

Mid Plains Community College 2014-15

Non-Instructional Assessment Report: A Work In Progress



**McCook Community College
North Platte Community College**

Extended Campuses:

Broken Bow

Imperial

Ogallala

Valentine

Non-Instructional Assessment: A Work In Progress

Table of Contents

INTRODUCTION.....	1-2
ACADEMIC AFFAIRS	3-19
CENTER FOR ENTERPRISE	3-12
INSTRUCTIONAL LEADERSHIP TEAM	13-16
REGISTRATION AND RECORDS	17-19
ADMINISTRATIVE SERVICES	20-47
BUSINESS OFFICE.....	20-22
ENTERPRISE, RESOURCE, & PLANNING.....	23-25
EXTENDED CAMPUSES	26-37
HUMAN RESOURCES	38-40
INFORMATION SERVICES	41-46
WORKING ON WELLNESS	47
PRESIDENT'S OFFICE.....	48-60
ASSESSMENT	48-50
CABINET	51-54
DEVELOPMENT.....	55-57
MARKETING	58-60
STUDENT SERVICES	61-94
ADULT EDUCATION	61-62
CAREER SERVICES	63-68
DISABILITY SERVICES	69-71
EMPLOYMENT SERVICES.....	72-76
HOUSING	77-82
LEARNING RESOURCE CENTER	83-84
RECRUITING & ADMISSIONS	85-94

Introduction

Historically, non-instructional assessment at MPCC was represented in the Cabinet Team Report and various documents and processes that tracked departmental goals. A more formalized non-instructional assessment framework was developed in October 2013 as a result of an assessment-focused enrichment day.

The foundation of the non-instructional assessment framework is a revised Cabinet Team Report. Now titled the Cabinet/Assessment Team Report, the report documents departmental goals, measurements, and expectations. At least once a year, departments report to cabinet on what goals were met or not met, explain why, and clarify goals for the upcoming year. While the goals, measurements, and expectations are generated within the individual departments, assessment staff provide technical assistance and facilitate data requests.

The revised form was phased in starting in January 2015.

Content

Following is a collection of Cabinet/Assessment Team Reports submitted focused on data gathered between July 1, 2014-June 30, 2015. Exclusion does not equal non-participation. The reporting schedule is still under development and some departments are still in the beginning stages of developing goals and measurements.

Areas Included

Academic Affairs

Center for Enterprise (CFE)
Registration and Records
Instructional Leadership Team (ILT)

President's Office

*Assessment
Executive Cabinet
Development
Marketing

Administrative Services

Area Physical Resources Team (ARPT)
Business Office
*Extended Campuses
Enterprise Resource Planning (ERP)
Human Resources (HR)
Information Services (IS)
Working on Wellness (WOW)

Student Services

Adult Education
Career Services
Disability Services
Employment Services
Housing
Learning Resource Center
Recruiting and Admissions

***Note:** Two reports, the 2014-15 Extended Campuses and Assessment, do not fall within the date parameters but are included in the report. The 2014-15 Extended Campuses report is included as a good example of the utilizing the revised reporting format. The 2014-2015 Assessment report, presented in June 2014, is included to provide a general overview of assessment related goals.

General Findings

The prior Cabinet Report was focused on narrative information did not require a specific yes or no answer if a goal was met or not met. Following are several general conclusions derived from the report:

- IS support is the operational backbone for MPCC. Many departmental goals require varying levels of assistance from IS.
- Departments are beginning recognize a need for increased support for at-risk students, including English Language Learners (ELL) students.
- Increased emphasis on cross-training employees to improve efficiency and provide improved student service.
- There is an effort by to maximize use of Jenzabar and providing necessary training for employees.
- Departments are documenting and developing process and procedure manuals.

In addition to narrative information, the revised Cabinet/Assessment Team Report requires a response of yes, no, or inconclusive to answer the question, “Were expectations met?”

January 2015-June 2015 Revised Cabinet/Assessment Team Report		
Total number of goals	67	
Expectations Met	31	46.27%
Expectations Not Met	15	22.39%
Results Inconclusive	21	31.34%

Conclusion

2014-15 was a transitional year for non-instructional assessment at MPCC. A new report format was introduced and some departments, for the first time, documented goals, developed measurements, and analyzed results. This end result is not a tidy, linear report where departments followed the same assessment models and use the same matrix forms. However, collectively, the 2014-15 Non-Instructional Report demonstrates a dedicated faculty and staff who are committed to answering the question, “What can we do better?” to support MPCC’s mission of providing quality educational opportunities for lifelong student learning.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Center for Enterprise
Team Leader Name: Angela Raby
Report Date: 09/22/15 for 14/15 Academic Year

REVIEW OF PRIOR TEAM REPORT

Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Generate appropriate revenue from all sources to cover direct operating expenses.		A. FTE Generation B. Revenue Generation B1. General Fees B2. Tuition B3. Grant Funding B4. Private Donations	A. FTE reim. - 65 B. Revenue Goals B1. \$255,000 B2. \$13,800 B3. Not Established 14/15 B4. Not Established for 14/15	A. No (94.86% of goal) B1. \$244,171 B2. \$13,711 B3. \$54,275 B4. \$14,493	A. Met 94.86% of goal B. Met 95.75% of goal C. Covered NBDC office	
Provide area coverage and resources.		A. # of Courses by County 1. % of Headcount of by County as % of Area Population (ages 15+) B. # Area Presentations C. Community Involvement List t	- A Outlined in Attachment A - A1 Outlined in Attachment A - A2. At least 1 campus visit by a CFE staff every month for support. A. 21 presentations All staff involved in at least 2 community based organizations.	Yes	Good distribution of courses by location & consistent %'s across campus locations; The CFE staff did an excellent job of maintaining regular communication and in providing on-going support to Extended Campus coordinators for related programming.	Need to engage large #of persons from Lincoln County. Enrollments expected to increase in Valentine with arrival of new campus but not until 16/17 report. Staff should continue to present at area groups on a regular basis. CFE staff will continue to visit extended campuses to provide training and support services.
Increased enrollment in all categories of services.		A. Total Enrollment A1. Reimbursable, including For Credit A2. Nonreimbursable B. Cancellation Rate C. # of B&I Outreach Visits	A. Total Enrollment down 3.34% from previous year. A1. Reim. Enrollment down 9.73% A2. NR Enrollment up 5.49% B. 13.26% all, 11.60% for repeat and 40.70% for new	No.	Overall enrollment decreased due to fewer offerings & decreased contact hours in the reimbursable category. For credit offerings increased over previous year. Cancellation rates	Increase # of course offerings in reimbursable category and maintain or increase enrollments in nonreimbursable programming.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Center for Enterprise
Team Leader Name: Angela Raby
Report Date: 09/22/15 for 14/15 Academic Year

			C. Over 136 outreach attempts;		for both new and repeat programs are within defined acceptable rates.	
Provide quality annual programming & resources.		A. Class Evaluation Scoring & Qualitative Input B. Instructor Pool Count C. % of New Programs	A. Collected but not compiled- Average score was 4 B. Instructor Pool: Baseline not set. C. New Programs: 5.5%	A. Unknown B. 208 instructors listed C. 5.5%	CFE needs to grow engaged instructor pool to diversify offerings to meet at least the 10% new program threshold of successful programs. The CFE staff and instructors have done a more consistent job of distributing and collecting course evaluations and garnering qualitative feedback from business consumers. However, the CFE needs a consistent system/structure that can allow them to analyze that feedback when analyzing areas for improvement. Currently staff reviews the evaluations and provides them to the instructor.	Recruit fresh ideas and instructors for offerings. Grow instructor pool in quantity and diversity. Create structure that allows staff to better quantify and analyze evaluation scores for improvement. Work to reach a minimum of 10% NEW programs each term.

- **What did the team accomplish in the last 12 months?**
- Operational
 - o Clean Audit
 - o Documented additional internal processes
 - o Developed favorite report section to allow for easier access to KPI



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Center for Enterprise

Team Leader Name: Angela Raby

Report Date: 09/22/15 for 14/15 Academic Year

- Entrepreneurial Support
 - o Exceeded Key Performance Indicators for NBDC office.
 - 30 new clients served
 - 11 counties have been represented in Southwestern, West-Central, & North-Central Nebraska.
 - \$4,041,397 in capital investments that provide an economic impact in our regional communities.
 - \$350,000 (+) in savings towards business owners
 - \$178,500 in client business sales
 - 23 Jobs have been created or retained
 - 10 Start-up businesses / purchased existing businesses / business expansion
 - 2 pending funding
 - o Business Bootcamp series in North Platte
 - o Hormel Competition (support role)
 - o Community partnership to publish STARTUP North Platte booklet
 - o 3 staff attended and became Growth Wheel certified advisors
- Contract Training
 - o Increased number of customized trainings in the area
 - o Assisted area employers with 5 Nebraska Worker Training grants with 4 awarded for a total of \$17,300 in funding assistance.
 - o New connections in Wauneta and Culbertson.
 - o 3 Basic Welding Techniques & Safety offerings, 28 students 1.4 FTE
 - o Expanded # of contract trainings in technical fields for area employers.
- Community Education
 - o Partnered with Business Division to offer MOS training for employees
 - o Partnered with Prairie Arts Center for classes
 - o Enterprising Kids Academy in McCook and Summer Kids programs in North Platte
- Professional Training & CEU's, ASHI programming
 - o Fire Science (focusing primarily on Grain Bin Rescue and Fire Science CEU's)
 - o Professional Truckdriving (3 students, 0.8 FTE)
 - o Professional Services Training 26 students, 0.86 FTE)
 - o Adult Driving Program Accreditation in McCook
 - o Added CEU's for Electricians
 - o Lunch 'n Learn Management series in southwest area
 - o Renegotiated & signed contract w/GP Health for CEU's



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Center for Enterprise
Team Leader Name: Angela Raby
Report Date: 09/22/15 for 14/15 Academic Year

- On-line Growth: increased online FTE (up 2.33 FTE) & revenue (up by \$1,118 for total of \$3,212.20)
- 11 ASHI CPR/First Aid Courses in SW territory
- Other
 - Participated in AQIP Action Project #13
 - CFE Team members are active in their communities including participation in Rotary Clubs, MEDC Board, Mid-Plains United Way board, SW NE Leadership, Buffalo Commons, and other initiatives

GOALS FOR UPCOMING 15/16 (YEAR)

1. What are the teams goals for the next _____ (year)?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Generate appropriate revenue from all sources to cover direct operating expenses.		A. FTE Generation B. Revenue Generation B1. General Fees B2. Tuition B3. Grant Funding B4. Private Donations	A. FTE 60 B. Revenue Goals B1. \$250,000 B2. \$13,711 B3. 82,500 B4. \$16,000
Provide area coverage and resources.		- # of Courses by Campus - % of Headcount of by County as % of Area Population (ages 15+) - # Area Presentations - Community Involvement List	- Maintain current levels, - Maintain current levels- increase enrollments in NP and online courses - 20 presentations - Maintain current levels
Increased enrollment in all categories of services.		A. Total Enrollment A1. Reimbursable, including For Credit A2. Nonreimbursable B. Cancellation Rate C. # of Contracts Served # of B&I Outreach Visits	A. Maintain current enrollment levels in existing courses. Expand enrollments in online & reimbursable programming. B. Maintain Cancellation Rate in national model standards C. 25 Contracts, 12 B&I visits with Presidents office in conjunction w/regular monthly visits to extended campuses by CFE staff
Provide quality annual programming & resources.		D. Class Evaluation Scoring & Qualitative Input E. Instructor Pool Count % of New Programs by Term	D. Create system for compiling scores by semester



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Center for Enterprise
Team Leader Name: Angela Raby
Report Date: 09/22/15 for 14/15 Academic Year

			E. Increase % of NEW programs to 10.0% with focus on reimbursable course development that is responsive to community needs
--	--	--	--

2. What are the major challenges the team faces?

It is challenging to coordinate all marketing efforts and be more strategic in those efforts to increase enrollments. Staff are simply too busy to get ahead of the challenge on a consistent basis for all types of programming.

Growing new programming is always a challenge, especially in regards to recruiting and retaining quality instructors.

OPPORTUNITIES

1. What opportunities does the team envision?

The team is interested in developing more certificate issuing opportunities for area employers. The CFE will need to work with Career Services and their testing center on some certificate programs.

As many students struggle to find the resources to pay for noncredit professional development, these funds and those offered via WIOA funding provide a potential resource to this population. LB 519 funds at the state level could assist with scholarships for enrollment in some certificate programs for identified programs.

The team is also packaging several courses into set series of events to meet employer demands for training that goes above a 'flash in the pan' to support staff development. In 1415, one such example is the Leadership Series being led by Lena.

Online programming has shown great potential in allowing the CFE to expand its instructor/content knowledge expert pool. Targeted marketing and consumer's comfort level with taking an online program need improvement for enrollments to expand. Targeted marketing is possible in areas such as K-12 teacher development, pharmacy technician, and paralegal programming.

Sharon will be exploring continuing education and certification education for the food service industry this year.

Angela will be working with the president's office to schedule visits to area business and industry locations to hear about their needs. An increase in new connections may lead to additional area trainings and contracts for the CFE. It remains to be seen if the current staff will have adequate time and resources to bring all requested trainings to fruition.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Center for Enterprise
Team Leader Name: Angela Raby
Report Date: 09/22/15 for 14/15 Academic Year

The Center for Enterprise's website is being moved internally. Once that is complete, the team will update registration software to a mobile friendly version.

REQUESTS

1. What special requests need to be considered by the College Cabinet?

There continues to be a need for evening and weekend tech support on campus for instructors and students.

The Hormel classrooms (2nd floor) need updated to include an HDMI port for presentors. Also larger meeting space (50-60 in Hormel) if remodels are ever planned. The Weeth theater is often busy with productions which makes scheduling difficult.

Lab space and equipment are key limiting factors in the CFE's ability to deliver technical training (in a quality manner) to our extended campus locations.

