

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, April 7th 2017

8:30 a.m. – 11:00 a.m.

Video II

Voting Members in Attendance: Tracy Mancuso (Proxy for Colleen Readel); Bill Fee (Proxy for Susan Jamison); Stan Pirog (Proxy for Kenny Keith); Eleanore Hempsey; Ann Hess; Sandy Manor; Peggy Belknap; Nicole Ulibarri; PJ Way; Maderia Ellison; Randy Hoskins.

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

Others in Attendance: Paul Hempsey (Recorder); Rickey Jackson; Renell Heister; Jinger Stephenson; Wei Ma; Josh Rogers; Jeremy Raisor; Amber Hill.

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 03/03/2017

*Peggy Belknap made a motion to approve the 03/03/2017 minutes. Ann Hess seconded. **The motion passed with a majority vote.***

4. Training Update

Jinger Stephenson reported on the progress of Safe Colleges training and noted the college could upload training to the site for employees to take.

Mark Vest asked if there was a target for participation. Jinger Stephenson responded that they hoped to have at least 80% of employees complete the training. Bill Fee noted that for the insurance discount we needed only 20% to complete. Dr. Swarthout mentioned that, as the training was marketed as mandatory we should continue to strive for 100% completion by employees. It was suggested a list of those who had not yet completed the training be sent to their supervisors. Jinger Stephenson will work on contacting supervisors over the next week.

Jinger Stephenson noted that work had begun to update the Handbook and she has been researching other handbooks and has completed webinars on the subject. Jason Foutz added that employees will be required to sign that they read and understood the contents of the handbook every year which will go in their employee file. Jinger Stephenson also asked for feedback on what Leadership Training the college would like to see and would

follow-up with an email. Also in the works is creating an online Orientation with some interactive components but the live version will go ahead as planned once a date is chosen.

Dr. Swarthout asked how we planned to market the training to students. Randy Hoskins mentioned that Safe Colleges was part of another college's student orientation. Mark Vest highlighted the Hennepin College Site that included it on their website.

5. Website Update

Ann Hess showed the Hennepin Technical College website which they would like to model NPC's new website on, and asked for feedback. The majority of the committee voiced support for this idea with some tailoring to our needs.

6. Educational Training

Dr. Ma gave a brief recap for new members of the committee and mentioned that there had been further discussion at a recent Dean's Meeting. Dr. Ma presented an update to the rest of the group which is available at the SPASC MyNPC Document Library page.

Mark Vest noted that he and Dr. Ma had discussed, not how Maricopa achieves their outcomes in a centralized location, but what outcomes NPC would like to achieve on instruction and support, and how can the college best be organized to achieve them.

Dr. Ma noted that he would like feedback from SPASC on how to provide a more centralized and streamlined support mechanism for the faculty and how to evaluate the effectiveness for each learning outcome.

7. Budget Discussion

Maderia Ellison reviewed the 2017-2018 budget and changes that had been made since the last discussion, noting that the amount we expected to receive in Property taxes had increased. This had primarily helped to balance the budget, but it will be a one-time increase as Cholla is expected to remove remaining infrastructure during the 2019 fiscal year.

Peggy Belknap asked for clarification on the calculations which Maderia Ellison provided. Stan Pirog asked if the increases requested by departments had been approved. Maderia Ellison stated they were included in the budget but still had to be approved by the Board.

Maderia Ellison offered to sit down with individual groups or departments to discuss their budgets.

8. Visions and Values

Mark Vest introduced the Visions and Values discussion noting that it drives the conversation on Enrollment Management which is to be discussed next. Dr. Swarthout commented that the purposes are redundant and the majority of the committee agreed.

Mark Vest asked the committee to review the Mission, Vision, Values, and Purposes and come to the next meeting ready to vote on keeping, modifying, or scrapping the current suggestions.

9. Enrollment Management

Dr Swarhout noted that she had drafted, but not yet sent the “invitation” to serve on the Enrollment Management committee but it should go out on Monday, by email and letter.

Peggy Belknap asked if the Enrollment Management report should be completed to coincide with Budget discussions. Mark Vest commented that there were advantages to this, not only for budget purposes, but also to roll it out to the college at Convocation. A November deadline was suggested to give SPASC two meetings in December to review and finalize before presenting to the college at January’s Convocation.

Mark Vest asked what parameters SPACS would like to set for the committee and after discussion suggested he bring back, in bullet points, some of the suggestions that were made and are listed below.

Identify Current Enrollment Numbers.

Identify Current Retention Rate and therefore attrition rates.

Identify programs that are near capacity enrollment.

Identify programs that are significantly under capacity for enrollment.

Identify potential threats from outside the college and estimate potential impact(s).

Cost benefit analysis of new enrollment? Cost analysis of current programs and services?

Trends in outside economy and job markets.

Partnerships.

Differential Tuition?

Make the data visual.

*Sandy Manor made a motion to cancel the April 21st SPASC meeting. Stan Pirog seconded. **Motion passed unanimously.***

10. Next Steps/Review of Tasks/Agenda Items

Task: Provide Feedback to Dr. Ma – **All Committee**

Task: Review Mission, Vision, Values and Purposes and return with suggestions on keeping or modifying for a vote at the next meeting – **All Committee**

Task: Present Enrollment Management bullets – **Mark Vest**

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

- I. Learning Technology feedback
- II. Mission, Vision, Values, and Purposes - Action item
- III. Enrollment Management
- IV. White Papers
- V. Convocation

11. Adjourn

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