

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

Friday, September 2nd 2016

8:30 a.m. – 11:00 a.m.

Video II

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

**Advisory Members in Attendance:** Jeanne Swarthout.

**Others in Attendance:** Paul Hempsey (Recorder); Jeremy Raisor; Amber Hill.

**1. Approval of Minutes from 08/19/2016**

*Sandy Manor made a motion to approve the 08/19/2016 minutes. Ann Hess seconded. **The motion passed with a unanimous vote.***

**2. PASS Report**

Jeremy Raisor presented an update on the PASS project noting the training of faculty had begun and PASS have planned a lunch and learn meeting on a weekly basis to answer questions and allow users to share their experiences with the group. PASS has also answered the questions provided from the Convocation Parking Lot. Jeremy also commented on the PASS benchmarks on the website and will work with Ann Hess to update the information.

Mark Vest asked if the PASS committee still believed they were in the Pilot phase of the rollout. Jeremy Raisor stated they did, although it was now an expanded pilot as they were doubling the pilot group size to twenty and by the end of next week they should all be trained.

Mark Vest asked about the plans to assess the outcomes of the pilot program such as increased completion and retention rates. Sandy Manor commented that she would be interested in looking at flags raised with concerns of failing the class and the successes of those turned around. Mark Vest asked for a walk through of the evaluation process that will be used at the next PASS report out to SPASC.

**3. Childcare Report**

Tracy Mancuso presented the results from the Childcare Survey from the Fall Semester noting the low response rate and the need to correlate open ended question responses. The committee also had no way to tell whether responses were from students or employees so may consider two separate surveys next time. Tracy Mancuso also mentioned Allison Landy had joined the group and would now co-chair with Betsy Peck. SPASC members provided feedback to Tracy Mancuso along with question suggestions for the next survey.

Tracy Mancuso was asked if the committee had a list of available Childcare facilities in the county to which she responded they did. Bill Fee wondered if residents were aware of their childcare options as it seemed they did not and that might be an easy issue to address. There is no readily available list identifying agencies in the area.

Tracy Mancuso reviewed the Childcare webpage and noted that survey results could be posted once refined and would also take the article from the Chronicle of Higher Ed, mentioned by Dr. Swarthout, to the committee at their next meeting. Anyone with any other suggestions for the committee was asked to send them to Tracy Mancuso.

#### **4. Reworked Convocation Survey Results**

Mark Vest presented the survey results from Spring 2016 Convocation in a weighted format to make them less confusing.

Stan Pirog wondered if the committee was distracting from current strategic plans by asking the college for input on priorities every Spring and suggested changing it to every three years or once one priority is running satisfactorily the committee looks to add a new one. Eleanore Hempsey agreed and stated feedback on progress at Spring Convocation on the current priorities might be more helpful.

#### **5. Ideas for Spring Convocation**

Randy Hoskins presented his Spring Convocation schedule idea for discussion. Mark Vest noted the lack of Breakouts which was a request by committee members.

It was suggested we hold onto ideas till we have the accreditation discussion as it may change how the Spring Convocation needs to look.

#### **6. Next Steps/Review of Tasks**

President Swarthout is calling together the Assurance Team for the 2019 visit and has identified two areas that need addressed. The college needs an Enrollment Management Plan. The college has significant variability that we have no control over and we haven't had a plan since 2007. A plan needs to be in place and in action before the HLC visit. Secondly the college has no Technology Plan. Both plans need to relate to our Strategic Plan, be a written document, be fluid, and are critical. They are part of what the college needs to do to demonstrate we are moving forward and in the right direction.

Much discussion followed and resulted in Tracy Mancuso offering to facilitate a discussion at the next meeting and conduct a modified Business Model Canvas. Other suggestions made included having the Plans be a clearly stated, essential part of our current Strategic Plan with Enrollment Management falling into Priority 1 and the Technology Plan under Priority 2, or renaming the Recruitment Priority to Enrollment Management and have recruitment as part of the plan.

Mark Vest suggested researching other Enrollment Management Plans at similar institutions as well as offering ideas for reading material to the committee.

**Task:** Send Tracy Mancuso ideas for the next Childcare Survey – **All Committee Members**

**Task:** Provide Enrollment Plans to SPASC – **Mark Vest**

**Task:** Review Enrollment Management Plans of other Community Colleges – **All Committee**

**Task:** Tracy will send out a link to review – **Tracy Mancuso**

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

- I. Tracy Mancuso facilitate discussion
- II. Preparing Employees to work at NPC
- III. Answers from Convocation Parking Lot
- IV. Convocation Results Feedback
- V. Enrollment Management Plan
- VI. Technology Plan

## **7. Adjourn**

*Eleanore Hempsey made a motion to adjourn. Sandy Manor seconded. **Motion passed unanimously.***