

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, October 7th 2016

8:30 a.m. – 11:00 a.m.

Video II

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

Advisory Members in Attendance: Jeanne Swarthout.

Others in Attendance: Paul Hempsey (Recorder); Jeremy Raisor; Josh Rogers.

1. Approval of Minutes from 09/16/2016

*Kenny Keith made a motion to approve the 09/16/2016 minutes. Bill Fee seconded. **The motion passed with a majority vote.***

2. Enrollment Management Discussion

Randy Hoskins asked President Swarthout to give an update from the Board Retreat. President Swarthout provided a brief review noting that she did not get finished with the decision tree but was given a number of tasks by the Board members that attended.

Randy Hoskins suggested SPASC move forward without a definitive answer from the Board and keep them informed with periodic updates.

The Committee began discussion on Enrollment Management utilizing the 2007 Enrollment Management Report.

Stan Pirog noted that, as in 2006-2007 we still may have issues with the collection of data required to make decisions due to the lack of Institutional Effectiveness Director. Eleanore Hempsey suggested the college could hire a person considered as back-up for this position, such as a faculty member who has half load and also helps with the data collection. President Swarthout commented that this option had been discussed and she had also received valuable advice which may help fill the position but it may need to be a telecommute position. Eleanore Hempsey suggested having a clear template for data collection, and the associated procedure for the collection, so that when the position is empty there is a way that data can still be accessed. President Swarthout commented that one of the first tasks for an IE director would be a College Dashboard and SPASC along with the Board, the President, and other departments have a major role to play in deciding what the Dashboard would look like.

President Swarthout suggested committee members read the Confessions of a Community College Dean article on the Inside Higher Ed website entitled “But What About”s. PJ Way emailed a link to the committee.

Stan Pirog commented that Customer Service was mentioned in the 2007 report and that was also similar to the situation we are in today. President Swarthout commented it was an ongoing issue and would likely remain so.

The committee discussed what the goal for Enrollment should be and how best to use current resources, such as facilities. President Swarthout commented that the Board implied they would like to see moderate but steady growth in all teaching models. President Swarthout also noted that state funding is based on student growth currently.

Peggy Belknap expressed concern that the report is out of date, it has some good ideas but came out before the last recession and exodus from the county. President Swarthout suggested an inventory should be carried out to see what was implemented or not from this plan, if it was finished or dropped or ongoing, etc.

Mark Ford wondered if we had created or were still creating obstacles for ourselves in the form of procedures or just mindsets that were stopping the college forming partnerships or innovating new concepts.

The committee agreed that the Pdf that Stan Pirog found was beneficial when beginning to look at Enrollment Management but is not the only one available and shouldn't be the only one that should be used. The committee also discussed the Ted Talk video that was circulated. Tracy Mancuso mentioned that they had given her ideas on how to complete her facilitation on the mission statement from the previous meeting. The college mission statement and individual department mission statements were discussed.

3. Website Redesign Update

Ann Hess provided a brief update on the Redesign of the NPC Website.

4. Review of Outstanding Tasks

President Swarthout provided a new task. Identify who will go to the HLC Annual meeting in March/April 2017. Suggestions offered were President Swarthout and Vice President Vest, the new VPAS, Pat Lopez, Josh Rogers and/or Jeremy Raisor. Josh Rogers and Jeremy Raisor have submitted a proposal for the Conference and both may need to attend.

Parking Lot answers still need to be sent to the college.

Preparing Employees to work at NPC potentially needs to wait till we have a Training Coordinator in place.

Survey Results need to be sent to the college.

Convocation Planning will continue as the semester progresses.

Randy Hoskins offered his own suggestion on a “to-do” list which included:

- Decide what we want to be in the next 15 years
- Write a Mission Statement to support the above item
- Continue to support and monitor the current priorities
- Continue to plan and begin implementing the next two priorities
- Write the Assurance Argument
- Begin developing Enrollment Management Plan and Technology Plan.

5. Next Steps/Review of Tasks/Agenda Items

Task: Review Mission, Vision, Value, and Purpose on NPC Website – **All Committee**

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

- I. Educational Technology Report from Wei Ma
- II. Wrap-up on Business Model Canvas facilitated by Tracy Mancuso

6. Adjourn

*Eleanore Hempsey made a motion to adjourn. Tracy Mancuso seconded. **Motion passed unanimously.***