Attachment A						
		Mid-Plains Center for Enterprise				
	Population Estimate Ages 15+, 2014	NR Headcount	Reim Headcount	FC Headcount	Total Headcount	Headcount as % of Population Engaged
Arthur	363	34	14	0	48	13.22%
Blaine	428	7	27	0	34	7.94%
Chase	3259	256	76	60	392	12.03%
Cherry	4667	84	143	1	228	4.89%
Custer	8536	654	370	27	1051	12.31%
Dundy	1650	44	40	3	87	5.27%
Frontier	2262	93	96	0	189	8.36%
Hayes	786	16	6	0	22	2.80%
Hitchcock	2339	108	67	8	183	7.82%
Hooker	593	26	34	1	61	10.29%
Keith	6776	588	183	2	773	11.41%
Lincoln	28539	1003	1752	26	2781	9.74%
Logan	609	23	71	0	94	15.44%
Loup	468	7	3	0	10	2.14%
McPherson	382	21	38	2	61	15.97%
Perkins	2318	137	137	2	276	11.91%
Red Willow	8549	775	580	1	1356	15.86%
Thomas	552	18	42	0	60	10.87%
Unreported		248	101	0	349	
<i>Outside of Area Sub-total</i>		787	2707	38	3532	
In-Area Sub-total	73076	3894	3679	133	7706	10.55%
Totals		4929	6487	171	11587	

	Academic Year					
Reimbursable, noncredit	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	% Change
# of Classes Offered, REIM	461	707	644	741	684	-7.69%
Enrollment, REIM	6849	8208	9896	10029	9053	-9.73%
Contact Hours, REIM	42919	61488	58102	55887	52794.25	-5.53%
FTE	51.82	77.60	63.43	62.10	56.6	-8.86%
	Academic Year					
For Credit	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	% Change
# of Classes Offered, FC			9	2	24	1100.00%
Enrollment, FC			73	14	202	1342.86%
Contact Hours, FC			309	381	2688	605.51%
FTE			4.705	1.02	5.6	449.02%
	Academic Year					
Nonreimbursable (Avocational)	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	% Change
# of Classes Offered, NR	75	97	382	569	591	3.87%
Enrollment, NR	521	823	4357	7252	7650	5.49%
Contact Hours, NR	2998	361	26255	48193	53302.5	10.60%
	3.33	0.40	29.17	53.55	59.23	10.60%
	Academic Year					
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	% Change
Total # of Classes	536	804	1026	1310	1299	-0.84%
Total Enrollment	7370	9031	14253	17281	16905	-2.18%
Total Contact Hours	45917	61849	84357	104,080.00	106,096.75	1.94%
	Academic Year					
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	Goal
% NEW Programs	Not Available	Not Available	8.50%	9.20%	4.50%	10%-30%
# of NEW Programs	Not Available	Not Available	38	139	67	
	Academic Year					
Cancellation Rate	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	Goal
New Programs	Not Available	Not Available	38.30%	24.40%	37.30%	30-50%
Repeat Programs	Not Available	Not Available	10.80%	11.60%	12.10%	0-13%
All Programs	Not Available	19.70%	13.20%	12.10%	13.30%	0-15%

Center for Enterprise												
	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	ACTUAL 2014/15
• Revenues												
o State Aid (% of FTE)	151,224	169,341	179,348	257,403	217,739	320,557	242,013	241,125	317,504	289,729	272,384	275,359
o Property Tax (% of FTE)	121,371	156,419	180,304	192,692	167,744	260,321	242,111	247,182	380,449	340,167	308,368	342,352
o Tuition and Fees						11,395	8,576	8,548	25,624	13,695	2,806	13,711
o Course Fees	173,185	269,536	178,198	181,035	143,809	159,547	168,162	176,400	235,877	212,215	253,219	244,171
o Grant/Restricted Donations												68,768
Total Revenues	445,780	595,295	537,850	631,130	529,292	751,820	660,862	673,254	959,454	855,806	836,777	944,361
• Direct Expenses												
o Personnel	237,451	329,763	325,136	315,939	373,174	484,569	494,162	474,816	433,696	369,772	361,540	372,476
o Operating Costs	117,270	160,372	100,338	87,289	91,744	140,150	150,137	191,174	252,872	195,403	179,998	243,876
o Total Direct Expenses	354,721	490,135	425,474	403,228	464,918	624,719	644,299	665,990	686,568	565,175	541,538	616,352
• Revenues Available to Offset Indirect Costs	91,059	105,160	112,376	227,902	64,374	127,100	16,563	7,264	272,886	290,631	295,239	328,009
o Indirect Costs	215,082	252,515	268,763	279,786	231,090	364,088	289,339	289,649	430,388	376,126	404,762	353,750
o Net Profit/(Deficit)	(124,023)	(147,355)	(156,387)	(51,883)	(166,716)	(236,988)	(272,776)	(282,385)	(157,502)	(85,495)	(109,522)	(25,740)
o Total Direct Expenses	354,721	490,135	425,474	403,228	464,918	624,719	644,299	665,990	686,568	565,175	541,538	616,352
o Indirect Costs	215,082	252,515	268,763	279,786	231,090	364,088	289,339	289,649	430,388	376,126	404,762	353,750
o Total Costs (direct & indirect)	569,803	742,650	694,237	683,014	696,008	988,808	933,638	955,639	1,116,956	941,301	946,299	970,102
	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
o FTE	46.26	49.17	51.32	52.20	42.87	66.08	54.75	51.82	77.60	68.13	63.12	61.66
o Direct Cost per FTE	7,668	9,968	8,291	7,725	10,845	9,454	11,768	12,852	8,848	8,296	8,579	9,996
o Indirect Cost per FTE	4,649	5,136	5,237	5,360	5,390	5,510	5,285	5,590	5,546	5,521	6,413	5,737
o Total Cost per FTE	12,317	15,104	13,528	13,085	16,235	14,964	17,053	18,442	14,394	13,816	14,992	15,733

Grant Funds Obtained for Employers	# Applications Submitted	# of Awards Granted	Grant Awards Amount
Sept. 30 Submissions	1	1	7000
Dec. 31 Submissions	1	0	0
March 31 Submissions	2	2	8500
June 30 Submissions	1	1	1800
			\$ 17,300.00
Denied Applications		Funds Requested	
JOBS Topeka Grant		\$25,000	
Kauffman		LOI only	
NE Library Commission		Request (Not service area)	

Project Name		Grant Funds Income	Private Dollars
NBDC	SBA Federal Funds	\$ 51,025.27	
NP Chamber/Development	Deferred		8222.9
STARTUP NP	MNCF	\$ 2,000.00	
Small Business Bootcamp	NP Area Chamber/Development	\$ 1,250.00	
MEDC			\$ 3,000.00
McCook National Bank	NBDC		\$ 1,000.00
Nebraskaland National Bank	NBDC		\$ 1,000.00
Keith County Chamber	NBDC		\$ 250.00
McCook Optimist Club	Kids Enterprising Academy		\$ 300.00
Kris Long	Kids Enterprising Academy		\$ 100.00
McCook Rotary	Kids Enterprising Academy		\$ 500.00
NDHHS	EMS		\$ 120.00
		\$ 54,275.27	\$ 14,492.90
			\$ 68,768.17



Mid-Plains Community College Team Report

Team Name: Instructional Leadership Team
Team Leader Name: Dr. Jody Tomanek
Report Date: July 22, 2015

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
<p>Meeting regularly with dual credit faculty and full-time faculty to ensure that MPCC courses are being taught using the same course materials and objectives.</p> <p>Improving processes for adjunct faculty.</p> <p>Evaluate adjunct faculty on a regular basis.</p>		<p>Identifying orientation session dates with Extended Campuses as well as the two main locations. Orientations will be six face-to-face sessions at each location.</p> <p>Adjunct Faculty Service Awards</p> <p>Expand evaluation of adjunct faculty.</p>	<p>For the Fall of 2015, we will continue our Adjunct Faculty Orientation "tours" to all locations for face-to-face conversations. Working to evaluate what is discussed at those meetings.</p> <p>Will be given in Fall of 2015</p> <p>23 adjunct faculty were evaluated in the 14/15 academic year. Three were dual credit faculty.</p>	Yes	<p>Feedback continues to be strong for adjunct evaluations and has now become a permanent process. Initial feedback from dual credit faculty indicates that they are very receptive to the evaluation.</p>	<p>All divisions are being asked to evaluate at least one dual credit faculty member in the 15/16 academic year.</p>
<p>Environmental scan of what new programs/additions/deletions need to be made to keep current with trends and enrollments.</p>		<p>Identify new programs to add to the curriculum along with new options/emphasis.</p>	<p>Continuing to create short term options for students. Additionally, ILT is continuing to look at revisions to the AS degree to put a larger emphasis on Science as well as the Associate of Fine Arts.</p>	Yes/No	<p>Minor changes were made to the AS to make the degree transferable to the State Colleges. The Fine Arts degree was approved by the CCPE in June 2015 and hopefully by HLC in July 2015.</p>	<p>Continue to pursue additional degree offerings.</p>



Mid-Plains Community College Team Report

Team Name: Instructional Leadership Team
Team Leader Name: Dr. Jody Tomanek
Report Date: July 22, 2015

Identify how the scheduling of dual credit classes and enrollment in those classes can be improved for better communication with the high schools.		Work with Career Services and Extended Campus Coordinators to improve processes.	A small work group continues to meet and discuss the scheduling of courses.			
Identify new strategies for course offerings.		Offering courses at alternative start times.	Courses are offered in a variety of ways including eight and 12 week classes and evening courses. Pursuing evening and weekend offerings. Sunday College will kick-off in Fall of 2015.	Yes	Courses offered in 8 and 12 week formats continue to increase. Sunday College will kick-off this fall with 33 students enrolled as of 7/13/15.	

2. What did the team accomplish in the last 6 months?

- Implemented 3-year Instructional Equipment Plan and spent \$300,000.
- Substituted for Dr. Tomanek at Cabinet.
- Developed 2015-16 budget.
- Developed and implemented Sunday College to kick-off in Fall of 2015.
- One adjunct took advantage of Adjunct Faculty Travel Procedures. (Doug Long).
- Revised and implemented new forms for Instructional Services Team.
- Continued to refine class cancellation procedures.
- 19 faculty participated in course reviews for the Nebraska Transfer Initiative.
- Sent two full-time faculty and one adjunct faculty to NISOD conference.
- Created and implemented Course Type Definitions to improve communication with students and improved load sheets.
- Created new format for year-end reports.
- Attended Cabinet retreat to discuss enrollment trends and marketing.
- Began discussions on Dual Credit procedures and DL Open sites.
- Attended PFI meetings on common Compass scores.
- Continue to work with faculty to ensure common course numbers, titles, descriptions, and objectives with the Nebraska Transfer Initiative.
- Created initiatives focused on improving student success and retention in Foundations courses.
- Created an ILT Procedures Document.



Mid-Plains Community College Team Report

Team Name: Instructional Leadership Team
Team Leader Name: Dr. Jody Tomanek
Report Date: July 22, 2015

GOALS FOR UPCOMING 2015-16

1. What are the teams goals for the next Academic Year

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Continue to work with faculty to ensure common course numbers, titles, descriptions, and objectives with the Nebraska Transfer Initiative.		Update course names and numbers to align with the NTI.	Courses will be approved in Fall IST meetings and appear in the course catalog for 2016-17.
Increase Professional Development Opportunities for Full-time and Adjunct faculty.		Additional number of sessions offered and attended as well as increase offerings at extended campus sites.	More relatable topics and sessions.
Improving processes for adjunct faculty.		Updated handbook and refinement of orientations and service awards.	New handbook for 16-17. Make changes to orientation and awards based on feedback.
Evaluate adjunct faculty on a regular basis.		Increase number of dual credit adjuncts evaluated.	9 dual credit faculty evaluated.
Identify how the scheduling of dual credit classes and enrollment in those classes can be improved for better communication with the high schools.		Continue work with Extended Campus Coordinators and Career Services to create less confusion related to scheduling.	ILT will be working on an Enrolment Strategy related to dual credit.
Improve internal processes.		Increased marketing of programs. Division Chair evaluations. Contracts	Create two-year marketing plan. Evaluations conducted with average scores of 3.5 Reduce number of contracts created out of the AA office.

2. What are the major challenges the team faces?

Continuing to refine processes and workflow. All Division Chairs are from North Platte. Curriculum review and additions.

3. What challenges lie ahead for the team?

Instructional delivery, how do we reach students effectively? How do we maintain quality of programs with growth at extended campuses as well as strong faculty?



Mid-Plains Community College Team Report

Team Name: Instructional Leadership Team
Team Leader Name: Dr. Jody Tomanek
Report Date: July 22, 2015

Faculty support for on-line courses and evaluation.
Assessment in all instructional programs.

OPPORTUNITIES

1. What opportunities does the team envision?

Deal with challenges head-on.
Improve communication with Extended Campus Locations and coordinators.
More of a presence in McCook and at Extended campus locations – more engaged.

REQUESTS

1. What special requests need to be considered by the College Cabinet?
More input into large decisions related to enrollment.

College Wide Student Learning Objectives

1. Effective use of written communication skills
2. Effective use of oral communication skills
3. Efficient use of information retrieval skills
4. An understanding of the values and traditions of other cultures in the world
5. Mathematical computational skills to solve problems
6. Human inquiry skills by scientifically observing, explaining, predicting and testing for the purpose of understanding
7. Critical thinking skills
8. Appropriate and necessary competencies/skills for academic transfer or employment in their area of expertise
9. Effective decision making skills



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Registration & Records
Team Leader Name: Mari Jo Widger
Report Date: February 24, 2015

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
n/a 1 st report						

2. What did the team accomplish in the last 6 months?

Maintained standard processes (registration, grade collection, academic probation/suspension identification, transcript production, transfer credit evaluation, degree audit, enrollment verification, degree verification, duplicate record merge) with no deaths or lawsuits related to these processes.

Recorded transfer equivalencies within TES CollegeSource for Nebraska transfer initiative schools.

Supported data clean-up and/or Jenzabar EX and CampusWeb reconfiguration necessary for various compliance or updated process needs, such as CIP code and Advising reconfiguration required for updated federal financial aid and National Student Clearinghouse requirements (major focus) and updating the online intent to graduate to include Career Services questions, which also required adding user-defined Jenzabar EX data elements and a query for Career Services to retrieve the collected data.

Supported Student Life and Valentine Extended Campus employee changes by introducing new personnel to relevant Jenzabar EX and CampusWeb functionality.

Supported Advising employee changes by participating in Jenzabar EX consulting and subsequent work sessions.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Registration & Records
Team Leader Name: Mari Jo Widger
Report Date: February 24, 2015

GOALS FOR 2015

1. What are the teams goals for 2015?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Pilot limited Jenzabar EX registration access, similar to access currently available for UPRR enrollments, to 1 extended campus.	AQIP 2	Does this occur by August 24, 2015? (start of Fall 2015 term)	Reduce time between student's decision to enroll and actual enrollment; possibly increase Extended Campus promotion of online registration. If pilot goes well, expectation will be to expand to remaining Extended Campuses by Fall 2016 opening.
Add KS and CO transfer equivalencies to TES CollegeSource	AQIP 2	Have we added Trinidad State Junior College, Northeastern Junior College, and Colby Community College transfer equivalencies by August 24, 2015?	Provide self-service course equivalencies to potential students and to MPCC employees (especially recruiters, advisors [faculty and general], and Extended Campus representatives) for reference prior to formal acceptance of transfer credit.
Survey Faculty satisfaction with Registration/Records support	AQIP 2	5 point likert scale; expecting to attain minimum 3.5 overall results.	Identify areas to celebrate our current quality of service and areas where improvement is needed, which will become future goal(s).

2. What are the major challenges the team faces?

Electronic tools and college processes (both chosen and mandated) continue to evolve.

Registration & Records is responsible for staying up-to-date with and keeping others informed of (in most cases) 5 electronic tools:

[1] Jenzabar EX RE functionality (some portions directly Registration & Records, some related, such as section master settings), [2] CampusWeb [a] Course Search (online registration), [b] student schedules, grade reports, and unofficial transcripts, [c] intent to graduate, [d] registration agreement, [e] personal information updates, [f] Faculty class lists and [g] grade rosters, [3] Parchment Exchange (official transcripts), [4] TES College Source, and [5] National Student Clearinghouse.

Time to devote to both maintenance of current services and electronic tool support and development.

Geographic distance.

Information Services time available to support process maintenance and development.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Registration & Records
Team Leader Name: Mari Jo Widger
Report Date: February 24, 2015

OPPORTUNITIES

1. What opportunities does the team envision?

Continuing cross functional integrated effort that has begun to take root amongst recruiting, admissions, advising, financial aid, registration & records.

REQUESTS

1. What special requests need to be considered by the College Cabinet?

Annual allotment of Jenzabar consulting hours (some devoted to implementing functionality as it develops, some to get us over the hurdle on functionality we have implemented by have not resolved all complications [such as Admissions to Registration and subsequent Registration to Advising data transfers]; some to reduce MPCC query/report writing load).



