

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, March 2, 2018

8:30 a.m. – 10:30 p.m.

Video II

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

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

Others in Attendance: Paul Hempsey (Recorder); Josh Rogers; Wei Ma; Jessica Kitchens; Ralph Mahkovec; Jeremy Raisor.

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 2/19/2018

*Vicki Bessinger made a motion to approve the 1/19/2018 minutes as presented. Ann Hess seconded. **The motion passed unanimously.***

4. Strategic Priority Report:

Faculty Tech Training

Dr. Ma provided an update on the Faculty Tech Training Priority, providing a written report with links to multiple Google Docs which is available on the SPASC MyNPC pages. Dr. Ma noted the initial feedback from Faculty Mentors and Mentees was very positive and they had received excellent feedback on how to improve the process. Dr. Ma answered questions from the committee on his report.

Ann Hess noted that any changes to procedures should be reported to Marketing so they can update the step-by-step guides they keep. Dr. Ma reported that Everett Robinson has been included in communications.

PJ Way commented that he would like to see more faculty attend some of the available training on Disability Resources in IT. He will continue to encourage his employees to attend.

Randy Hoskins suggested we get the report out to the entire college.

Technology Plan

PJ Way noted that this was a first read and will need updated moving forward before reviewing the plan with the committee. The documentation is available on the SPASC MyNPC pages. PJ Way answered questions from the committee.

Maderia Ellison asked how the college would provide input on the Technology Plan and priorities for the Information Services department. PJ Way responded that ideally the information would filter down from the Exec Team to Deans and Directors and then they would communicate to their staff and then gather information for Information Services. Maderia Ellison and President Swarthout stated the process would have to be strengthened and formalized.

Eleanore Hempsey suggested IS would feel a lot more support from the college if they provided the list of IS priorities and have regular updates when they change or there is a delay. Colleen Readel agreed and suggested a spreadsheet that would clearly state the benefits of each project and potential cost savings for the future. President Swarthout also mentioned that it would need to be understandable for those who are not savvy with technology. Randy Hoskins noted that this is where opening up the SPASC pages in MyNPC can be utilized and bullet point updates added after meetings.

President Swarthout noted that she would like to see some staffing considerations in the Technology Plan.

External Communication

Ann Hess reported that she reviewed the 2016 Convocation suggestions, which initially led to the priority, and the Marketing Survey completed by community members to create the initial Op Plan. Ann reviewed the current efforts being made by the college and suggestions for additional efforts.

5. Assigned Tasks:

Employee Relations Committee

Christine Roediger presented her initial thoughts on a newly formed Employee Relations Committee, provided a list of employees who had already been asked to serve, and provided the rationale behind the choices. Christine Roediger then moved on to describe how she saw the committee operating and the important charges they should undertake.

SPASC Planning Cycle

Randy Hoskins asked if there were any comments on the Planning Cycle that was presented at the last meeting.

*Eleanore Hempsey made a motion to approve the Planning Cycle as presented. Colleen Readel seconded. **The vote was unanimous in the affirmative.***

SPASC Parking Lot

Randy Hoskins reviewed the Parking lot suggestions with the committee, which will then be passed along to the Enrollment Management Committee for comment. Randy Hoskins mentioned that we had missed the chance to add anything into the budget for this cycle and so feedback needed to get to the ORs and a plan updated for the 19-20 budget cycle.

6. Long Term Plans/Concerns/Actions – Open Discussion

A new president may turn everything around and we need to be prepared for changes.

7. Executive Report

President Swarthout reported that the Board will meet on March 7th to discuss the Presidential Search but a name will not be provided till at least the March 20 regular meeting. The non-lethal weapons bill may pass this year in the State Legislature. Community Colleges are trying to be removed from the bill and the language changes but are not hopeful.

8. Next Steps/Review of Tasks/Agenda Items

Task: Provide data on how many Faculty have gone through Moodle 101 training – **Dr. Ma**

Task: Provide Dr. Ma's update to the entire college – **Colleen Readel**

Task: Review Tech Plan first read and provide some feedback to PJ – **All Committee**

Task: Feedback to ORs on new Priority plans – **All Committee**

Task: Provide Parking Lot ideas to Enrollment Management Committee – **Mark Vest**

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

- I. Ideas for posting Tech Projects at a future meeting.
- II. Internal Communication
- III. Convocation Survey Results
- IV. Assurance Updates

9. Adjourn

*Kevin Jones made a motion to adjourn. Ann Hess seconded. **The Motion passed unanimously.***