Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Friday, June 19, 2015
9:00 a.m. – 1:00 a.m.
PDC LC 142

Members in Attendance: Randy Hoskins, Kenny Keith, Eleanore Hempsey, Ann Hess, Stan Pirog for Peggy Belknap, Mark Vest, Blaine Hatch, Sharon Hokanson for Sandy Manor

Advisory Members in Attendance: None

Staff in Attendance: Lisa Jayne (Recorder)

1. **Approval of Minutes from 5/15/2015**
   Kenny Keith made a motion to approve the 5/15/2015 minutes. Margaret White seconded. ***The motion passed unanimously.***

2. **Mark Vest and Randy Hoskins update on PASS**
   Randy Hoskins stated that the Data Summary Book was completed and that student intent is now being collected. The first academy meeting is June 24th. RFP for the software was sent out in May with a July 17 deadline. Selection of the software will take place between August 20 and September 30. There will be open sessions for employees to look at and evaluate the selections and PASS will ask for feedback. The software purchase should go to the DGB in October.

   At convocation there will be a general update on the status of PASS with a timeline. Ann Hilliard will also update the College about online SOAR and will present a SOAR Challenge.

3. **Initiative Priority Discussion**
   Mark Vest stated that the objective for the meeting was to:
   - Agree on priorities
   - Define operational component
   - Identify responsible individuals
   - Key Performance Indicators, however, it was decided that Key Performance Indicators should be discussed with overall responsible people at a later time

   Discussion revolved around the four potential priorities the College identified as areas to focus on:
   a. Community and Communication

b. Tech Support and Training
c. Removing Student Barriers
d. Recruitment

After some discussion members voted on their top two priorities; **Removing Student Barriers came out as the first priority with 10 votes**. Community and Communication and Tech Support and Training tied for second with 7 votes each. Recruitment was fourth with 5 votes.

Discussion took place on whether or not the two second place priorities could be combined. Blaine Hatch reminded everyone that this Strategic Plan is focused on the 2016-2017 Fiscal Year. After some discussion it was decided not to combine the two priorities.

During further discussion, SPASC reviewed the goals under both the Community and Communication, and the Tech Support and Training priorities. Mark Vest asked for another vote for the second priority and **Tech Support and Training won out as the second priority** with 7 votes, while Community and Communication had 3.

Discussions then moved to the operational components of the 2016-2017 Strategic Plan. Mark Vest stated the goal was to develop operational plans that are tied to budget by this fall. Responsible persons will be tasked to define goals and key performance indicators that will show progress on the priority.

Discussions about who the overall responsible persons would be for each goal took place. For **Tech Support and Training it was decided the first three bullet points would be grouped together, and the HR Director would be the overall responsible person**, who would then coordinate with IS, Faculty in Educational Technology, the AV Tech, and the Training coordinator, as well as others, along with the possibility of developing a manual that could help faculty/staff using distance technology troubleshoot immediate problems.

Rewriting and redesigning myNPC, and rewriting and redesigning the public website were separated into two separate goals. **The rewriting and redesigning myNPC was discussed, and it was decided that the overall responsible person would be the Vice President of Administrative Services. The rewriting and redesigning of the public website was discussed, and it was decided that the overall responsible person would be the Vice President of Learning and Student Services.**

Removing Student Barriers was discussed next, and **it was unanimously decided that implementing PASS was a clear goal. Josh Rogers, Director of Student Services, would be the overall responsible person for PASS.**

The goals of looking into childcare options, as well as looking into student transportation needs, were discussed and it was decided both goals needed to have a study done by an internal group. It was decided that each goal would be deferred to August convocation or soon after, and a request for interested parties in conducing the study would be requested. Results of the studies would be due by the end of the 2016-2017 year.

Discussion on the goal to consider options for student funding took place next and it was decided to **defer this item to year two**, with a possibility of moving it under one of the other two priorities.

The goal to listen to students and community and schedule accordingly was given to the Vice President of Learning and Student Services as the overall responsible person.

The goal to review current programs/program offerings and look at potential new programs was given to the Director of Institutional Effectiveness as the overall responsible person.

4. **Next Steps/Review of Tasks**
- July 17 meeting, 9-10:30 a.m., will discuss Removing Student Barriers with persons responsible
- July 17 meeting, 10:30 to 12:00 p.m., will discuss Tech Support and Training with persons responsible
- July 17 meeting, 12:00 p.m. to 1:00 p.m., will discuss convocation
- Monday, August 10 meeting, will discuss design work for strategic plan document and the upcoming year's meeting schedule
- **Task:** Lisa will send Kern Strategic Plan Site back out to SPASC
- **Task**: Mark Vest and Ann Hess will start with the Kern Strategic Plan example and set up a dummy website and do a mock up.
- **Task:** Lisa will put Data Summary book on web page
- **Task:** Mark Vest will contact Josh Rogers to invite him to the next meeting along with other responsible persons and will ask them to bring any employees they know will be helping, and during the meeting will review what the OR's are responsible for, discuss goals and KPIs, timelines, and review operational planning docs.

5. **Adjourn**
   Eleanore Hempsey made a motion to adjourn. Margaret White seconded. ***Motion passed unanimously.***