Mid-Plains Community College Team Report

Team Name: Business Office
Team Leader Name: Wendy Schramm
Report Date: November 18, 2014

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report. Results from Oct 2013 Business Office Assessment planning attached separately

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action

2. What did the team accomplish in the last 12 months?

- Restructure of entire department workflow and position responsibilities
- Accomplishments of the restructure include – hiring 1 FT and 2 PT staff members and completing onboarding & dept. training for all 3; realignment of duties and responsibilities amongst current FT staff members while maintaining separation of duties and audit-quality expectations; transferring responsibilities of former staff accountant position (namely banking and investment monitoring) to new FT role
- Implemented and successfully completed back-up/cross- training for Purchasing, Accounts Payable and Student Account functions
- Implemented a new credit card processing/acceptance system
- Implemented electronic automation of bookstore vouchers and secure file uploads of book charges for students who charge to Financial Aid
- Initiated a change of P-Card vendors and are in process for implementation during 2015
- Enhanced and tightened payroll processing operations with continued improvement toward accurate/reliable quarterly reporting processes
- Streamlined and built consistency for all student account billing processes – charges, outside scholarship processing, finance charges, statement distribution, statement messaging, etc.
- Created new Tuition Management brochure to support Business Office, Enrollment staff and all students – better information provided to new students
- Participated in Registration Days at MC and NP – now included as a rotation for new student awareness of our costs and billing processes
- Encouraged more visible distribution of FERPA forms to improve student account staff ability to answer parent/spouse questions and improve customer service
- Continued improvement of functionality in Business Office suite of EX products – provided more end-user training to staff so they can better let Jenzabar do the work for them and it spreads workflow out to end-users so timely processing keeps all records current
- Standardized monthly statement/billing and refund check issuing dates and improved communication of both with Enrollment staff
- Updated collection account monitoring, processing and timely communication with past-due accounts



Mid-Plains Community College Team Report

Team Name: Business Office
Team Leader Name: Wendy Schramm
Report Date: November 18, 2014

GOALS FOR UPCOMING 12 MONTHS

1. What are the teams goals for the next 12 months

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Assessment (defined during FED 2014): Efficient processing and streamlining of student account processes	AQIP Category Five – Knowledge Management and Resource Stewardship	# calls about student account balances and billing questions – begin to track baseline data in Nov 2014 (re-start from 2013 goal), identified by extension number # of accounts sent to collections – continued data collection	Baseline data established from Dec 1, 2014 to March 31, 2015, improved statement messaging, continual staff training and other statement improvements. Data gathered again July 1, 2015 to Oct 31, 2015. 5% Reduction in number of calls received
Well-trained MPCC faculty and staff in related areas of Business Office paperwork	AQIP Category Five – Knowledge Management and Resource Stewardship	Continued tracking of errors – volume and type as continuation of 2013 plan of action	Offer one-on-one and group training, create one online tutorial with help of IS dept to support staff training 10% reduction in number of errors on forms
Increase cooperation and communication between business office/student accounts and other depts.	Category Five – Knowledge Management and Resource Stewardship and Category Two – Meeting Student and Other Stakeholder Needs	Participate in Reg Days, increase # meetings between Student Accounts and other student service areas (ER, SL, etc)	Increase # of departments met with, baseline # meetings set during Fall 2014, increase # of communications by 10% add one dept/area in Spring 2015 and Fall 2015 (ultimate goal improved cross-dept student service.
Increase student support through Campus Web service enhancements and student account staff support	Category One- Helping Students Learn & Category Two – Meeting Student and Other Key Stakeholder Needs	Possibly survey students Spring semester each year to find student satisfaction rate of student accounts, improve by 10% each year	Training/support offered for students to know student account payment expectations – flyer distributed 2x/yr, use CampusWeb for student account research &, making payments for traditional, dual credit, parents, etc.
Operational:			
Back-up training for Payroll Processing	AQIP Category Three – Valuing Employees	Ability for at least 1 other staff member to be able to complete a monthly payroll file	1 back-up staff member will complete payroll process at least once annually
P-Card beta testing followed by full implementation	AQIP Category Five – Knowledge Management and Resource Stewardship	Beta testing	Testing by 10% of beta sample complete by Feb 1, 2015, remaining 90% by June 30, 2015 and complete distribution of P-Cards to all users by start of Fall term FY 2015-16
Converting to new Billing Periods for Student Accounts (new in EX 5.0)	AQIP Category Five – Knowledge Management and Resource Stewardship	Testing and initial usage of new database programming for Summer Term 40 of FY 2014-15	Full system functionality and utilization of new process for Fall Term FY 2015-16
Implementation of improved Travel procedures	AQIP Category Five – Knowledge Management and Resource Stewardship	10% reduction in emergency requests or paperwork with errors	Baseline of travel request volume (& errors as % of volume) established from Dec 1,



Mid-Plains Community College Team Report

Team Name: Business Office
Team Leader Name: Wendy Schramm
Report Date: November 18, 2014

			2014 to March 31, 2015. Offer one-on-one and group training/coaching on process. Implement new procedure Aug 1, 2014 and again track volume and %errors from Aug 1, 2015 to Oct 31, 2015
--	--	--	--

2. What are the major challenges the team faces?

- **Time.** Time to investigate and implement further processing improvements while maintaining daily work flow. Time for training and support of office staff to reduce delays, errors that continue to 'haunt' us and take unnecessary extra time to resolve.
- **Access.** We appreciate the IS department has undergone some major upgrades and changes. Each of those changes present an extreme amount of down time, frustration, missing drives, locked files, permissions gone, access denied, etc. that frustrates staff and derails productivity as we work toward resolution.

3. What challenges lie ahead for the team?

- **Staying focused on continual improvement – AQIP –** when we know its value but it takes from everyday work flow to track, record and work on the goals set.
- **Continuing cross-training and not falling back into comfort zones of doing things ourselves.**

OPPORTUNITIES

1. What opportunities does the team envision? The opportunity to continue on this path of reorganization and renewed energy and vision by staff members. The opportunity to improve processes even further and to take time to offer college-wide training in basic procedures such as Requisitions, Travel, Declarations, Time Cards, Leave Requests, etc.

REQUESTS

1. What special requests need to be considered by the College Cabinet? Continued support of our department's reorganization; continued support of department policies and procedures – both current and those we will be implementing in the future (P-Cards for instance).

College Wide Student Learning Objectives

1. Effective use of written communication skills



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: ERP Integration Team
Team Leader Name: Trent Wiese
Report Date: February 18th, 2015

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Perform product enhancements and provide employee development	5-Knowledge Mgmt. & Resource Stewardship	Employees are able to successfully enter data with little duplication of effort	Minimum of 5 staff participate in Jenzabar Annual Meeting (JAM) and deliver report of JAM updates and action plans.	Inconclusive	Staff members participating in past meetings have reported on the activities they took part in and ideas for putting that information into practice but there was no follow up on the ideas	Beginning with this JAM cycle members will present reports on their trips as well as any action that will be taken with a plan to put that into place.
Coordinate integration of effort	5-Knowledge Mgmt. & Resource Stewardship	Users are able to obtain accurate data for reporting from any/all of the MPCC data collection points	All areas of the college collaborate so data is available and accurate for reporting purposes	Ongoing	Challenges are faced regularly where data has been kept outside our main information system so it cannot be reliably reproduced	Ongoing meetings and planning need to happen to work with all areas of the college
Maintain college's relational database, related web frontend & student support software in support of college processes	5-Knowledge Mgmt. & Resource Stewardship	Does work that the college depends upon get successfully accomplished? Problems are submitted through http://helpdesk.mpcc.edu	Updates are performed in sufficient time and with enough notice that users work is not interrupted	Inconclusive	Before major upgrades to any of the main data systems a "sandbox" version of the new system is made available for users to test. Departments have not been held accountable for their testing efforts.	After future upgrades are made available in the "sandbox" environment organized testing sessions need to be held to ensure all departments are sufficiently exposed to the updated software
Replenish the Board's budget commitment of 160K in 2015-2016	5-Knowledge Mgmt. & Resource Stewardship	Consulting hours and travel for training or meeting	Funds are provided	Yes	The funds have been available the past two cycles	Continue to follow up with supervisors to show that funds are being responsibly spent and are sufficiently benefitting the college.

2. What did the team accomplish in the last 6 months?

- Implementation of NuVision software – Goal #1
- NSC programming changes – Goal #3
- SQL version upgrade – Goal #3



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: ERP Integration Team
Team Leader Name: Trent Wiese
Report Date: February 18th, 2015

- d. Jenzabar and PowerFAIDS upgrades and enhancements – Goal #3
- e. Jenzabar Notepad training – Goal #1
- f. Jenzabar Advising training – Goal #1
- g. Jenzabar Payroll/HR training – Goal #1
- h. Jenzabar Admissions Import Utility training – Goal #1
- i. Astra systems upgrade and enhancement – Goal #1

GOALS FOR UPCOMING ____ (YEAR)

1. What are the teams goals for the next ____ (year)?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Jenzabar EX 5.5 upgrade	5-Knowledge Mgmt. & Resource Stewardship	College operations continue with no interruption due to lack of training or software glitches	Software is installed with sufficient time for testing and training
Course Evaluation software	5-Knowledge Mgmt. & Resource Stewardship	Students are able to submit surveys on time with results that are immediately reviewable by faculty and administration as is appropriate.	Evaluation software is rolled out that is reliably available for students to fill
Continued consulting-training for data systems	5-Knowledge Mgmt. & Resource Stewardship	Staff is fully trained and able to utilize the software to its full extent	Jenzabar staff are contracted to bring training to MPCC personnel in either new processes or refresher training on existing processes. This will result in employees able to accurately perform their duties in the most time efficient ways possible
Participation in annual meetings and training	5-Knowledge Mgmt. & Resource Stewardship	Staff are trained in new ways to utilize the software that benefit the college	Participation in demonstrations from Jenzabar as well as other Jenzabar colleges to learn new or improved processes to ensure data accuracy and work efficiency.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: ERP Integration Team
Team Leader Name: Trent Wiese
Report Date: February 18th, 2015

2. What are the major challenges the team faces?

- a. Time to focus upon integrations, testing and implementing changes while maintaining current level of service
- b. Availability of user and technical support at all times users expect it(Staffing)
- c. Continued commitment to Jenzabar and related products by Cabinet.
- d. Web design and support for the web modules.

OPPORTUNITIES

1. What opportunities does the team envision?

- a. Continued integration, development, and support of the ERP system processes & personnel.
- b. Continued data systems review

REQUESTS

1. What special requests need to be considered by the College Cabinet?

- a. Addition of a web design/support position for both the College website and ERP web based modules.
- b. Continued support of the ERP team and to encourage all staff to work with the ERP team when looking for system-wide software solutions.
- c. Support for refresher training to keep employees up to speed on enhancements to ensure we work smarter not harder.



Mid-Plains Community College Team Report

Team Name: Extended Campus – Broken Bow, Imperial, Ogallala, and Valentine

Team Leader Name: Bruce Dowse

Report Date: July 9th, 2014

GOALS

What are the team goals?

Objectives/Outcomes	Measures	Expectation/Results
Technology	<ul style="list-style-type: none"> • Systematic visits to extended campuses • Technology orientation for Adjunct Faculty • All Extended Campuses equipped with compatible technology to more efficiently communicate with each other • Develop seamless process for new hires to have access to programs like Jenzabar, etc. 	<ul style="list-style-type: none"> • IS will routinely visit each extended campus once a month (and more often if needed) • Have a Technology Orientation for adjunct faculty once a year (probably July/August) • Extended campuses equipped with compatible technology • HR develops a new hire process
Enrollment/FTE/Dual Credit	<ul style="list-style-type: none"> • Recruitment and retention of adjunct faculty • Recruitment and retention of students • Gather a baseline of dual credits for past five years • Scheduling classes • Extended Campus student orientation 	<ul style="list-style-type: none"> • Growth of dual credit classes and increase in credits produced by those classes • Favorable KPI reports for each extended campus • Institutional Research gather/reports statistics • Student orientation at each extended campus once per semester
Internal Advocacy	<ul style="list-style-type: none"> • Representation for the extended campuses where appropriate. • Increase meetings with extended campuses teams • Representation on Area Physical Resources Committee • Continued involvement in ILT 	<ul style="list-style-type: none"> • Extended Campus team will meet together quarterly (perhaps via DL) • Extended Campus team will attend planning session once or twice a year • Extended Campus Coordinators will meet with ILT in North Platte once a year • Will have representation on appropriate committees, such as; Area Phys Res Comm.
Coverage of Extended Campus	<ul style="list-style-type: none"> • Awareness that evening hours at extended campuses are very busy 	<ul style="list-style-type: none"> • Continue to provide appropriate budget for extended campuses to staff nights and weekends

What did the team accomplish in the last 6 months?

Broken Bow

- Kaci Johnson facilitated Year 2, Leadership Custer County, and will continue to serve on the planning committee.
- Kaci Johnson is on the Custer County Youth Engagement steering committee. Youth Leadership Custer County met 4 times throughout the year. Credit was offered to participating youth; 16 students took part in the for-credit part of the class.
- Dual credit registrations from 15 schools totaled over 200 credit hours for Spring 2014.
- Developed a Historical Tour, using MPCC tour bus and enrolled 36 people in the 1-credit hour class.
- Recruited 10 nursing students for fall 2014
- Hired and trained 1 new assistant (*lost one assistant – need to rehire/train again*)
- Attended Rural Community College Alliance conference in Maine, bringing back ideas to implement on campus
- Currently assisting Angela Raby in developing and implementing classes for local businesses (Nebraska State Bank-Excel and Outlook, Plains Equipment Group-Excel, Arrow Seed-ribbon training and Excel), including writing Worker Training Grants for Adams Land and Cattle, BD, and Plains Equipment Group.
- Kaci Johnson completed Leadership Now, at the request of Dr. Tomanek. Final project included developing class and training materials titled “How to Become a Successful Distance Learning Student”.
- Kaci is a member of AQIP action project-Business and Industry
- Offered new and innovative community education courses, using new instructors
 - (*ex. Great Love Stories from History, Irrigation Management, Medicare Pharmacy Plan, CDL License Prep*)

Imperial

- Brenda Ledall participates on the AQIP Employee Training Team (Action Project 14)
- FTE increased from 24.9 in 2012-2013 to 29.4 in 2013-2014. (As reported on the 5-year Trend Report)
- Brenda is an Imperial Chamber of Commerce board member and member of the promotions committee.
- Brenda is an Imperial Community Foundation advisory committee member. This committee is discussing possible transfer of funds to MCC Foundation for scholarships specific to Imperial Extended Campus students.
- In the past 2 years, 4 Chase County School High School students completed an MPCC EMT class. The school allows them to leave school to assist with medical emergencies. This exposure has led to several students choosing medical career paths with 1 student in a paid position on the Lincoln EMS squad.

- Tyler Esch taught a class, in Imperial, for 12 daycare providers for Continuing Education Units (CEU's).
- Instructors, Tyler Esch and Loretta Hauxwell, traveled to Imperial to teach a class via DL to NPCC and MCC. This builds a strong connection for students to the main campus.
- Kelly Rippen taught two trainings for employers/employees, "Excellence in the Workplace". Both classes were well received and will lead to more training for employees of ALLO Communications at other locations.
- Seven new dual credit classes were implemented at Chase County Schools 2013-14, with two new adjuncts. (Art Appreciation, Music Appreciation, Music Theory 1 & 2, Piano Techniques 1 & 2, Sight Singing & Ear Training 1 & 2)
- Imperial administrative assistants have been trained and are now utilizing ACEWare to register participants for Community Education classes.
- This will be the fourth summer for the very successful "Watz Up Wednesday" summer program for children in Imperial.
- Utilized two local individuals to tutor students in English and Math.
- Imperial conducted a successful advising day with 23 students registering for a total of 121 credit hours.
- GED/ESL programs show continued growth, often with more than 15 students attending each week.
- There appears to be growth in Hispanic students taking classes and attending MPCC after graduation.
- Four adjuncts utilizing the DL to teach classes to other locations.
- Two additional adjunct instructors became dual credit certified. (Music and Sociology)

Ogallala

- Developed the first children's summer series, Try It Out Tuesdays
- Adding two new adjuncts for Fall 2014 allowing the expansion of for-credit classes
- Spring 2014: credit offering increased to 36 classes, one more than Fall 2013
- Member for KC Chamber of Commerce
- Gail will begin a Masters of Education program in the Fall, Student Affairs/Counseling UNK
- Held a reception of area graduates at the OEC
- A total of 31 area students graduated from MPCC in May, 28 utilized the OEC at some point
- Gail continues to speak at a variety of civic organizations throughout the year:
- In March - Andy Long and Gail attended Rotary, In May- assistant Linda Morris spoke at Kiwanis
- Working with KC Commissioners to establish a \$300,000 endowment for scholarships.

