

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

Friday, September 19, 2014

9:00 a.m. – 11:30 p.m.

WMC LC110

**Members in Attendance:** Randy Hoskins, Kenny Keith, Stan Pirog for Margaret White, John Bremer, Sandy Manor, Doug Seely, Eric Bishop, Eleanor Hempsey, Mark Vest, Blaine Hatch, Ann Hess, Sharon Hokanson, Gary Mack, Peggy Belknap

**Advisory Members in Attendance:** Jeanne Swarthout, Leslie Wasson,

**Guests from Leadership Academy:** Carrie Jordan, Paul Hempsey, Ryan Rademacher, Betsy Peck, Jeremy Raisor, Josh Rogers, Lauren Sedillo, Keila Derrick

**Guests from QI Team:** Ann Hilliard, Jeremy Raisor, Terry Green, Josh Rogers, Nicole Ulibarri, Betsy Peck

**Staff in Attendance:** Tracy Mancuso, Lisa Jayne (Recorder)

**1. Approval of Minutes from 9/5/2014**

Ann Hess made a motion to approve the 9/5/2014 minutes. Doug Seely seconded. The motion passed unanimously.

**2. Format of Strategic Plan**

**a. Review of submitted samples**

Format, language, and content ideas were discussed after viewing the example strategic plan ideas presented to the committee. Three groups were formed to discuss the following topics:

Format – The Strategic Plan itself should be 3-5 points. It should be clear, simple, one sentence goals. The Strategic Plan should be single page, preferable non-scrollable, and should be mobile friendly. Website formatting of the Strategic Plan should put four or five tabs across top with additional information such as an intro paragraph that explains, who, what and why. Another tab could be mission values and vision, and another tab could address why the specific goals were chosen and could include obstacles. There should be links on the page itself. Mission could be header on each page.

Language and tone – It was stated that the word “Promise” was a better word over the use of “Mission”. NPC’s true audience is students, HLC, and employees,

but since Strategic Plans drive the college forward, it is largely geared toward college employees.

Content – Also stated that mission could be the header of every web page. Vision and Values need condensed or a link to vision and values should be on separate page. The Strategic Plan could lead with a short paragraph but with key words that are hyperlinked for more explanation, as well as history, partnerships, the Strategic Plan itself, along with three strategic priorities, no more than 5. “Action Steps” if fits on strategic plan, but could consider a scrolling banner to see goals that would lead to a set of action steps. The evidence for why could be a clickable link to go to another page, but ideally the Strategic Plan should be one page that can be read through in three minutes.

**Task:** Mark Vest, Ann Hess, Start with Kern and take all comments and direction set up dummy website and do a mock up for next meeting.

Move next meeting to in-person at SCC, instead of Video II.

**Task:** Lisa will schedule a room at Silvercreek on Oct. 3, at 9am with Smartboard.

### **3. Update on Survey**

Sandy Manor Suggested Peer Question as, *In your role at NPC, how do you create, support, or promote lifelong learning?* Group agreed a good question and will pick up in November.

**Task:** Randy and Mark will condense survey into short paragraph to summarize, will be meeting next week to get summary out, will include glossary with it.

2-3 questions to send to college on college mission. Randy Hoskins suggested:

What is NPC mission statement?

How does that relate to you in your position?

How do you promote this idea to students that you interact with?

Can you think of ways you could promote this idea to students?

Revisit this on agenda at Oct. 17 mtg.

### **4. QI writing team**

Mark Vest stated that the strategic plan is going to be largely based on the QI Writing Team’s work. Mark asked the Writing Team for a meeting schedule as he needs to speak with them about changes in student services structure. Ann Hilliard stated he would be notified as soon as a schedule was available. Jeremy Raisor asked for a timeline as far as when deliverables should be ready from the Writing Team. It was decided that December 1 was a loose deadline.

Mark Vest stated that the project should be **short and concise**, and that the Writing Team should check in with SPASC as they make progress to make sure they are not headed in a wrong direction. The Writing Team was invited to use SPASC as a resource as needed.

#### **5. Criterion Assignments for Approval**

*Stan Pirog made a motion to approve the Criterion Team members. John Bremer seconded. Motion passed unanimously.*

#### **6. HLC Retention Academy**

Jeanne Swarhout stated the College was approved for the June 2015 Higher Learning Commission Retention Academy. SPASC will need to assign individuals to participate in this academy. This is a long-term 4- year commitment for the College. Individuals participating should be passionate about retention and be willing to travel periodically. By January 1 SPASC should identify five individuals who can lead the College at the Retention Academy. The College will not participate in the HLC retention workshops now that academy is approved.

SPASC will need to identify eight individuals to go to annual meeting in March 2015.

**Task:** Lisa will make room reservations for this next week.

#### **7. Key performance indicators**

To be discussed at October 3 meeting.

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

- Simon Sinek: *The Power of Why*.
- Strategic plan wireframe mock up
- Criterion II team report
- Key Performance Indicators
- Op Plan run through
- Discussion of HLC Conference attendees
- Randy and Mark will condense survey into short paragraph to summarize, with glossary.

#### **9. Adjournment**

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