

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

Friday, February 5<sup>th</sup> 2016

8:30 a.m. – 11:00 a.m.

Video II

**Voting Members in Attendance:** Sandy Manor; Randy Hoskins; Tracy Mancuso (Proxy for Peggy Belknap); Stan Pirog (Proxy for Kenny Keith); PJ Way; Doug Seely; Anthony Epah; Margaret White; Ann Hess; Mark Vest;

**Advisory Members in Attendance:** Mark Vest; Jeanne Swarthout;

**Staff in Attendance:** Paul Hempsey (Recorder); Tamara Martin.

**Others in Attendance:** Josh Rogers

**1. Approval of Minutes from 01/22/2016**

*Sandy Manor made a motion to approve, with edits, the 01/22/2016 minutes. Randy Hoskins seconded. **The motion passed unanimously.***

**2. Review and Approval of Operation Plan**

▪ **Josh Rogers – Priority 1**

Josh Rogers presented on the update to his Operational Plan for yearly training. Sandy Manor asked if there was a threshold on the annual amount requested, if we feel we have learned everything about Starfish. Josh Rogers commented that Starfish, like Jenzabar, will continually change and we should stay up to date with those changes. Josh Rogers did add that only he will travel to the training this year and can make a determination on how useful the training is and if more than one person should attend in the future.

*Margaret White made a motion to approve edits to Josh Rogers Priority One Operational Plan with a review in three years. Doug Seely seconded. **The motion passed unanimously.***

**3. Convocation Follow-up and Internal and External Communication**

Mark Vest repeated the question he asked at the end of the previous meeting. Who decides what 3-4 topics we will focus on and then who is responsible for collecting and disseminating the information? Randy Hoskins mentioned that he thought it was a two part question. Getting the feedback from Convocation out to the college on Priorities and what we are doing to meet them and then a monthly report, suggesting getting it onto MyNPC with details on where we are already at. Sandy Manor suggested using the monitors at each campus to deliver the information. Ann Hess commented that the monitors are only on campuses and used for public information to the community.

Mark Vest reminded the committee that they committed to the college to follow up Convocation with a Qualtrics survey. His suggestion was to note in the survey that certain

topics that were mentioned would be put aside as the college was already working on them and then list the remaining topics and ask the college to rank them in order of which they feel is most important.

*The committee agreed and Tracy Mancuso and Kenny Keith will work with Dr. Epah to prepare the survey and come back to the committee with a draft by the first meeting in March.*

Mark Vest brought the conversation back to his initial question. Doug Seely asked how often the information would be sent out. Randy Hoskins suggested once a month. Tracy Mancuso suggested we keep the same 4 or 5 topics/key performance indicators and update the college on progress every month. The President Swarthout commented that this goes towards the “Dashboard” which is a very visual performance marking mechanism. Doug Seely asked if SPASC would collect the information and decide what 3-4 topics will be provided to the college. Tracy Mancuso suggested we should use a dashboard should stay consistent with the same 3 to 4 topics, setting a benchmark of where we want to get to and keep the college updated on just those topics. Stan Pirog suggested using the Strategic Plan page of the website and have a visual, graph or chart, to show progress. Mark Vest volunteered himself and Ann Hess volunteered to work on an additional piece to the website allowing those interested to learn more about measures, recent actions and upcoming events. Stan Pirog asked if, in addition to the graphic or SPASC page, we could use scrolling marquis on main page. This would make it prominent to anyone landing on the website. President Swarthout thought the scrolling marquis was primarily used to attract public attention to college offerings. Mark Vest commented that the college is about to begin a redesign of the public website and talks with the major stakeholders, who use the website for dissemination of information, will take place on the top priorities for the site. *The Committee agreed that Mark Vest will work with Ann Hess on a simple draft showcasing a couple of benchmarks utilizing the key performance indicators already supplied in Operational Plans and show what has already accomplished and what is in the pipeline and report back by the first meeting in March.*

#### **4. College Archives**

President Swarthout mentioned that this is closely aligned to assurance argument for HLC. She offered to work with Paul Hempsey and Dr. Epah to start the clean-up of the archives, figure out what we need to keep, how long to keep it for and begin to locate any missing information. Mark Vest commented that the Assurance documents should start to give template of what needs to be in the archives. Stan Pirog suggested it would be useful to talk to Lisa Jayne who was heavily involved in the process. He also mentioned that the physical archive is held within the Library and emails are sent to the library who was therefore, traditionally, involved in upkeep of online archive. Susan Acton had the role previously but, since her retirement, Bethann O’Laughlin was now tasked with the upkeep but was unable to access drive for a while and had asked for additional training. The print archives have been maintained.

*President Swarthout offered to run the archives clean-up discussion and report back to the committee by the May 6<sup>th</sup> meeting.*

## 5. Next Steps/Review of Tasks

**Task:** Study Committee First Reports – **Tracy Mancuso** and **Sandy Manor**

**Task:** Budget Discussion for next meeting – **Maderia Ellison**

**Task:** Draft of Qualtrics Survey for March 4<sup>th</sup>. – **Tracy Mancuso** and **Kenny Keith** working with **Dr. Epah**

**Task:** Draft report on benchmarks to post to website by March 4<sup>th</sup>. – **Mark Vest** and **Ann Hess**

**Task:** Archives cleanup by May 6<sup>th</sup> – **Jeanne Swarthout**, **Paul Hempsey** and **Dr. Epah**.

## 6. Adjourn

*Doug Seely made a motion to adjourn. Sandy Manor seconded. **Motion passed unanimously.***