Valentine

- Accepted resignation of the PT Valentine Coordinator and PT assistant in February 2014.
- Advertised for new PT Valentine Coordinator and PT assistant in February/March 2014.
- Hired and in the process of training Jennifer Nollette as the new Valentine Extended Campus Coordinator.
- Jennie spent a day in Broken Bow training with Kaci. *(scheduled to visit Ogallala and Imperial July 22 – 23)*
- Debbie Hansen was hired as evening assistant at the Valentine campus in February 2014.
 - *(need to hire additional assistant to fill vacancy left by Sherry Simms to provide adequate coverage)*
- Terri Conrad, assistant for Outreach, went to Valentine for coverage of the campus from February-May 2014.
- Supervised LPN program sent from NP to VN (5 students, 4 will be graduating).
- Worked with architects (Wilkins, Hinrichs, Stober LLC) to produce floor plan for new facility.
- Ryan Purdy, Bonnie Kruse, Bruce Dowse presented to Rotary, information supporting building a new facility. (4-10-14)
- Ryan, Bonnie, Bruce presented information concerning a new facility to City Council on April 10th, 2014.
- Ryan, Bruce, Marcus presented information and answered questions at the Town Hall meeting April 21st, 2014.
- Working with Kyle Arganbright, MPCC produced the Valentine "pitch book" for community information concerning possible new facility.
- New polycom system was installed.
- EMT-B/Refresher classes started in April 2014.
- Bruce, Jennie and Terri attended the Town Hall information meeting on June 18th, 2014.

CHALLENGES

What are the major challenges the team faces?

- Continue to plan, promote, and develop permanent facilities in Valentine.
- Finding quality adjunct instructors who are properly credentialed to teach on-site.
- Finding enough budget to staff each extended campus appropriately.
- Minimizing technology issues at each EC. (monthly routine visits by IS)
- Keeping buildings and grounds in good shape.
- Developing a more comprehensive/systematic approach to services from the main campuses such as Career Services *(Dual Credit and Job Placement)* and Student Success.
- Developing a more comprehensive/systematic approach to maintenance and physical plant support.
- Continue to work with area businesses to develop grants to fund training opportunities
- Developing a Tornado plan at each campus
- Scheduled facility and technology maintenance at each site
- Communicating more effectively with Hispanic students and parents – a need for Spanish Literature *(especially Imperial)*

What challenges lie ahead for the team?

- Continuing to work with Valentine leaders to develop a permanent site. Seeking grants to assist in funding the project.
- Developing FTE potential in South Dakota, Colorado.
- Finding qualified instructors to assist in expanding course offerings on-site.
- Retaining quality part-time assistants (especially BB, OG and VN).
- Minimizing technology issues.

Ogallala

- Coordinating the schedules of three part-time assistants continues to be a challenge, especially with frequent turnover. Delegating, continuity and ability to retain training in procedures and policies is a frequent process with this turnover.
- A limited budget for marketing. As the campus grows so do the requests for an expanded marketing budget.
- Continuing to maintain and improve the physical facility and grounds with limited dollar and human resources.

Imperial

- Finding qualified adjunct instructors.
- Conveying to the administration that evenings are busy at the extended campus and adequate coverage is needed.
- Fulfilling the request for more DL classes at the extended campuses. (online is a great opportunity but not suitable for all students' learning style)

OPPORTUNITIES**What opportunities does the team envision?**

- Encouraging local leaders to take advantage of the opportunity to build at Valentine.
- Exploring and developing opportunities with schools in South Dakota and Colorado.
- Developing and delivering a leadership program at Valentine (such as Leadership Lincoln County or L. Custer County)
- Working with CFE to continue to deliver specialized, personalized training to area businesses.
- Finding ways to better serve a growing Hispanic population (especially in Imperial- CCHS superintendent reports that 25% of their enrollment is Hispanic).
- Seeing a growing Hispanic population in Imperial taking classes. Literature for parents would be beneficial
- Building relationships with area businesses especially as it relates to job placement, job postings and job training.
- Developing an Advising Day at Valentine and increasing the number of advising days already held at the other EC's.
- Working with existing services on the main campuses to develop strategies for increasing student retention and tutoring.
- BB – work with the "CAPABLE" program manager to promote college offerings to highschool students and businesses
- Working with area high schools to offer dual credit ag class in academic year 2014/15
- Informing businesses in all areas that they can post employment opportunities online at the college.
- Continue to bring Career Services, Advising Days and Financial Aid to extended campuses
- Providing tutoring and Student Services to increase retention
- Continue to develop dual credit classes in small schools who are losing state funding

REQUESTS**What special requests need to be considered by the College Cabinet?**

- Continue to encourage visits by main-campus personnel especially in the areas of advising, financial aid, career services, dual credit, business office, and student services.
- Encourage the development of scheduled visits by facility and technology personnel for each site. (IS is good about making visits to the extended campuses. Darin and Ron need to develop a schedule to check on them routinely. More than that, they need to recognize that the extended campuses are a part of their responsibility. It should be written into their job description).
- Continue to support EC growth and efficiency by assisting to solve staffing and technology challenges. (Consideration of hiring full-time assistants at the extended campuses.)
- Support the concept of full-time faculty teaching from the extended campuses which may increase awareness of academic programs offered on the main campuses.
- Adequately stock classrooms with needed supplies, both consumable (dissection samples), and equipment (microscopes, dissection equipment).
- Imperial could expand DL offerings by adding a DL cart. (this may already be in the IS master plan)
- Continue to expand the selection of distance learning courses offered to the EC's from the main campuses.
- Develop some Spanish literature for Hispanic parents. (BB and Imperial especially need this literature).
- Expansion of the Ogallala EC parking lot by paving the far south piece of the property which is currently an unsightly weed patch and trash catcher.
- Purchase a Human Physiology Teaching System (BBBLS). This unit would be used interdisciplinary, A&P I/II, Basic A&P, Psychology, CNA and Med Aid, EMT, Paramedic and Nutrition. Some of the Extended Campuses seem to have developed a health care focus and this would be a valuable instruction tool. Could potentially better meet the needs of health care based training and expand partnerships with health care facilities. Estimated cost= **\$3,995**.
- Potentially increase marketing budget if possible. As offerings grow so do the opportunities and needs for expanded advertising.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
 Team Leader Name: Gail Knott
 Report Date: July 21, 2015

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
improve internal advocacy		-Appropriate representation at cabinet level -Increase meetings with extended campuses team -Representation on Area Physical Resources Committee	-Extended campus team will meet quarterly via distance learning. As a group the ECC's will visit one EC site each summer to observe unique intricacies specific to that EC that could be applicable at other sites. In addition a two day Annual Planning Session followed up with a one day session six months later. -Will have representation on cabinet and Area Physical Resources Committee	Yes	1. Need for shared and consistent communication of all aspects of the extended campus(staffing, training needs, maint, technology) to insure growth. Important to share information amongst Outreach team but also with all main campus departments. 2. Interior and exterior maintenance of facilities is crucial to the longevity /modernization of EC sites, impact on student recruitment & retention and pride of community and donors.	1. Semiannual documentation of defined areas (i.e. staffing, and training needs program development, physical plant maintenance and technology) by Extended Campus Coordinators to Extended Campus Cabinet Representative. 2. Extended campus "team" will meet quarterly via DL. ECC's will alternate leading those meetings. Each summer a day trip will be made to one of the EC sites. Each Feb the Annual Planning session will occur. Each July a one day follow up session will occur. 3. Mike Steele is the Extended Campus representative on Cabinet as well as the Physical Resources Committee. Gail Knott also attends the Physical Resource Committee meetings



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
Team Leader Name: Gail Knott
Report Date: July 21, 2015

Increase and improved technical assistance and technology equipment		<p>-Systematic IS visits to extended campuses</p> <p>- Tech orientation for Adjunct Faculty</p> <p>-Extended campus to be technologically compatible</p> <p>-Establish IS protocol for EC new hires.</p>	<p>-Consistent scheduled IS visits at each EC. Dates and times known in advance</p> <p>-Develop tech support for EC adjunct to efficiently utilize BB and Distance Learning technology</p>	Yes&No	<ol style="list-style-type: none"> 1. The need to be proactive verses reactive to IS issues. Try to avoid the need for immediate IS assistance. 2. Enhance instructional (technical) abilities of EC adjunct to be more in line with main campus 3. Streamline the process of getting EC new hires set up to appropriate area wide IS accounts and systems; email, jenzabar, campus web, black board etc. 	<p>1. Have a scheduled consistent IS visits to each EC every 6 weeks. Create a master schedule so ECC's know when IS will be on site as to avoid unexpected visits that are non-productive.</p> <p>2. Implementation of Technology Training for EC Adjunct, starting July/Aug. 2015. Kathy Nutt/Farr Morgan will deliver hands on training in BB and use of DL equipment, this would be offered annually</p> <p>3. Checklist or IS Helpdesk that enables EC new hires to process through the HR/IS to expedite their ability to access email, printer, Portal, Jenzabar and Aceware, etc.</p> <p>3.A total of 376 IS Helpdesk requests were made in a two year period, collectively in 2013/14 & 2014/15</p> <ul style="list-style-type: none"> • 2013/14 EC IS Helpdesk Requests 187 • 2014/15 EC IS Helpdesk Requests 189 <ul style="list-style-type: none"> • Averages 1 request per week per campus. • Of the two year total approximately 30 were for general assistance, the rest were for immediate help; ITV, network/wireless ,jenzabar and email, laptops (testing)
---	--	--	--	--------	--	---



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
Team Leader Name: Gail Knott
Report Date: July 21, 2015

Continue to increase FTE generating enrollment, on-site, on-line and dual credit		<ul style="list-style-type: none"> -Increased training opportunities for Adjunct Faculty -Development of programs and activities to increase recruitment and retention efforts -Gather a baseline of dual credits for past 5 years -Scheduling classes 	<ul style="list-style-type: none"> -Increased retention of adjunct faculty, uniformity area wide for students (use of black board), ability for EC adjunct to utilize alternative delivery of EC courses, dl, online -Tailoring main campus student programs/activities to fit the EC's when possible. -Work with ILT to seek new scheduling opportunities, specifically distance learning. 	Yes	<p>1. Technically trained adjunct allows a greater # of course offerings and an increased <u>reach</u> of EC courses via online and distance learning. <u>In addition EC students benefit by uniformity in accessing class materials, tests/quizzes, grades etc. as students do on the main campus.</u> Finally in retention of adjunct, giving them the skills and knowledge to be confident in the technical aspect of their instruction.</p> <p>2. Duplication of "some" specific main campus activities and opportunities designed for students feeling a part of the college and promote the success of students.</p> <p>3. Dual credit data allows for ECC's to see trends, reconcile any drops in numbers and develop a plan for new dual credit opportunities.</p> <p>4. Afternoons are fairly open for delivery of dl classes. A delivery sequence of certain dl classes would be beneficial.</p>	<p>1. Continue with established informational Faculty Orientation with Dr. Tomanek and implement site specific technology training for adjunct faculty. This is occurring this July and August at all EC's.</p> <p>2. Advising/FA Days continue. EC's would like to try hosting an evening A/F session and adding an A/F session in July. These would increase the A/F days to 3 per year per campus, currently at 2 X's per year. Include a Career Services presence at A/F Days. Partner with main campus staff to provide student orientation/college success program in Sept. of each academic year.</p> <p>3. Meet a minimum of 2 X's a year with administrators in schools in EC service area to promote and grow dual credit offerings. <u>There has been a 12% increase of dual credit enrollments and number of dual credit hours collectively by the EC's over the past 5 years.</u> See attachment.</p> <p>4. Increase afternoon distance learning options by 1 class fall and spring. Work with ILT/Division Chairs on receiving student requested classes at times conducive to EC students; afternoon and evening.</p>
--	--	--	--	-----	--	---



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
Team Leader Name: Gail Knott
Report Date: July 21, 2015

Increased coverage of the extended campuses hours of operation, ideally full time daytime assistants and PT evening coverage.		Need to have adequate coverage at EC's to meet office, student and coordinator needs.	Optimal efficiency of daily operations of the EC's. Continuity of assignment of duties based on proficiency of assistant. Increased ability for Coordinator to be visible in the community. Reduction of HR resources spent on repeated new hire process.	Yes & No	<p>1.Extended Campus's will be open 6 days a week starting fall 15. If there happens to be a Saturday program it will be open every day of the week. M-R the EC's are accessible from 8:00 a.m. to approx. 9:30 p.m. , Fridays a minimum of 8:00-12:00 and Sunday's 12:00- 9:00. The EC's are open for operation approximately 70 hours per week and are staffed by one FT Coordinator and multiple PT assistants, work study or volunteers.</p> <p>The current situation does not lend itself to operating the EC's as efficiently as it could be, Coordinators are often "locked" into being at the EC instead of out in the schools and communities when coverage is not available.</p> <p>From Jan. through May 2014 approximately 3700 students attended Broken Bow, Imperial, and Ogallala Expended Campuses <u>after 4:00pm</u>. Valentine Extended Campus was not included in this number. (Student numbers include for credit and non-credit classes, comm. ed/CFE, ESL/GED and proctoring/tutoring.) Having quality, highly skilled staff both daytime and evening is extremely important to the</p>	<p>1.Communicate this need to the Area Director of Outreach to be passed on to the VP Administrative Services.</p> <p>2.Review budgetary constraints and see if and when increasing the budget could happen.</p> <p>3.Add FT assistants based on a set of met criteria established by administration</p> <p>4.The addition of FT assistants should be done one per year. At the end of four years each EC would be staffed with a FT daytime assistant, PT evening and weekend assistant.</p> <p>5.In 2006/2007 EC's began to have minimal PT help. Most did not process through the current HR New hire procedures, many were volunteers. The ability to document exactly how many PT assistants have been in place since that time is difficult to get. It would be based on incomplete HR info and EC Coordinator memory.</p> <p>More accurate data is available beginning 2009/2010.</p> <ul style="list-style-type: none"> • Total # of assistants utilized by the EC's is <u>24</u> • BB = 6 • OG = 7 • IMP = 4 • VAL = 7 	
---	--	---	---	----------	--	--	--



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
Team Leader Name: Gail Knott
Report Date: July 21, 2015

success and growth of the
EC's.

2. What did the team accomplish in the last 6 months? (Answer in box below)

Imperial:

- Imperial Community Foundation Fund transferred funds to NPCC Foundation for Imperial Extended Campus scholarship.
- Participating in Retention Summit Focus Group, organized student groups to meet with Kristi Salestrom and Brian Obert.
- IEC graduated 7students, the largest group to date.
- WUW Children's program: 25 classes and 225 children in attendance, this program continues to grow and be a huge success.
- Offered: Management Good to Great a 7 week class with Lena Koebel: 10 local businesses participated.
- New Polycom system installed plus the addition of a DL cart allowing the IEC to offer distance learning classes concurrently.
- ESL continues to grow with stable attendance, new instructor. Continue to see increased numbers of Hispanic students taking classes.
- Initiated a Student Success program in the fall, utilizing Kelly Rippen.
- Removal of cedars on north end of the facility, area has been rocked

Valentine:

- Successfully created first fall, spring and summer schedules.
- Shadowed Gail Knott and Brenda Ledall.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach

Team Leader Name: Gail Knott

Report Date: July 21, 2015

-Increased course offerings showed an increase in FTE.

-Hired a new PT Assistant.

-Hosted first ever Advising/FA Day at VEC in spring 15.

Ogallala:

-Hired new OEC Extended Campus Coordinator.

-Coordinated the addition of two new dual credit classes, CHEM 1090 and ARCH 1760 for fall 15

-Established a partnership with Oregon Trail Home Builders Association to cover material costs (\$3000) for unique building construction class.

-Hired new PT Assistant.

-Ryan Purdy and Jody Tomanek attended an Ogallala Public School Board meeting, thanking OPS for their partnership with MPCC

Broken Bow:

-Participated in a Retention Summit led by Brian Obert, and organized student groups to meet with Brian and Kristi Salestrom to gain feedback.

-Hosted Leadercast 2015 for BB community, attendance of 200.

-Participated in Leadership Mid-Plains with Andy Long.

-Expanding partnerships with area businesses, several meetings with business leaders to define customized training needs

-Chuck Salestrom, Gail Knott, Kaci Johnson, Heather Johnson met with Custer County Community Foundation

Outreach Team:

-Annual Planning Session Feb. 2015 at OEC- brought in a variety of departments to learn from; Business Office, PR, IS, Academic Affairs, Student Success, and HR

-Initiated a 6 month follow up Planning Session to occur each July. Departments invited were Advising/FA, Career Services, CFE, and Dual Credit

-Maintaining quarterly EC Coordinator meetings dl.

