

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, June 17th 2016

9:00 a.m. – 11:30 a.m.

PDC – LC142

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

Advisory Members in Attendance: Jeanne Swarthout.

Others in Attendance: Paul Hempsey (Recorder).

1. Approval of Minutes from 05/20/2016

Kenny Keith made a motion to approve the 05/20/2016 minutes. Peggy Belknap seconded. The motion passed with a unanimous vote.

2. Fall Convocation Planning

Randy Hoskins reviewed the schedule discussed at the previous meeting. Beginning at 9am.

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

Human Resources

Policy and Procedures review for 30 minutes (10:15) – **Exec Team**

President's address for 15 minutes (10:30) - **President**

Break 10-15 minutes (10:45)

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

Lunch 1 hour and 15 minutes (Potential use of Food trucks, Friends & Family fundraiser, CASO fundraiser) (12:15) Re-sign in after lunch (offer prizes) - **Paul Hempsey, Eleanore**

Hempsey and Peggy Belknap

SPASC Video and update for 15 minutes (12:30) – **Mark Vest and Mark Ford**

Communication for 45 minutes (1:15) - **TBD**

Break 15 minutes (1:30)

Recruitment 45 (2:15) - **TBD**

What's next 5-10 (2:25)

Communication Session:

Randy Hoskins suggested Josh Rogers and Jeremy Raisor could present on Starfish as it may be one of the best communication resources the college will have. The committee thought the presentation would need at least 15 minutes.

Randy Hoskins asked who would help facilitate this session from SPASC. President Swarthout suggested the committee needed to figure out the topics before discussing facilitators. From the last meeting it seemed like we had two main topics for communication, Internal college communication and then External with the community. Then deciding what the college needs to communicate both internally and externally.

Eleanore Hempsey commented that important questions for both these subjects are what the college needs to communicate and then how best to go about this. Discussed at past meetings were items such as college successes that we don't hear about or the opening hours of some departments.

After a discussion on what type of communication methods were available at the college, and which was best, Eleanore Hempsey suggested choosing four topics to discuss with the group, PASS being one, and actually showing the college where and how to access the information instead of just listing it off. Topics suggested were how to view your paycheck in MyNPC, the opening hours of departments, where to find Policy and Procedures on the website or what is in the online archives.

Ann Hess suggested that the college needs to focus on fixing internal communication so the college is made aware of what we would like to advertise outside the college and then how and when it can be released.

After further discussion Peggy Belknap attempted to bring the conversation back to the 45 minutes at Convocation and what the committee wanted to present on. Eleanore Hempsey commented that the committee needed to stop talking about what they want to do and start doing it. Let's choose 2 or three more topics and do a training session on them.

Randy Hoskins suggested having someone show the college where the top 3 requested items were on MyNPC or the website as a training tool. Eleanore Hempsey suggested including a handout for everyone with the instructions.

Randy Hoskins suggested the need to get input from the college on what they would like to see and what they felt helpful. Stan Pirog suggested setting up a place for questions and ideas to be submitted to SPASC. It was noted that there already was a space for this on the website that emailed Paul Hempsey. Ann Hess commented that both the Website and MyNPC were due for a redesign in the coming years so highlighting the current format may not be the best idea. Stan Pirog suggested using that to the committee's advantage by showing them the current set up and informing them that their suggestions will go towards the new design to get some buy-in. President Swarthout suggested highlighting the homepage at Convocation asking the college to familiarize themselves with what is available because they have the opportunity to provide valuable input on the new design. Eleanore Hempsey suggested a scavenger hunt of sorts and offer a prize for the first person to show the college how to navigate there.

Eleanore Hempsey suggested starting with PASS for 15 minutes. Then have HR provide a walkthrough, and potentially a handout, of where to find information on MyNPC, Followed by time for the same type of presentation on the website. President Swarthout suggested utilizing a Parking Lot set up for feedback, which had worked well in the past.

Peggy Belknap suggested at the July meeting the committee could come up with Parking Lot Headers. Bill Fee was volunteered to present the HR portion and President Swarthout offered to facilitate the website discussion.

Recruitment Session:

Ann Hess thought the discussion needed to be on how we expand Recruitment, which is essentially a one person operation in Don Call. Randy Hoskins asked what the college was already doing and who is responsible for recruitment. The committee agreed that everyone should be responsible for recruitment at the college.

Randy Hoskins suggested it would be great for everyone at the college know an “elevator pitch” that can be taken to meetings, fairs, events, etc.

Peggy Belknap said that some of the best recruiters for the college are the students. Ann Hess mentioned the Ambassador Program which has never really gotten off the ground. Peggy Belknap commented that when the college did not have a specific Recruitment person other employees, such as the advisors, attended events. Now it seems like the college feels any recruitment is Don Call’s job.

Eleanore Hempsey suggested bringing a calendar of events to Convocation and trying to find out if anyone is already attending them, or ask for volunteers. With enough notice maybe even students could be recruited. Peggy Belknap commented that a calendar could be sent out at the start of August as Faculty return to work, with the list of upcoming events, so volunteers could be found and they could be events specific to their program area. Furthermore it could be made part of the job, similar to committee work. It could be part of the service to the college.

Randy Hoskins said the committee could bring a calendar to Convocation for the recruitment session and request volunteers. Peggy Belknap mentioned the committee should highlight that recruitment is part of every employee’s position. Randy Hoskins offered to contact Josh Rogers and Don Call to have them attend the July SPASC meeting for a further discussion on Recruitment.

3. March 17, 2017 Meeting

*Eleanore Hempsey made a motion to remove the March 17, 2017 SPASC meeting from the schedule. Peggy Belknap seconded. **The motion passed with a unanimous vote.***

4. Video Shoot

5. Next Steps/Review of Tasks

Task: Inform PASS they are presenting at Convocation – **Randy Hoskins**

Task: Ask Josh Rogers and Don Call about recruitment and attending July meeting – **Randy Hoskins**

Task: Coordinate prizes for Convocation – **Eleanore Hempsey and Peggy Belknap**

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

- a. Headings for Parking Lot
- b. Recruitment Discussion

6. Adjourn

*Bill Fee made a motion to adjourn. Margaret White seconded. **Motion passed unanimously.***