

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

Friday, April 6, 2018  
8:30 a.m. – 11:00 a.m.  
Video II

**Voting Members in Attendance:** Lauren Maestas (Proxy for Maderia Ellison); Jason Foutz (Proxy for Vicki Bessinger); Peggy Belknap; Randy Hoskins; Eleanore Hempsey; Randy Hoskins; Kevin Jones; Susan Jamison; Colleen Readel; Nicole Ulibarri.

**Advisory Members in Attendance:** Mark Vest.

**Others in Attendance:** Paul Hempsey (Recorder); Judy Yip-Reyes; Jeremy Raisor; Josh Rogers; Ralph Mahkovec.

**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 3/2/2018**

*Peggy Belknap made a motion to approve the 3/2/2018 minutes as presented. Colleen Readel seconded. **The motion passed unanimously.***

**4. Strategic Priority Report:**

**Technology Plan**

Peggy Belknap mentioned that this was a good outline but needs fleshed out into a full plan. PJ Way stated he looked forward to receiving feedback from the committee.

**5. Assigned Tasks:**

**Ideas for Posting Tech Projects for all College**

Mark Vest noted that the SPASC page on MyNPC has been opened to all employees at the college and so far it did not seem many were taking advantage of it. He was open to trying new ideas but did not have any new suggestions to offer as to how we get the information to them. We need to create the environment where people are actually interested in reading the information SPASC provides.

Randy Hoskins suggested the committee needs to look at how they prepare for meetings and try to get feedback on tasks posted for everyone to read prior to the meetings to facilitate the discussions. Judy Yip-Reyes suggested clarification on the process of committee homework and providing feedback on a timeline. Ann Hess noted that the MyNPC page is not set up in a way that it is easy to find the required documents

and there did need to be a culture shift in the committee. Randy suggested having a group in the Document Library page which held all the documents that have been created for Enrollment Management. Colleen Readell suggested the task needed to include what should be read, what type of feedback is required, when it is required by, etc. so that the committee is ready to discuss at the appropriate meeting. Add to the agenda as well and get it out a week in advance as a reminder to everyone. Ann Hess suggested Basecamp as a useful tool that should be researched.

### **Convocation Survey**

Judy Yip- Reyes presented the data gathered from the survey sent to employees after Convocation. Based on the results we already cover many of the suggestions in current priorities and we may not be communicating correctly or not doing it in the way people think we should. Mark Vest noted that the response rate was about half of what was received four years ago.

Mark Vest suggested the committee work on a Report Card to provide to the college in the general session at Convocation. Randy Hoskins suggested he, Mark Vest and Colleen Readell work on this and bring to the June meeting for feedback.

Randy Hoskins reported on the Training priority from the Human Resources department noting the required federal trainings took priority but, now that we have a vendor for required training, we need to move forward with everything else the college had suggested.

Randy Hoskins suggested the committee review the survey results again and decide which are already in progress within current priorities and set aside. Of the remaining results decide which the committee feel are the most important to work on and provide to Paul for posting by May 12<sup>th</sup> for discussion at the May 18<sup>th</sup> meeting.

Ann Hess suggested the committee look at a day retreat over the summer.

### **Assurance Update**

Mark Vest reported that the Assurance writing teams met last week and agreed on a deadline of April 20<sup>th</sup> to provide a shortened argument, with a maximum word count assigned for each argument, to be sent to Dr. Swarthout for review. We have a lot of notes on evidence we would like to have but that is a lot of future work so we have the most up-to-date version. A Criterion 3 report will go to Board in April with Criterion 4 scheduled for May.

### **Enrollment Management**

Mark Vest reviewed the report from the Enrollment Management committee and discussed their recommendations, before asking the committee to provide direction. Mark Vest and Jason Foutz mentioned that the college was already doing a lot on the list and would continue to do so but individual departments would have a lessor effect than a college-wide effort.

Randy noted that a motion to accept the report was passed at the last meeting and stated that he believed the Enrollment Management committee, as already operating, should continue their work and flesh out details on who should be ORs and GRs to move each item along and what budget may be required. The committee discussed if the Board needed to approve the new Priorities.

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

Ann Hess reported that she asked for a 29hr Social Media position in the current budget cycle and was approved.

**7. Executive Report**

Peggy Belknap reported on the Skills USA results. 12 Gold medals, 21 medals overall. Gold medals usually go to Nationals but have budget issues to overcome.

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

**Task:** Review Convocation Survey results again. Decide which are already in progress within current priorities and set aside. Of the remaining results decide which you feel are the most important to work on and provide to Paul for posting by May 11<sup>th</sup> for the May 18<sup>th</sup> meeting – **All Committee**

**Task:** Take Strategic Plans and make report cards on where we are at (By Convocation) Report in June – **Mark, Colleen, and Randy**

**Task:** Reorganize MyNPC pages to be more helpful – **Colleen, Paul and Ann**

**Task:** Review the current Tech Plan and provide feedback to PJ Way – **All Committee**

**Task:** Feedback on External Communication for May 18, rankings to Paul by 11<sup>th</sup> – **All Committee**

**Task:** Pull Enrollment Management Committee together for another meeting – **Mark Vest**

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

- I. Internal Communication
- II. Enrollment Management Priority Worksheet
- III. Training
- IV. Assurance Teams?
- V. Summer Schedule discussion

**9. Adjourn**

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