-Each EC has established dates for the technical training for adjunct, will occur July/August. Kathy Nutt and Farra Morgan will be the trainers.

-Brenda Ledall, Kaci Johnson and Jeni Nollette attended RCCA conference.

-Worked with Chuck Salestrom to add two additional postcard PR pieces to promote classes and programs at the EC's. These will go out at the 8 week point of each semester.

-Became a complete team moving Valentine ECC to full time status

-Participated in Pcard training (OG, BB, IMP) Valentine will train in the fall.

-June MPCC Board Meeting held at BBEC



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
Team Leader Name: Gail Knott
Report Date: July 21, 2015

GOALS FOR UPCOMING 2015/16 (YEAR)

1. What are the team's goals for 2015-2016.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Improve communication between Extended Campus staff. (Coordinator and multiple PT staff)		-Incorporate a system of consistent information sharing and assignment of duties between Coordinator and multiple PT assistants thru regular staff meetings.	-Improved staff/office morale, a more efficiently run EC and greater time for Coordinator to tend to ECC responsibilities.
Increase Career Services systematic visits to the Extended Campuses		-Include Career Services in all Advising/FA days so EC students have knowledge of Career Services -Promote MPCC Online Job Board Instructions to area business	-A greater awareness and understanding of Career Services to the EC students. -Increase job posting from EC communities
Identify areas of needed training for ECC's and staff. Schedule a training for EC PT clerical staff.		-On-Line tutoring with BrainFuse training/webinar will occur this month -Advising Tree training will occur fall 16 with Heather Pucket -Develop and schedule one day training for all EC classified staff -Continue with Feb. Planning Session and July Follow-up Planning Session	-ECC's and their staff will be equipped to meet the needs of the students they serve in every way.

2. What are the major challenges the team faces?

- Diminishing student populations in rural communities- how to maintain FTE
- Staffing issues with the start of Sunday College
- Staying ahead of technology issues through better communication and procedures with IS (regularly scheduled visits to EC's)
- Diversifying course offerings, scheduling classes at different times, working with ILT to deliver more classes dl
- Maintaining facilities in all areas, exterior and interior.
- Awareness of growing Hispanic population,, how do we meet their needs, promotional pieces done in Spanish, continues to be a concern at the IEC**
- Awareness to include EC's of MPCC main campus policy or departmental procedure changes



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach

Team Leader Name: Gail Knott

Report Date: July 21, 2015

- Cognizant of high school turn-over at the administrative level, connecting with new administration to build relationships
- Technology issues, wireless connection, printing, student laptop updates
- Defining and incorporating specified main campus services or programs to the EC's
- Recruitment and retention of students and adjunct faculty
- Maintaining a sense of connectedness and "team" across the four EC's

OPPORTUNITIES

1. What opportunities does the team envision?

- The opening and expansion of the Valentine Extended Campus
- Creative scheduling opportunities with newly trained adjuncts
- Continued growth of dual credit
- Working with local community foundations and civic groups to develop scholarship opportunities for MPCC students
- Addition of welding equipment at BB and Val extended campus- opportunity to grow customized training programs in welding
- Focus on area business needs through scheduled visits by MPCC administration starting fall 15
- Local Community participation of EC's to continue to show our presence whenever possible
- Increased student success due to online tutoring Brainfuse
- Establishment of leadership program in Cherry County
- Growing the number of students participating in Advising/FA Day, possibly try an evening Advising/FA Session
- Summer sites visits for Coordinators to other EC's
- Increasing Summer for-credit offerings
- Ability for BB, IMP and OG to utilize DL room and DL cart allowing for concurrent dl classes being delivered or sent-increased DL opportunities
- Possibility to have Nursing offered at each of the EC's on a rotating basis



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Outreach
Team Leader Name: Gail Knott
Report Date: July 21, 2015

REQUESTS

1. What special requests need to be considered by the College Cabinet?

- Establish criteria and adjust budget to accommodate full time assistants at the EC's to build continuity of day to day operations.
- Investigate developing promotional literature in Spanish for campuses that have a need
- Inclusion of EC's as administration works on safety and security processes for MPCC
- Expanding the OEC parking lot, eliminating the unsightly weed area
- Continue to encourage main campus departments to visits EC's
- Develop a rotation for general maintenance at EC's, classroom painting, floor waxing, parking lot lines painted etc.
- Uniformity of IEC student laptop computers-currently a mix of two different types that are not rotated out and replace at the same time



Mid-Plains Community College Team Report

Team Name: Human Resources
Team Leader Name: Rebecca Wrage
Report Date: 9/17/14

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report. Unsure of what was on the last report

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Training offered 2 courses per employee category	AQIP	Calendar Sent Out	At least 50% participation	Unknown yet		
Customer Service Form	AQIP	Form created on Portal	Ability to share concerns/suggestions	Unknown yet		

2. What did the team accomplish in the last 6 months?

- * Completed Appraisal Process, Salary/Contract/wage letter Process,
- * Audited and updated all workplace bulletin boards,
- * Updated application (removed criminal question,
- * Updated HR section of employee handbook,
- * Updated hiring process procedure,
- * Merged incident reporting form-from 3 forms to 1,
- * Created suggestion portal form,
- * Created/combined single harassment statement,
- * Updated search committee charge,
- * Phased out job descriptions and went to universal JAQ's,
- * Implemented a new hiring process, to ensure that HR is in the loop and preparing all hiring packets,
- * Completed general questionnaires, sent out to all part-time employees the drug policy/conflict of interest forms and requested the portal form for all full-time employees.
- * Created and added a confidentiality form for all employees,
- * Conducted the ICE I-9 audit successfully,
- * Conducted a hire date audit and updated records to take into consideration original hire date, in addition to full-time hire date,
- * Completed tuition reimbursement and horizontal movements,
- * Processed the accrual information for the audit,
- * Developed a last chance agreement process,
- * Updated orientation material, created a new hire checklist, developed an orientation book for new hires, and will host four times yearly vs. twice,
- * Updated the termination checklist,
- * Created the supervisor checklist for new hires,
- * Held supervisor training to cover disciplinary action, fmla, hiring process, and appraisal process,
- * Created a form to use for disciplinary documentation,
- * Conducted a terminated employee audit,
- * Implemented a notification process to share information about new hires, terminations, name changes, transfers, status changes, and other hires,
- * Created YOS spreadsheet to track original/FT hire dates,



Mid-Plains Community College Team Report

Team Name: Human Resources
Team Leader Name: Rebecca Wrage
Report Date: 9/17/14

- * Created and sent out fall semester training calendar,
- * Conducted BCBS, LFG, and VSP open enrollment periods,
- * Expanded wellness initiatives,
- * Made changes to advertising to attract more millennial applicants, using Indeed, Facebook, Craigslist, etc.,
- * Compiled a comprehensive training list for all employees,
- * Implemented the Volunteer Staff Agreements for all Asst. Coach Staff,
- * Completed and communicated the Comp Time Audit
- * Instituted an HR routing sheet to ensure all HR staff work together to complete processes and shared form with other college departments,
- * Completed a wage survey and will do again in late fall.

GOALS FOR UPCOMING 2014-2015

1. What are the teams goals for the next year

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Review/update appraisal Process	College Wide	Feedback on credibility of process	Improved usage/response
Create Job Training Checklists for all FT positions, then part-time	College Wide	# of position checklists completed	Improved training process
Develop Fit For Duty Procedure	College Wide	Process put into place	Process to use with Dr. in place
Implement Plan to cover Harassment Trg.	College Wide	Course planned and attended by staff	Compliance with training requirement
Implement a Hosting Successful Search Committee Training	College Wide	Course planned and attended by staff	Compliance with training requirement
Spring Training Calendar	College Wide	Courses offered and participation of at minimum 50% of staff	Participation at minimum of 50% of staff
Review and Revamp Salary Range Process	College Wide	Completion and usage	Simpler process to determine salary
Conduct full I-9 audit	College Wide	Completion of process	Correction of any I-9 out of compliance
Review choose new CBC provider & FCRA form	College Wide	Implementation of new provider	Better background check info available
Online hiring process	College Wide	Availability of process	Able to implement with Jenzabar updates
Update Leave/Comp Time processes	College Wide	Move to Jenzabar process	Able to implement with Jenzabar
Title IV process implemented	College Wide	Compliance with Title IV requirements	100 % compliance
Determine Need for Bloodborne Pathogen training and vaccinations	College Wide	Completion of Custodial Staff	100 % compliance and vaccination availability
Research an LMS or evaluate creating one	College Wide	Implementation	Measurable participation
Wage Survey	College Wide	Review of applicable data	Ensuring Wage/Benefit information available

2. What are the major challenges the team faces?



Mid-Plains Community College Team Report

Team Name: Human Resources
Team Leader Name: Rebecca Wrage
Report Date: 9/17/14

- * Time constraints, with current hiring processes and new HR staff.
- * Potential costs involved with new providers, training material costs, and Jenzabar HR purchases to implement new goals.
- * Training is currently planned for Title IV process

3. What challenges lie ahead for the team?

- * Time Constraints and Training curve with new staff in HR roles, as well as becoming familiar with higher ed.
- * Research of providers, ensuring that we get the most information for the lowest cost.
- * Determining a unified Fit for Duty process and choosing college Dr. providers.
- * To conduct full I-9 audit, we will need to remove the terminations, which will be time consuming.

OPPORTUNITIES

1. What opportunities does the team envision?

- * Opportunity to expand HR role within the college, as well as to improve the perception of HR as a support for staff.
- * Opportunity to enhance the training and communication offering from the HR office
- * Better compliance with E-Verify and the 3 days to enter worker documentation, with HR taking on a greater role in the hiring process.
- * Opportunity to improve the salary determination process, as well as the appraisal process.
- * Opportunity to do a better job of setting new employees up for success, by providing a concise plan of action with training.

REQUESTS

1. What special requests need to be considered by the College Cabinet?

- * Support of new initiatives.
- * Direction of where the cabinet would like to see HR's role go.
- * Continuation of the part-time HR asst. position. With the additions that HR has taken on and the vast deficiencies that have been uncovered in the past several months, this position has proven to be imperative to the continuation of the processes we are working toward.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: IS Department
Team Leader Name: Tim Hall
Report Date: 4-27-2015

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
USDA Grant Update	AQIP5	Be ready for USDA inspection	Finish USDA grant by end of summer 2015	In Process	All but two rooms installed.	Install Broken Bow cart and WW209
Use new iSAN data storage	AQIP5	Data was moved to new iSAN	Have reliable offsite storage of critical data.	Yes	Tested data restore on South campus.	Need to improve restore process from iSAN on the North Campus.
Disk to disk backup was implemented.	AQIP4	Backup system now exists on the North and South Campuses.	If McCook server room continues to improve in reliability, it might be better to move the system from the North Campus to McMillen Hall.	Yes	Have been successful restoring from South Campus. North has data but need to improve access to it.	Casey, Open ticket to Symantic.
Integrated Services Engine (ISE)	AQIP5	Not purchased	AQIP17 failed to produce a policy.	No	IS Leadership Team to work on proposal of student BYOD to propose to cabinet.	Equipment has been budgeted. Policy needs to be approved.
Help Desk survey information is available	SLO1	Run reports from Helpdesk or ask Casey for help.	Techs and cabinet members can run of get reports upon request.	Yes	For example, users comments on Helpdesk tickets are summarized by month and automatically emailed to me.	Read reports and provide appropriate followup and feedback.

2. What did the team accomplish in the last 6 months?

- Bandwidth increased from North Platte to McCook from 100MB to 200MB.
- New core switch was installed in North Platte server room.
- Began GB switch upgrade plan. (21) new GB switches were mostly installed in McCook to begin the implementation program.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: IS Department
Team Leader Name: Tim Hall
Report Date: 4-27-2015

- d. Jim Strickulis and Sharon Robinson joined Cabinet on 2-24-2015 to give an overview of the Jenzabar Assessment by Ann Hawkins on 5-12-2014.
- e. Nuvision cash registers were implemented
- f. AQIP 17 team formed on 9-23-2014 to work on process for technology procedure creation.
- g. Finished Outlook migration on 11-24-2014 for employees.

GOALS FOR UPCOMING 2015-2016

1. What are the teams goals for the next 2015-2016

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Finish USDA grant	AQIP5	Numbers submitted for preparing grant reports to government. Finish Broken Bow Cart. Install WW209 room in Summer 2015.	Stay qualified for future USDA RUS grants.
Upgrade iSAN to fiber	AQIP5	20150408 Requisition for fiber cable submitted.	Improve server response time.
Upgrade all edge switches to 1GB.	AQIP5	Replace all old switches with newer 1GB switches.	Improved local network speed.
Replace routers in McCook and North Platte.	AQIP6	Implement core switch in McCook. Reprogram switch and router in North Platte. Install core switch in McCook and then reprogram switch and router in McCook.	Improve network speed, security and performance.
Switch students from Google to Office 365	AQIP1	Change links that go to Google apps to point to Microsoft and notify students. May want to do test group to determine details of any data migration issues.	Have students and employees using the same set of software applications.
Make best use of Jenzabar support hours.	SLO1	400 hours of Jenzabar training has been approved.	Utilize 400 hours of Jenzabar training to accomplish training goals listed in Ann Hawkins report. Users are submitting their requests for training to Trent.
Implement virtual desktops for all employees that use Jenzabar.	SLO1	Replace the use of Terminal Servers with Virtual Desktop Infrastructure technology.	With VDI, each end user gets his or her own OS, resources and applications.
Implement printer and computer rotation plans	AQIP5	The printer rotation plan is currently starting with bidding out 18 B/W printers. The computer rotation plan is currently at the report analysis phase. Tim ran queries and set results with logic to Casey.	Replace the oldest 20% of printers in the college area. Replace computers that are within the budget and rotation plan.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: IS Department
Team Leader Name: Tim Hall
Report Date: 4-27-2015

Fill (2) PT Openings	AQIP6	There is opening for a second shift position at the Help Desk and one in McCook.	Fill two openings.
Implement security cameras	AQIP6	The vendor, "Kidwell" was approved to start installation around the first week of May. Images will be collected at each campus site.	Improved security.

2. What are the major challenges the team faces?

Despite the problems that occur in the college service area with respect to technology, the support personnel are expected to always treat each other in a professional manner. When debate occurs, there are two offices available in the Annex for working on solutions to a particular technical issue.

There needs to be a method of work in place to follow a Plan-Do-Check-Act (Deming Cycle) to make system changes in a controlled manner.

Response time needs to be improved at the Help Desk phone. A hiring committee has been assembled and a JAQ is being rewritten.

