship could be amended to help those who had to drive long distances to reach their home campus, suggesting many students traveled further to their home campus than some would between locations.

The conversation turned to potential car-pooling software use and Ann Hess found an open source program with a quick search. Eleanore Hempsey suggested the Transportation Committee had already looked at this option in their efforts and decided it was not worth pursuing at this time therefore to now go back to it would seem to be rejecting the work they had completed.

*Eleanore Hempsey made a motion to recommend that the college allow utilization of college vehicles, by students, on a pilot basis for an identified set of classes and review after one semester's data is gathered. The classes would be identified by deans working with faculty members. Vicki Bessinger seconded. **The motion passed with a unanimous vote.***

*Colleen Readel made a motion to start a Pilot in the Spring 2018 semester utilizing the Housing Scholarship model presented by Mark Vest with a cap of \$5,000. Ann Hess seconded. **The motion passed with a unanimous vote.***

Dr. Swarthout noted that the college needed to do a good job of advertising the new options to the student body.

9. MyNPC Revamp

Ann Hess reported that the NPC website revamp was behind schedule and would now go live closer to October. Maderia Ellison asked if this would give a good indication of how long a revamp of MyNPC might take. Ann Hess did not think so as MyNPC has an entirely different purpose but did suggest Drupal should be used on the front end with Jenzabar in the back end.

Mark Vest asked for high level ideas on what a new MyNPC should look like and suggestions included:

- The option for departments to have information for department only as well as the option to post information for all. Potentially based on a login.
- Mobile Friendly.
- Content driven not page driven.
- Training program for employees when the change is ready. Sandbox before going live.
- Better organization of information

Ann Hess suggested visiting other colleges to see how they do it and do it well. It was asked if we could add a second, secure layer of the website, instead of Jenzabar. Jenzabar was not popular in the committee. Jason Foutz was assigned the lead for this priority and asked everyone to reach out to colleagues and friends to research other portals.

10. Priorities I and II Review

Not discussed.

11. Priorities III and IV

Mark Vest reviewed the process for selecting and managing the Priorities and went on to discuss Enrollment Management with regards to Priorities III and IV suggesting that it could become the Focus and elements such as Recruitment would then fall under it. He asked the committee if Enrollment Management should be added as a fifth priority or replace Priority IV and incorporate several aspects including retention and completion. The consensus from the committee was to make Enrollment Management Priority IV and pulling in the relevant sub-categories.

Assigning overall responsibility for new Priorities:

*Eleanore Hempsey made a motion to appoint the Human Resources Director as OR for Improving Knowledge and Skill Level of employees. Randy Hoskins seconded. **The motion passed with a unanimous vote.***

*Colleen Readel made a motion to appoint the Chief Operations Officer as OR for Internal Communication with Phase one as the revamp of MyNPC. Vicki Bessinger seconded. **The motion passed with a unanimous vote.***

*Stan Pirog made a motion to appoint the Director of Marketing as OR for improving external communication on college success. Bill Fee seconded. **The motion passed with a unanimous vote.***

*Eleanore Hempsey made a motion to appoint the President of CASO as OR for Community and Communication but changing the title to Developing Internal Community. Maderia Ellison seconded. **The motion passed with a majority vote.***

Mark Vest will submit an updated request to the President and take it to the Board in September. Paul Hempsey will invite the new ORs to the October 6th meeting.

12. Break

10 minute recess was not used.

13. Assurance

Not discussed.

14. Next Steps/Review of Tasks/Agenda Items

Task: Invite new OR's to a future SPASC meeting (after Board review in September) – **Paul Hempsey**

Task: Invite all Criterion Team members to August 7 meeting – **Paul Hempsey**

Task: Invite data analysts to the August 7 meeting – **Paul Hempsey**

Task: Pull Criterion to Main SPASC page again – **Paul Hempsey**

Task: Post example of good Criterion 5 argument to MyNPC – **Paul Hempsey**

Task: Collaborate on Convocation Video edits – **Tracy Mancuso, Mark Vest and Colleen Readel**

Task: Solicit input from Budget Managers on Training Needs – **Jinger Stephenson**

Task: Transportation Scholarship Edits – **Mark Vest**

Task: Edits to Priorities III and IV for Recommendation to President – **Mark Vest**

Task: Fleet vehicles for students implementation plan for SP18 – **Maderia Ellison and Jason Foutz**

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

- I. Accreditation

15. Adjourn

*Stan Pirog made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.***