

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, May 20th 2016

9:00 a.m. – 11:30 a.m.

WMC – LC110

Voting Members in Attendance: Stan Pirog (Proxy for Eleanore Hempsey); Tracy Mancuso (Proxy for Sandy Manor); Bill Fee (Proxy for Maderia Ellison); PJ Way; Randy Hoskins; Kenny Keith; Peggy Belknap; Ann Hess; Mark Ford; Margaret White.

Advisory Members in Attendance: Jeanne Swarthout; Mark Vest.

Staff in Attendance: Paul Hempsey (Recorder).

Others in Attendance:

1. Approval of Minutes from 05/06/2016

Peggy Belknap made a motion to approve the 05/06/2016 minutes. Stan Pirog seconded. The motion passed with a unanimous vote.

2. Review Strategic Planning Website

Ann Hess and Mark Vest reviewed the Strategic Planning webpages with the committee. Randy Hoskins asked if there was a way to monitor how many people were visiting the webpages. Ann Hess responded that she could use Google Analytics to monitor webpage hits.

Tracy Mancuso commented that the Childcare survey currently had 302 responses and the group had a meeting this afternoon and would review the webpage. Ann Hess suggested adding another column to the benchmarks on all webpages to show targeted completion date, as well as the actual completion date. Mark Vest and Randy Hoskins will ask all the OR's to provide these dates for Ann Hess to update the webpages. President Swarthout suggested removing the Fall 2017 benchmark of providing a childcare options list for students at each location of NPC as it suggested that we would be providing fixes, and offered in its place that the committee would evaluate the work completed and make recommendations from the results. Ann Hess commented that she was trying to add a comment by Claude Endfield and possibly did not word it correctly. The idea was to provide students a booklet with childcare options already available in their communities and not offer fixes.

Randy Hoskins asked if there needed to be space for reason(s) why a targeted completion date was missed. Mark Vest responded that the ORs will be invited to present at upcoming SPASC meetings and could explain during that time so there would be no need to post it on the website.

For the Training and Professional Development page Ann Hess suggested adding a note that the college was currently hiring the position. Mark Vest and President Swarthout suggested

Bill Fee advertise the job now with a start date of August 1. Bill Fee asked if the Job Description needed to change to better define the role. President Swarthout mentioned the Job Description was written months ago and should be reviewed again to make sure it meets the requirements. Mark Vest added that the vision put forth for the position would help with Compliance Training, VAWA, Clery, etc. and was broader than I.S. training. PJ Way commented that the I.S. department was currently trying to reduce the variety at the college and get to a single source that will fit all needs which will help. He asked if he and Wei Ma could be involved in the hiring process.

Mark Vest confirmed the committee was happy with what they saw and offered to email the college and point them in the direction of the webpages once updated.

3. Identify Schedule for OR's to Update Committee

The committee decided to follow the order listed on the Board Approved Strategic Priorities document and invite one OR per meeting in to provide a report on progress.

4. Consider Priority Recommendations

Mark Vest first reviewed the current priorities that had been put off for a year and then reviewed the results from the Survey the college completed on priorities and recently presented to the Board for comment. The Board suggested the list looked good but removed Succession Planning as it should be the job of the Executive Team and not a Strategic Priority for the college.

President Swarthout asked if Communication was really a Strategic priority or part of the constant environment. Every college and university has the same issues. Tracy Mancuso asked if there was a way to link it to a quantifiable measure. Mark Vest showed the links between the survey priorities and the current priorities such as "improving knowledge and skill levels of college employees" ties to training. Also "improve external communication on college successes" hints at something that is quantifiable and also ties to developing and utilizing a clear recruitment message. President Swarthout thought it would be better to take internal and external communication to a constant issue rather than a priority and identify two or three steps and measure the impact.

Tracy Mancuso suggested it could be another topic for Convocation. Present the priorities to the college and ask them how we measure success/failure. If we are careful with the question we may have better answers. Ann Hess commented that an issue that arose from the Convocation breakout was employees did not know that we were already doing a lot of the things they were requesting and this could be due to them not reading emails and press releases.

Mark Vest commented that the college did not yet know if the Higher Learning Commission (HLC) would allow competency based education at the college. President Swarthout mentioned that there were very few colleges currently allowed to offer competency based education by the HLC and this was a trial on a few programs. There is no universal framework. We can evaluate the option but we cannot say we are going to do it. Mark Vest said the college was tracking and evaluating the option but it was hard to do until the accrediting body makes a definitive decision.

Mark Vest suggested Competency Based Education should be removed. Peggy Belknap reminded the group that Succession Planning also needed to be removed as the Board had

been clear that it was not a college priority. Mark Vest also suggested that incorporating green energy curriculum was a department issue and we should be focusing in college priorities.

President Swarthout suggested we take the current priorities and see how many priorities from the Convocation survey could be incorporated into them easily. Mark Vest suggested he and Randy Hoskins would work on that list and prepare it to go to the college for feedback and implementation ideas so we can move from “what” to “how”.

5. Fall Convocation Planning

After discussion the committee came up with a suggested Convocation schedule as follows:

9am – 3pm:

Welcome, Service awards and Introduction of new employees for 30-45 minutes (9:45)

Policy and Procedures review for 30 minutes (10:15)

President’s address for 15 minutes (10:30)

Break 10-15 minutes (10:45)

Cyber-security training (Potentially covered via Webinar training over summer and fall) for 15 minutes (11:00)

Lunch 1 hour and 15 minutes (Potential use of Food trucks, Friends & Family fundraiser, CASO fundraiser) (12:15)

SPASC update for 15 minutes (12:30)

Communication for 45 minutes (1:15)

Break 15 minutes (1:30)

Recruitment 45 (2:15)

What’s next 5-10 (2:25)

This is the framework that the committee can work with and will discuss presenters and facilitators at the next meeting.

Mark Ford has offered to provide another video for Convocation on the subject of Bad Communication and asked for assistance at the next SPASC meeting to shoot some scenes. Committee members were asked to bring with them some “distraction” props such as cell phones, Ipads, Laptops, etc.

6. Next Steps/Review of Tasks

Task: Targeted Completion Dates and Actual Completion dates, as they happen, sent from OR’s to Ann Hess – **Mark Vest and Randy Hoskins**

Task: Incorporate some of Survey priorities into current priorities before taking to the college – **Mark Vest and Randy Hoskins**

Task: Email the college to inform them of SPASC Strategic Planning webpages, once the pages are updated – **Mark Vest**

Task: Assistance for a Mark Ford Video on Bad Communication. Bring distractions to next meeting (Laptop, Ipad, cell phone, magazine, etc)

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

- a. Convocation content, Presenters and Facilitators.
- b. Video Shoot

c. Meeting during Spring Break 2017

7. Adjourn

*Ann Hess made a motion to adjourn. Margaret White seconded. **Motion passed unanimously.***