Improvements in LAN speeds are important to keep up with increased traffic on the college network for the security camera system, improve server response time and decrease backup time.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: IS Department
Team Leader Name: Tim Hall
Report Date: 4-27-2015

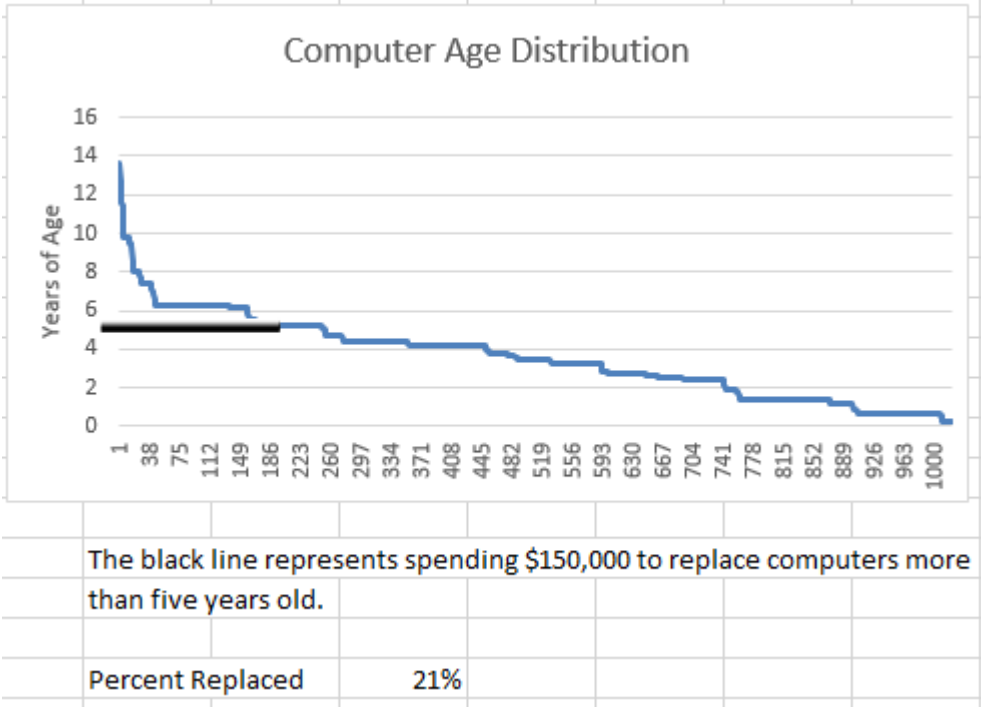
OPPORTUNITIES

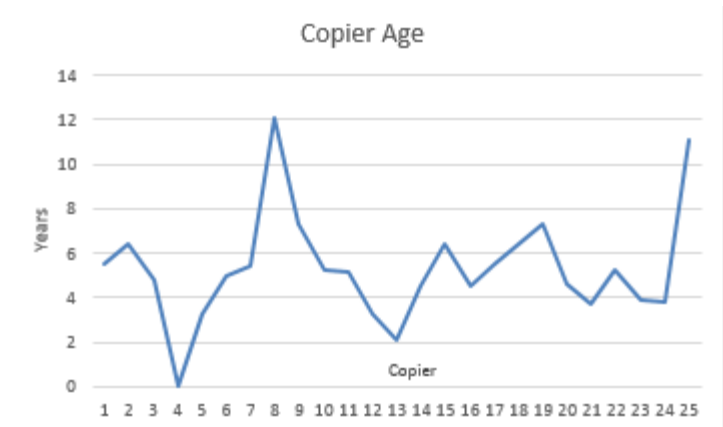
- **What opportunities does the team envision?**
 - a. There are opportunities to improve the speed in which problems are identified and communicated to the affected users.
 - b. Need to propose competitive quotes for a security audit.
20141013 Submitted first draft of Audit document to Great Western Bank.

REQUESTS

1. **What special requests need to be considered by the College Cabinet?**

Computer Plan 2014-2015:





			2015-2016 Printer Plan			
Bld#	ROOM	Tag No	Description	Date Rec'd		4/27/2015
					Type	Age In Years
BH	115	21328	Printer, HP, 3395 Integrator	27-May-99	b	16
CAST	502	21860	Printer, HP, DesignJet 750C+	27-May-99	c	16
DM	143A	21328	Printer, HP, 3395 Integrator	27-May-99	b	16
EL	230	22318	Printer, HP, 4500 Color LaserJet	15-Jun-99	c	16
HASC	225	22833	Printer, HP, LaserJet 5P	15-Jun-99	b	16
HASC	136	23683	Printer, HP, LaserJet 4050N	21-Nov-00	b	14
HASC	203	25207	Printer, HP, 2220, Laser Jet 200dn (April)	08-Jan-02	b	13
HASC	230	25227	Printer, HP, LaserJet	06-May-02	b	13
HASC	203	24099	Printer, HP, LaserJet 4050	09-Jan-03	b	12
HASC	106	24131	Printer, HP, Laser 4200N	09-Jan-03	b	12
HASC	201C	25371	Printer, HP, DeskJet, Laptop, 450 Cl, Color	27-Mar-03	c	12
HASC	201C	25372	Printer, HP, DeskJet, Laptop, 450 Cl, Color	27-Mar-03	c	12
HS	213	25453	Printer, HP, Laserjet 2300D	14-May-03	c	12
IMP	201	25549	Printer, HP, LaserJet 2300dn	15-Sep-03	b	12
IMP	133	29425	Printer, HP LaserJet, 2300dn	15-Sep-03	b	12
MB	100A	25931	Printer, HP, LaserJet 2300n	21-May-04	b	11
MB	103	25934	Printer, HP, LaserJet 2300	25-May-04	b	11
MB	502A	26015	Printer, HP, LaserJet 1300	10-Sep-04	b	11
MB	209	26293	Printer, HP, LaserJet 1320	06-May-05	b	10
MB	207A	26323	Printer, HP, LaserJet 1320	29-Jul-05	b	10

Requestor Name: Blake, Casey		Date: 4/7/2015	
Department: Information Systems			
Quantity	Description of Product/Service	Estimated Unit Price	Estimated Total
18	Minimum 50ppm <u>monochrome</u> laser printers	\$850.00	\$15,300
	network and duplex capable		\$0
	price each and supply cost/page		\$0
	we supply our own paper		\$0
			\$0

Black and White printers that are more than 8 years old.

Printer bid does not close until May 4th, 2015.



Mid-Plains Community College Team Report

Directions: Following collection of input from team members, each team leader will prepare this one page report including goals, challenges, opportunities, and requests. PowerPoint presentations are optional, but will be provided in addition to this written report. This report is due for Cabinet review one week prior to the presentation.

Team Name: WOW, Working on Wellness
Team Leader Name: Jamie Peters, coordinator
Report Date: November 2014

GOALS

1. What are the team goals?

Our major goal at the moment is to establish permanent/recurring events that folks can expect and look forward to- (enrichment day, walking in the fall, Biggest Loser in January, WOW picnic, etc.) and get a spot on the calendars so we can all plan around them during faculty work weeks and make wellness a more integrated piece of the process/culture at MPCC. We would also like to improve accessibility and visibility of our programming in order to increase participation. Another goal is to reach out to local fitness facilities to try to establish employee discounts or other incentives.

2. What did the team accomplish in the last 6 months?

In the last six months we have accomplished an impressive variety of healthy snacks in our fruity fun day baskets, we try to keep it interesting; The Soup Group challenge was a huge success in October, with photos sent in it made the challenge more fun and more visible; we've increased our use of the WOW Facebook page and are connecting with people that way so as to cut down on the amount of emails sent out; we are in the process of arranging chair massages for the end of fall semester for staff & faculty, bringing in a dietitian for Biggest Loser kick off, and setting up LifeLine for on campus screenings during faculty workweek in May.

CHALLENGES

1. What are the major challenges the team faces? Major challenges include time for volunteer wow team members to participate/facilitate programming, employee engagement, and appropriate participation incentives, as well as garnering a permanent spot on the college calendar for WOW events and programs.

2. What challenges lie ahead for the team? Future challenges include bringing fresh ideas that are able to be implemented, keeping our members interested in the programming offered; area cohesiveness is a big challenge- it is difficult to offer the same things at each campus since they all have different facilities and campus culture, the needs and interests of the staff on each campus vary as well as local events for staff to be involved with which make for challenges in trying to be fair and consistent on all campuses.

OPPORTUNITIES

1. What opportunities does the team envision? We see opportunities to partner with our fellow Nebraska Community Colleges to share ideas and engage in friendly competition, there's a lot of new staff across the state with energy and ideas to share. EHA has given us common ground and we think there's a lot of potential there to build team spirit amongst our employees in addition to fostering relationships with our neighbors.

REQUESTS

We ask for continued support, direction and positive attitude from upper administration and are very grateful for our budget resources. We would like to work with the appropriate people to establish permanent spots on calendar/schedule to facilitate our programs and events.



Mid-Plains Community College Team Report

Team Name: Assessment
Team Leader Name: Holly Andrews
Report Date: June 11, 2104

ACCOMPLISHMENTS: NOVEMBER 2013-MAY 2014

What has the team accomplished in the last six months?
November 2013-May 2014

Objectives	Strategies	Measures	Results
1. Follow up with all areas based on goals/objectives they established as part of 2013's Fall Enrichment Day (FED)	One-on-one meetings with faculty and staff	Meet with 100% of instructional areas who participated in FED	Total number of groups that met on Fall Enrichment Day: 45 *Total met with: 39/87% Not met with: 6/13% <i>*Out of the 39 groups met with; 11 groups (28%) fall into an in between category where the follow up was not as consistent</i>
		100% return rate for who participated in FED	# of groups who returned information: 32 or 71% # of groups who didn't return information 13 or 29%
2. Re-Establish Assessment Leadership Team	Hold at least one meeting by the end of the 2013-2014 academic year	Schedule meeting	Meeting held on April 23, 2014 Next meeting will be scheduled in August 2014
3. Address assessment related O's and OO's from the last AQIP System Appraisal Feedback	Develop a list of all O's and OO's directly related to assessment and prioritize the list	Specifically address O's and OO's directly related to the ALT not meeting Target programs, departments, & areas that are at the intermediate/advanced level and focus on analysis/action	Out of 39 assessment related O's and OO's • Completed: 2 (directly related to ALT) • In Progress: 31 • Not Addressed: 6
4. Start to build a framework of assessment processes that give MPCC faculty and staff the autonomy to establish outcomes that are relevant and durable, not simply doable for the short term	Identify three-four pilot projects that provide information for the areas participating and start to draft/build the framework	Pilot project results	Unknown as of June 4, 2013; Information is still coming in
	Establish a consistent pattern of follow up with faculty and staff	Response rates (FED)	While 100% goal wasn't met, the 71% return rate is acceptable
5. Familiarize with MPCC's history as it relates to assessment and college culture	Reading MPCC history documents including system appraisal and feedback, IR surveys. Identify human resources to answer the "why" questions.	Relying on my knowledge to answer the why questions instead of having to rely on others	Created a timeline identifying important events that impacted MPCC's assessment history <i>**Note: This is hard to quantify. The main result has been a complete turnaround in my own thinking about what assessment processes would work at MPCC</i>

GOALS FOR 2014-2015

What are the team goals?

Team goals for 2014-2015

Objectives	Strategies	Measures	Expectations
1. Successful 2014 Fall Enrichment Day	Focus on results, actions, and expectations 5 minute drills providing several areas the opportunity to explain what they learned/what changes they've made as a result of the assessment work they've done Bring back Lynn Bradman to work with the same group of faculty she worked with in 2013	FED evaluation	The expectation is that the feedback will, overall, be positive. All feedback, positive and negative, will be reviewed to make improvements for next year.
		Anecdotal feedback from faculty and staff	The expectation is that the feedback will, overall, be positive. All feedback, positive and negative, will be reviewed to make improvements for next year.
		Return rate for 2014-2015 assessment information	100% return rate for areas who submitted information for 2013-2014 Work with the 17 groups who did not receive consistent follow up and/or did not submit assessment information. Expected return rate for this group 70%
2. Continue to define the purpose and scope of the ALT	Establish a regular, consistent meeting schedule Ensure that meetings are action oriented and focused	For 2014-2015, hold 9-10 meetings (one per month)	Look at first six months data
		Retain current ALT membership	Retain 100% of current ALT members
3. ALT: Include participation in assessment as part of all MPCC job descriptions	Designate a subcommittee from the ALT to meet with HR	Include participation in assessment in new MPCC job descriptions	All new job descriptions will include participation in assessment
		Determine process for reviewing current job descriptions and adding participation in assessment activities...	Develop a 1-2 year (tentative) review cycle for current job descriptions.
4. ALT: Begin to incorporate assessment data/information into budgeting process	Designate a ALT subcommittee to work with business office to determine a process and pilot it with 2-3 different instructional and non-instructional areas	Review of pilot projects by ALT and business office	Tentative: Move forward with pilot projects and select additional instructional and non-instructional areas to participate.
5. Improve response rate on employer surveys	Investigate other colleges processes and learn from their successes Coordinate employer related efforts between IR, assessment, and Career Services	Increase participation in graduate and employer survey.	
		2012 Graduate Survey: 198 completed out of 410. Response rate: 49.3%	Graduate Survey: Increase response rate from 48.3% to 55%
		2012 Employer Survey: Out of 198 who completed survey, 73 gave permission to contact employers. Permission Employer Survey Response Rate: 36.9%. Out of 73, only 36 responded Actual Return Rate: 49.3%	Permission Employer Survey Response Rate: Increase from 36.9% to 45% Employer Survey Actual Return Rate: Increase from 49.3.% to 55%
6. Continue to build framework of assessment processes that give MPCC faculty and staff the autonomy to establish outcomes that are relevant and durable, not simply doable for the short term	One-on-one meetings with faculty and staff	Return rate for 2014-2015 assessment information	Overall return rate of 85%
	Establish an assessment resource center using available technology	Track user statistics See improvement in areas (writing measurable outcomes, methods of assessment, more	Unknown at this time, will establish expectations when the resource center is established



Mid-Plains Community College Team Report

Team Name: Assessment
Team Leader Name: Holly Andrews
Report Date: June 11, 2104

		in depth analysis and action) the resource center targets	
	Implementation of goals set by ALT	Including assessment as part of budgeting process through pilot projects and evaluation of pilot projects	See goal #3
		Including participation in assessment in MPCC job descriptions	See goal #3
7. Continue to address assessment related O's and OO's from the last AQIP System Appraisal Feedback	Work with AQIP core committee and IR to document and track that O and OO's are being met.	Focus on O's and OO's related to application, action, and analysis of assessment data	<ul style="list-style-type: none"> Address the six O's and OO's that have yet to be directly addressed Continue to address the 31 O's and OO's identified as In Progress

What did the team accomplish in the last 6 months?

- Fall Enrichment Day Follow Up:
 - Total number of groups that met on Fall Enrichment Day: 45
 - Total met with: 39/87%
 - Not met with: 6/13%
- Implemented 3 assessment pilot projects (administrative assistants, extended campus coordinators, and ENGL 0990)
- Re-established the Assessment Leadership Team and scheduled one meeting in April 2014

CHALLENGES

What are the major challenges the team faces?

- Implementing changes when all many faculty and staff have seen are changes related to assessment
- Keeping a fine line between "selling" assessment and focusing on the work that needs to be done
- Dealing with the reality of assessment/accreditation link and showing that assessment data is useful, practical, and not just for accreditation purposes
- Assessment in the academic/general education areas

What challenges lie ahead for the team?

- Keeping focused and closing the loop
- Collecting employer information
- Streamlining the assessment processes for technical programs who work with outside accrediting agencies

OPPORTUNITIES

What opportunities does the team envision?

- Having a Spring Enrichment Day
- Inclusion of assessment feedback as part of budgeting process
- Inclusion of assessment responsibilities as part of job description
- ALT taking an active role in creating a solid framework of assessment at MPCC

REQUESTS

What special requests need to be considered by the College Cabinet?

- Support and encouragement
- Consider modification of cabinet report for non-instructional areas to include:
 - Add column for college wide SLO's
 - Encourage analysis and action



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: College Cabinet
 Team Leader Name: Ryan Purdy
 Report Date:

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Student focused related to budget and facilities.		Budget allocations for programs, equipment and services. Information Source: Budget data Selected data from the CCSSE.	Find three areas of improvement through the CCSEE to work on to improve relate to budget and facilities. Notes: Will have CCSSEE results on July 30 th .		Notes: **Identify 3 areas after July 30 th Idea: After areas are identified, pull relevant budget data	
Employee Engagement		PACE Survey	Increase in overall employee satisfaction to a mean score of 3.85.	Yes. Overall PACE score was 3.95	*Highest mean score: 4.09 (Student Focus) Lowest mean score: 3.74 (Institutional Structure) *Highest satisfaction score employee group: 4.08 (Faculty)	
Manage Resources Effectively		Establishment of a Dashboard system for decision making. Information Source: Unsure	Dashboard completed and functioning Notes: **Will iZenda help accomplish this? **What information are you looking for?		Notes: **If the dashboard was developed, how has it been used? **If not, why didn't it happen?	



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: College Cabinet
 Team Leader Name: Ryan Purdy
 Report Date:

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Community Integration		Number of community events attended by Cabinet members. <i>Information Source: Unsure; Karen?</i>	Track the number of community events attended by Cabinet members.	Yes	2013/14-266 for 6 Cabinet members 2014/15-270 for 5 Cabinet members	
		Number of employees in community organizations/groups. <i>Information Source: Unsure; HR?</i>	Track involvement of employees in community organizations/groups.	No		
		Increase the number of attendees at Community Input Session. <i>Information Source: IR</i>	Minimum increase in attendance by 20%.	Yes	2011-58 2014-132 (+128% increase)	

2. What did the team accomplish in the last 6 months?



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: College Cabinet
 Team Leader Name: Ryan Purdy
 Report Date:

PROPOSED GOALS FOR 2015-16

1. What are the team's goals for 2015-16?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Promote Student Success through physical and financial resources		Identify & analyze the 2013 CCSSE results and compare with the 2015 CCSSE results-September 2015 meeting; decide what 3 areas we want to bring back into the matrix. Percent of budget allocated to instructional services and academic support. Completion of facilities master plan.	
Employee Engagement		PACE survey-increase from 3.95 to 4.0 AQIP action team to present possible measures based on strategic goal #7. Cabinet-define employee engagement to guide AQIP action team. # of professional development days taken by employees Amount spent on conferences and trainings	
Manage resources effectively		Identification of Key Performance Indicators based on strategic goal #1 and the implementation of dashboard software. (Izenda and Jenzabar) Financial <i>Budget vs actual expenditures (General, Capital, ADA Funds)</i> <i>Maintain general cash reserve above 30% of expenditures</i> Human <i>Employee retention statistics</i> Physical <i>Amount spent on facility improvements; preventative maintenance schedule</i>	
Community Integration		Maintain number of community events attended and volunteer involvement by Cabinet members. <i>Information Source: Community Events Spreadsheet by KH</i> Gather information on the number of employees in community organizations/groups and volunteer involvement for all full time & part time employees.	Track the number of community events attended by Cabinet members & employees.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: College Cabinet
Team Leader Name: Ryan Purdy
Report Date:

Information Source: Possible survey from IR

2. What are the major challenges the team faces?

OPPORTUNITIES

1. What opportunities does the team envision?

REQUESTS

1. What special requests need to be considered by the College Cabinet?

MPCC College Wide Student Learning Outcomes (SLO) and AQIP Categories

College Wide SLO's

1. Effective use of written communication skills
2. Effective use of oral communication skills
3. Efficient use of information retrieval skills
4. An understanding of the values and traditions of other cultures in the world



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Development
Team Leader Name: Carol Bodeen
Report Date: 2-18-2015

REVIEW OF PRIOR TEAM REPORT

Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
1. Complete funding for HASC		Remaining amount of debt to retire on HASC = \$440,000 at beginning of 2014	Raise the full amount by 12/31/2014.	No	We reduced the total amount still owed to \$360,000. Additional requests to potential funders/donors are in process.	Continue
2. Complete funding for Events Center		Remaining amount of funds to replenish to McCook College Foundation = \$500,000	Raise the full amount by 12/31/2014.	No	McCook College Foundation has approx.. \$150,000 in funds designated to the Events Ctr for future enhancements and/or maintenance projects. The Foundation wants us to assist them in raising money to replenish their reserve, unrestricted funds and increase the Events Ctr fund.	Strategize new ways to raise funds for the MC Foundation.
3. Increase employee giving.		Increase employee giving percentages incrementally each year.	Goal for year end of 2014 was a 30% employee giving.	No	End of year employee giving was 25%. This was an increase from 13% at the beginning of 2014. Total amount donated by employees in 2014 = \$13,431.	Build upon work done in 2014. Involve more employees in the efforts to increase giving; create more fun and teamwork in the process.
4. Strengthen relationships between the Foundations and the College and their respective communities.		Increase in Foundations & Board Members involvement in fundraising & community awareness activity.	Goal of 100% NPCC Foundation board members giving. Increase partnerships & communication with MC Foundation.	Yes	NPCC Foundation Board members have set goals for the Foundation, formed three committees plus an Exec Committee and sought out communication with the College administration & Board of Governors. In addition 10/12 board members are now giving	Continue work with NPCC Foundation. Work with Andy & Ryan to build more relationships with McCook Foundation board members.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Development
Team Leader Name: Carol Bodeen
Report Date: 2-18-2015

					either personally or through their business. MC Foundation Board invites Andy, Ryan & me to their quarterly meetings. Also during 2014 Janet Werkmeister & I worked together to create a new website for the MC Foundation, which is now administered through MPCC.	

What did the team accomplish in the last 6 months?

- Completed a year-end alumni mailing to over 13,000 names (included North Platte and McCook).
- Received \$26,575 in year-end giving for North Platte. McCook received \$26,275 in year-end giving.
- Raised over \$96,000 toward the McDonald-Belton Gymnasium project.
- Worked with MC Foundation to recognize the Graff family's significant contributions to the College by naming the Peter & Dolores Graff Events Center.

GOALS FOR UPCOMING YEAR

What are the team's goals for the next year?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
1. Complete fundraising for McDonald-Belton Gymnasium renovation.		Funds are raised to complete the project.	Receive cash and pledges for a total of at least \$300,000 toward this project by year-end 2015.



Mid-Plains Community College Cabinet/Assessment Team Report

Team Name: Development
Team Leader Name: Carol Bodeen
Report Date: 2-18-2015

2. Continue reaching out to alumni through various methods as budget allows.		Mail a newsletter and a second year-end appeal to all verified alumni addresses in 2015.	Increase donations from alumni. Increase updates of addresses and e-mail addresses for future communication.

What are the major challenges the team faces?

- Competition for limited charitable dollars with many other worthy community projects.

OPPORTUNITIES

What opportunities does the team envision?

- Community colleges are receiving a greater amount of attention, respect and appreciation in the public sector these days. We have much to offer to our communities and this is starting to be more fully recognized.

REQUESTS

What special requests need to be considered by the College Cabinet?

- Continued communication of program, faculty or student needs that might be helped or provided by donors.



Mid-Plains Community College Team Report

Team Name: Public Information and Marketing
Team Leader Name: Chuck Salestrom
Report Date: 9-9-14

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Recruitment of Students	1. Effective use of written communication skills 2. Effective use of oral communication skills 3. Efficient use of information retrieval skills	No. of Contacts	Increases of 2% in "for credit" hours	No	Continued	More involvement
Promotion of college students, faculty, staff and activities	1. Effective use of written communication skills 2. Effective use of oral communication skills 3. Efficient use of information retrieval skills	Reverse transfer Enrollments Other program contacts; Coaches Aid livestreaming	Increases in RT students Increases in Sports event attendance, Increases in viewership	Yes Yes Inconclusive	Continued awareness required. Winning helps overall Promotion supports CA: Good start.	Continued promotion More events & activities at games More promotion to teams and their families and friends.
Management of Internal and External communications	1. Effective use of written communication skills 2. Effective use of oral communication skills 3. Efficient use of information retrieval skills	Increases in awareness and attendance at events and activities	Increases in awareness and attendance at events and activities	Inconclusive	Continue to promote, explore additional vehicles for additional channels of communication delivery.	Deepen traditional comm. delivery systems, Explore social media

2. What did the team accomplish in the last 6 months?

Overall: Helped in increases in enrollments; increased No. of contacts to Enrollment Mgmt.; promotion of house sale; promotion of the raffle car; supervised college employee shirt order and distribution; NLD celebration, State Fair promotion; various campus retirements; honors; commencement; Parades; MCC Art promotion; athletic event sponsorships; supervision of live-streaming; bleacher seat campaign; rodeo events and activities; implemented social media message tracking system; finalizing the AQIP Project 9 project.

Media releases, cutlines, and promotion: numerous releases relating to college events, activities, program promotion and faculty/staff/student successes.

Print: a wide variety of schedules including class, CFE, and extended campus schedules; complete college catalog revision; complete revision of all college program brochures; updated cost and contact flyer; numerous event and activities brochures including the Valentine New Campus Campaign



Mid-Plains Community College Team Report

Team Name: Public Information and Marketing
Team Leader Name: Chuck Salestrom
Report Date: 9-9-14

and Golf Course promotional brochures (April 1 through July 30: used 67,487 color pages, and 5,421 B&W pages), bleacher flyers, Events and activities posters, (over 500' of poster paper or est. 165 posters)

Advertising/Marketing: Various distribution of schedules. Developed 4 new advertising packages targeting back to school for regional radio and television, reverse transfer, welding, Completed 34 60 second broadcast quality program videos. Created continuous video loops, completing interactive DVD for middle school and high school career exploration.

Events: back to school, commencements, pinnings; ribbon cutting at new cafeteria; NLD Celebration participation; Marketed House sale; developed and promoted raffle car tour and raffle; a wide variety of art shows, music concerts and theater events; special sports nights; Academic All Stars,

Web: Implemented and "tweaked" visitor tracking; completed dashboard to report abandonment, completer, and enrollment activities; monitoring Google changes in Key Word tracking and page placement; developed and revised numerous program and enrollment related pages; completed calendar programming; developed campus focused kiosks; focused on improving Site Improve statistics regarding miss-spellings, broken links and ADA 504 compliances; Exploring google paid advertising opportunities.

Social Media Increased "followers" Likes and expanded engagements; developed Reporting Applications for Twitter, Facebook and Pinterest Stats; increasing the number of "affiliated" facebook pages. Exploring facebook advertising.

Misc: Implemented Coaches Aid-Livestreaming activities; developed interactive kiosks run by "Dongle" devices; bleacher campaign; car and vehicle wraps; development of a virtual tour of the campuses; helped promote the NPCC Balcony project;

GOALS FOR UPCOMING FALL/WINTER 2014

1. What are the teams goals for the next 6 months

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Decrease the number of abandonments on web: Increase the number of visitor contacts to recruiters	Efficient use of information retrieval skills	Website dashboard data	See increases in contact with visitors by 20%. Decrease abandonments by 20%
Decrease the number of broken links, miss-spellings, and ADA compliance issues	Efficient use of information retrieval skills	Site-Improve statistics	No more broken links, no more miss-spellings and reduce the number of ADA compliance issues by 50%
Convert the current website into a more secure site. i.e. www.https://	Efficient use of information retrieval skills	Changes in web address-no change to visitors.	All pages will be at a higher security level.



Mid-Plains Community College Team Report

Team Name: Public Information and Marketing
Team Leader Name: Chuck Salestrom
Report Date: 9-9-14

2. What are the major challenges the team faces?

New personnel in media writing for the area. New personnel in athletic sports information at both campuses. Last minute projects with short turn-around deadlines. Changes after project completion

3. What challenges lie ahead for the team?

Social media uncertainty, uncovering future communication channels for traditional aged students. Developing new strategies for AAS technical degree recruiting. Finding new student populations such as those 65 years of age and developing strategies, programs and opportunities for this large and growing population. Seeking better ways to recruit high school students/Dual Credit students/On-line program students and possible military personnel.

OPPORTUNITIES

1. What opportunities does the team envision?

1. Better graphics in visual pieces;
2. Keyword and websearch success;
3. better communication with students and college staff and service area constituency.
4. Completed interactive touch screen kiosks for public spaces
5. Completed outdoor signage and pole graphics

REQUESTS

1. What special requests need to be considered by the College Cabinet?

Focus on combining part-time positions into one Ft position to focus on social media marketing and promotion.

Local Television rates are going to increase we are going to need more budget to remain at the same level as has been in prior years.

More advertising budget for specific program marketing especially in television.



Mid-Plains Community College Team Report

Team Name: Adult Education
Team Leader Name: Robin Rankin
Report Date: 10/9/14

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Provide and Promote Adult Education ESL/GED	1.	State negotiated standards set with federal government	Meet a minimum of 100% standards	Yes	110% FY 13-14	Continue

2. What did the team accomplish in the last 6 months? We continue to hold classes on the two main campuses, and 4 extended campuses. We also recently opened new sites in Grant and the Lincoln Co. detention center. Bridge program is ongoing and was very successful in year 1, with 5 completers who made deans or presidents list. 4 of the 5 are continuing for the AA degree in IT. New batch of students working on Medical transcriptionist certificate.

GOALS FOR UPCOMING YEAR

1. What are the teams goals for the next academic year?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Success rates will meet negotiated standards	AQIP 1c, 1d, 1 e	EFL movement as per testing and goal requirements	100% minimum
Retention rates of 12+ hour students will meet NDE standards	AQIP 1e ,2a	12+ hours students will be retained.	Minimum of 50% retention rate
Promote enrollment at MPCC by GED graduates and Adult education students.	AQIP 2a	% of low adult secondary or higher students meeting with admissions/recruitment rep	50% of this group of students

2. What are the major challenges the team faces? We have the challenge of retaining enough students to keep classes open in the smaller communities.

3. What challenges lie ahead for the team? Less dollars, higher expectations concerning GED 2014 and career and college readiness initiative.

OPPORTUNITIES

1. What opportunities does the team envision? Hopefully a continuation of the Bridge Program Grant. Branching out to the other communities in corrections education, and other communities for Adult Education as the need arises.

REQUESTS
1. What special requests need to be considered by the College Cabinet? Maintenance of the Bridge Program if the Bridge Grant is not continued. Look at calling it a retention specialist for at risk students.



Mid-Plains Community College Team Report

Team Name: Career Services

Team Leader Name: William Eakins, Area Dean of Career Services

Report Date: November 18, 2014

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
<u>Provide and promote High School Services</u>						
<ul style="list-style-type: none"> Secondary School Career Programs 	AQIP 2a 2e	# of schools participating in Career Maneuvers (HS juniors) # of schools participating in Career Exploration program (Middle School)	40% or more of area high schools participating in each career program in FY 2013-14	Reached 34% of high schools for Career Maneuvers; 40% of middle schools for Career Exploration	Scheduling with schools; turnover in schools; schools have option to do their own career programs now; schools have limited time out of school to do extra activities.	Additional promotion, including face-to-face visits to schools. Consider changes for career programs.
<ul style="list-style-type: none"> Dual Credit 	AQIP 2a 2e	# available area secondary schools receiving dual credit and/or college credit Sufficient college faculty available to meet secondary school requests	100% of area schools receive dual/college credit from MPCC in fy 2013-14 Faculty credentialed to meet 100% of the secondary school requests in 2013-14	Met 100%, but need to refine tracking system Met 100% of requests	Met 100%, but need to refine tracking system Need to refine this tracking system	Met 100%, but need to refine tracking system



Mid-Plains Community College Team Report

Team Name: Career Services

Team Leader Name: William Eakins, Area Dean of Career Services

Report Date: November 18, 2014

<ul style="list-style-type: none"> Arrange administrative school visitations (36x36) 	AQIP 2e	# of school districts visited in 36 month period	100% of schools visited in 36 month period beginning FY 2012-13	Goal was met	Area school visitations with administrative personnel at each of our area secondary schools	Schedule with schools to meet every 3 years, with priority being on schools with administrative turnover
<ul style="list-style-type: none"> Career Academies 	AQIP 2a 2e	# of schools participating in one or more academy	40% or more of area high schools participating in one or more academy in FY 2013-14	45% of area schools participated in 2013-14	In-person promotion of the Academies, and personal help with getting details worked out and completed.	Refine tracking system. Consider Rule 47 guidelines on Career Academies. Provide options to schools providing Career Academies or Career Pathways programs.
<u>Provide and promote Employment Services</u> <ul style="list-style-type: none"> Increase student awareness and satisfaction with employment services 	AQIP 2a 2b 2e	CCSSE survey results of Student Satisfaction # of students actively using College Central Network for job related needs	Student satisfaction with job placement assistance-rating of 1.87 on 2013 survey. Expect increased rating in 2015. Capture number of students using CCN FY 2014-15	Wait for 2015 results Yes	Establish baselines for these items, as they had not been set before. Then, goals can be set from there. Have a system for collecting this data.	Develop an annual plan of work; (events, budgetary needs, planned priorities, continued or increased visibility). Have a system for collecting this data.



Mid-Plains Community College Team Report

Team Name: Career Services

Team Leader Name: William Eakins, Area Dean of Career Services

Report Date: November 18, 2014

		# of college departmental presentations by Career Services	Record number of dept. presentations	Yes	Refine the system for tracking this.	Seek feedback from instructors and students to enhance program as necessary.
<ul style="list-style-type: none"> Facilitate relationships with workforce/business and industry 	AQIP 2c 2e	Annual employer satisfaction survey	Team with Institutional Research to assure response rate exceeding the 49.3% rate on 2012-13 survey and 39% rate on 2013-14 survey.	Inconclusive (pending collection of 2014-15 results)	Newly revised process is being developed and put in place.	Finish the new process, and analyze its effectiveness.
		Employer use of College Central Network for listing jobs	>100 employers registered on CCN FY 2013-14	Met	There is more job availability currently, making this a good option for employers.	Promote use of CCN to area employers to increase usage.
		# of employer visits on campus	Collect data college-wide	Inconclusive	Need to determine system for collecting this data college-wide.	Work with various entities on all campuses to increase employer interactions and streamline data collection.



Mid-Plains Community College Team Report

Team Name: Career Services

Team Leader Name: William Eakins, Area Dean of Career Services

Report Date: November 18, 2014

<p><u>Provide and promote Student and Community Services</u></p> <ul style="list-style-type: none"> Career Planning for Area Residents 	AQIP 1e	CCSSE survey results of Student Satisfaction	Rating of student satisfaction >2.06 in 2013 survey. Expect increased rating by 2015 survey	TBD – 2015 survey	Waiting on 2015 survey results	Review result and make a plan of action. Set incremental goals for off-years. Need to survey non-students, as well.
	AQIP 2a 2c	<p>Sufficient test vendors, tests, and facilities to meet needs of area as requested from Career Services</p> <p>Survey results from test vendors</p>	<p>Test vendors & facilities available, and staff trained to meet demand from area communities in FY 2013-14.</p> <p>Minimum rating of “Satisfied” from 95% or more of test takers surveyed.</p>	<p>Met</p> <p>Met</p>	<p>We need to find a tracking system</p> <p>Review survey results periodically for potential areas of improvement.</p>	<p>Test Center Administrator will be reviewing goals to make changes as necessary.</p> <p>Improve areas brought to our attention through surveys.</p>

2. What did the team accomplish in the last 6 months?

Fall 2014 Semester going well for Dual Credit
Starting new Career Academies at Stapleton in Ag and Education
Finalized plans for Employment Services room
Discussion with NPHS on Spring Career Fair
Discussions with Valentine and Broken Bow High Schools on potential Career Academies in Ag and Health



Mid-Plains Community College Team Report

Team Name: Career Services

Team Leader Name: William Eakins, Area Dean of Career Services

Report Date: November 18, 2014

GOALS FOR UPCOMING 2014-15

1. What are the teams goals for the next Fiscal Year?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
<i>Many of the goals will be similar to those established in this report. Additional goals may be established based on feedback from Community Input Sessions.</i>			
•			
•			

2. What are the major challenges the team faces?

- Continual change in secondary school personnel
- Distance and timely visits to all area schools
- *Enhancing employment services involvement*
- *Launching new and maintaining existing career academies with various school schedules*
- *Rule 47 implications on Career Academies*

Highlighted items have potential goal implications for 2014-15.

OPPORTUNITIES

1. What opportunities does the team envision?

- With new secondary school personnel changes, new programs can sometimes be implemented
- The career academy approach can allow for additional college/dual credit classes to be made available
- *Improved contacts and relationships with area businesses and industries*
- *Expand Certification Testing Center offerings to include MorphoTrust fingerprinting capabilities*
- *Enhance Employment Services by updating and offering a room for employment searches, employment interviewing, etc.*
- *Apply for NCTA Certification for Test Center*
- We expect some opportunities from information gained from the Community Input Sessions



Mid-Plains Community College Team Report

Team Name: Career Services

Team Leader Name: William Eakins, Area Dean of Career Services

Report Date: November 18, 2014

Highlighted items have potential goal implications for 2014-15.

REQUESTS

1. What special requests need to be considered by the College Cabinet?
 - Continue to support Career Services programs and activities

College Wide Student Learning Objectives

1. Effective use of written communication skills
2. Effective use of oral communication skills
3. Efficient use of information retrieval skills
4. An understanding of the values and traditions of other cultures in the world
5. Mathematical computational skills to solve problems
6. Human inquiry skills by scientifically observing, explaining, predicting and testing for the purpose of understanding
7. Critical thinking skills
8. Appropriate and necessary competencies/skills for academic transfer or employment in their area of expertise
9. Effective decision making skills

AQIP Categories

1. Helping Students Learn
 - a. Common Learning Outcomes
 - b. Program Learning Outcomes
 - c. Academic Program Design
 - d. Academic Program Quality
 - e. Academic Student Support
 - f. Academic Integrity
2. Meeting Student and Other Key Stakeholder Needs
 - a. Current and Prospective Student Need
 - b. Retention, Persistence, and Completion
 - c. Key Stakeholder Needs



Mid-Plains Community College Team Report

Team Name: Disability Services
Team Leader Name: Robin Rankin
Report Date: 10/9/2014

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Were expectations met? (Yes, No, Inconclusive)	Analysis	Action
Provide quality disability support services to area campuses.	AQIP 1,2	Student Survey for students who received services	Overall satisfaction of 4.0 on a 5.0 scale.	Inconclusive	Work has been done to increase accommodation follow up with students	IF CCSSE survey is to be used, needs to ask ADA questions. Possibly develop own survey.
Increase involvement with agencies and schools	AQIP 2	Attend requested IEP meetings, co-host transition fairs, Present Winahead presentation	Increased awareness by prospective students about college ADA services	Yes	Attended at least 8 more IEP's and worked with providers and prospective students	continue
Have a reporting system that is 100% accurate to provide ADA data	Efficient use of information retrieval	Get jenzebar or other system compatable with Disability paperwork	Reporting will be accurate and timely when requested by other departments	No	Still not able to provide accurate information in Jenzebar	Look at different attributes, or some other way of reporting

2. What did the team accomplish in the last 6 months?

UPDATED DISABILITY POLICY ON WEBSITE, CATALOG. DEVELOPED A BROCHURE OF SERVICES. ADDED DROP BOX TO MAKE ALTERNATE TEXT EASILY ACCESSIBLE TO STUDENTS. PARTNERED WITH AGENCIES TO GET THE WORD OUT ABOUT OUR SERVICES. WORKING ON INCREASING TECHNOLOGY FOR ALL STUDENTS.



Mid-Plains Community College Team Report

Team Name: Disability Services
Team Leader Name: Robin Rankin
Report Date: 10/9/2014

GOALS FOR UPCOMING

1. What are the teams goals for the next

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Provide quality disability support services to area campuses.	AQIP 1: Academic Student Support AQIP 2: Current and prospective student need	Student Survey for students who received services	Overall satisfaction of 4.0 on a 5.0 scale.
Increased awareness by prospective students about college ADA services	AQIP 2: Current and prospective student need AQIP 2: Retention, persistence, and completion	Orientation Survey question	67% of students answer yes.
Have a reporting system that is accurate to provide Disability Student Data	AQIP 5: Knowledge Management	Viability of the service	A working system has started.
Stay in compliance	AQIP 5: Operational effectiveness	State findings and court cases	No state findings and no lost court cases on ADA academic issues.

2. What are the major challenges the team faces? Unique accommodations for our everchanging student population and reporting the way it is now is time intensive and required more time than we have allotted.

3. What challenges lie ahead for the team? Increase in disability services students is a trend that will continue for all colleges including ours.

OPPORTUNITIES

1. What opportunities does the team envision? Long term: When we get a solid system in place for intake, accommodating and reporting, the following goals could be implemented:

- ❖ Increase accessibility of MPCC College
- ❖ Increase the awareness the impact accessibility has on student retention
- ❖ Completion of usable accessible DS student forms to increase data capture
- ❖ Increase community outreach via info regarding disability info tools to help student succeed in college



Mid-Plains Community College Team Report

Team Name: Disability Services
Team Leader Name: Robin Rankin
Report Date: 10/9/2014

REQUESTS

1. What special requests need to be considered by the College Cabinet?



Employment Services- Plan of Work 2015-2016

Team Name: Career Services

Team Leader Name: Employment Services Coordinator/ Career Specialist, Berva Arensdorf

Report Date: April 28, 2015

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Strategies/Actions	2014-15 Accomplishments
<u>Provide and promote Employment Services</u> <ul style="list-style-type: none"> Increase student awareness and satisfaction with employment services 	AQIP 2a 2b 2e	<p>CCSSE survey results of Student Satisfaction</p> <p>Employment Readiness questions in "intent to graduate" form</p> <p># of students actively using College Central Network for job related needs</p> <p># of college departmental presentations by Career Services</p>	<p>Student satisfaction with job placement assistance- rating of 1.87 on 2013 survey. Expect increased rating in 2015 survey.</p> <p>Baseline created from May 2015 grads: Increase # of students served</p> <p>Increase % of students using CCN per semester</p> <p>Employment Services staff will interact with 'every' academic division per semester.</p> <p>Students will express satisfaction with usefulness of presentations.</p>	<p>Develop an annual plan of work; (events, budgetary needs, planned priorities, continued or increased visibility).</p> <p>AQIP Project #15</p> <p>Capture number of students using CCN per semester</p> <p>Create schedule for in person presentations/or email contact. Document on "monthly scorecard".</p> <p>Seek feedback from instructors and students to identify specific needs.</p>	<p>(Results August, 2015)</p> <p>Questions added to form First submission analyzed</p> <p>7/2014-12/2014: 34 resumes created. 144 positions viewed.</p> <p>12/2014-4/2015: 10 resumes created: 93 positions viewed.</p> <p>Worked primarily with Applied Tech., Business Divisions...Nursing & Dental Programs</p> <p>No formal feedback gathered</p>



Employment Services- Plan of Work 2015-2016

Team Name: Career Services

Team Leader Name: Employment Services Coordinator/ Career Specialist, Berva Arensdorf

Report Date: April 28, 2015

	<ul style="list-style-type: none"> Facilitate relationships with workforce/ business and industry 	AQIP 2c 2e	Annual employer satisfaction survey	Team with Institutional Research to assure response rate exceeding the 49.3% rate on 2012-13 survey and 41.2% rate on 2013-14 survey.	Finish the new process, and analyze its effectiveness.- Summer 2015	Made calls to employers who had not responded. Pilot project customized questions to specific programs.
			Employer use of College Central Network for listing jobs	>100 employers registered on CCN FY 2013-14	Promote use of CCN to area employers to increase usage.	57 employers registered 7/2014-12/2014: 288 jobs posted. 64 employers registered 12/2014-4/2015: 308 jobs posted
			# of employer visits on campus	Be able to document number of employer visits on campus...in classroom, for interviews, for visits to faculty	Create report (survey monkey) for monthly report. Team with CFE (AQIP team) to record employer interactions.	Implement new process- August 2015 AQIP team #15 is in process of implementing a shared database on portal. Not finalized.



Employment Services- Plan of Work 2015-2016

Team Name: Career Services

Team Leader Name: Employment Services Coordinator/ Career Specialist, Berva Arensdorf

Report Date: April 28, 2015

<u>Provide and promote Student and Community Services</u> <ul style="list-style-type: none"> Career Planning for Area Residents 	AQIP 1e	CCSSE survey results of Student Satisfaction	Rating of student satisfaction >2.06 in 2013 survey. Expect increased rating by 2015 survey	Participate with Career Services team to facilitate career planning activities Evaluate/promote employment readiness curriculum	(Results August, 2015) Summer project- 2015	

1. What did EMPLOYMENT SERVICES accomplish in the last 6 months?

Finalized plans for Employment Services "interview" room- WW Wood
Expanded number of College Central Network modules in use.
Worked with 3 AAS programs (Diesel, HVAC, Electrical) with series of employment readiness sessions. Presentations to other classes as requested.
Finally learning to prioritize "employment services" role in Career Services team.



Employment Services- Plan of Work 2015-2016

Team Name: Career Services

Team Leader Name: Employment Services Coordinator/ Career Specialist, Berva Arensdorf

Report Date: April 28, 2015

GOALS FOR SPRING, SUMMER 2015 AND FY 2015-16

1. What are the goals for Employment Services ?

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results & Standards	Strategies/Actions	2015-16 Accomplishments
<ul style="list-style-type: none"> Optimize presence on MPCC website- Career/Employment Services Internal marketing (everyone acquainted!!) Publications updated Regular presence at NPCC South Campus Market CCN Determine what kind of PLACEMENT REPORT is desired by Cabinet. 	AQIP 1e 2a,2c,2e 6b	<p>MPCC Website- analysis (possible screenshots of before and after)</p> <p>Monthly scorecard of marketing efforts</p> <p>PR audit: Beginning analysis July, 2015.</p> <p>Schedule for 2015-16 employment services activities/office time</p> <p>Schedule of presentations about CCN</p> <p>Decision by Cabinet-Plan with Pub. Information and IR</p>	<p>Website updated or alternative plan devised (Aug. 2015)</p> <p>Reports sent to Dean and VP monthly</p> <p>New publications created and employment readiness fact sheets designed (begin August 2015)</p> <p>New schedule implemented: fall semester 2015</p> <p>New schedule implemented: fall semester 2015</p> <p>Plan with Pub. Information and IR- complete Feb/March 2016</p>		



Employment Services- Plan of Work 2015-2016

Team Name: Career Services

Team Leader Name: Employment Services Coordinator/ Career Specialist, Berva Arensdorf

Report Date: April 28, 2015

2. What are the major challenges EMPLOYMENT SERVICES faces?

- NEED well-defined MARKETING plan...internal to staff, students, faculty; external to employers.
- Clear EXPECTATIONS-especially with regard to coverage of McCook campus and extended campuses
- Small numbers of students in tech. programs prompts the focus to be on “student” readiness...less about employer interaction.
- CCN system uses student email as major form of communication – still working on this obstacle.
- We are selling a product that students are not focused on obtaining...need to create a focus on “employment readiness” college-wide

OPPORTUNITIES

1. What opportunities does the EMPLOYMENT SERVICES staff envision?

- Creation of a new mindset- a new slogan: We are all preparing students for employment success!
- Internship process- guidance and outreach in community, clearinghouse of internship information for students
- Involvement with advisory committees- increasing communication with committee members, reporting of that involvement, etc.

REQUESTS

1. What special requests need to be considered by the College Cabinet?

- Analysis of the need for “employment readiness” class embedded in AAS programs
- Exploration of the usefulness of a “certificate” in Employment Readiness
- Expansion of BRIDGE program (or clone)- to include “employment readiness” certification



Mid-Plains Community College Team Report

Team Name: Student Life Housing
Team Leader Name: Dr. Brian Obert
Report Date: 6/23/15

HOUSING GOALS:

1. TO PROVIDE RESIDENTS WITH SAFE, COMFORTABLE HOUSING THAT ENABLES A QUALITY LIVING–LEARNING ENVIRONMENT
2. TO MAINTAIN UPDATED, CLEAN, AND APPEALING FACILITIES FOR RESIDENTS
3. TO CREATE AN ENVIRONMENT THAT PROMOTES CITIZENSHIP AND AN INCREASED UNDERSTANDING OF CULTURAL DIFFERENCE
4. TO SERVE AS GOOD STEWARDS OF MID-PLAINS COMMUNITY COLLEGE RESOURCES
5. TO SUPPORT MID-PLAINS COMMUNITY COLLEGE STUDENTS IN PERSISTING TO ACHIEVE THEIR EDUCATIONAL GOALS

HOUSING GOAL 1. - TO PROVIDE RESIDENTS WITH SAFE, COMFORTABLE HOUSING THAT ENABLES A QUALITY LIVING-LEARNING ENVIRONMENT

HOUSING GOAL 1 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
1. COMPLETER REPORT – VARIETY OF COLLEGE SERVICES – HOUSING	2	3.8		3.68	3.52	3.53	3.56

ANALYSIS

- Trend through 2012-13 was in 3.53 range. 2013-14 saw significant increase in survey responses to variety of college services in housing question. Appearance is that Student Life is moving in the right direction. Would like to see similar responses for 14-15 data to establish a trend.

ACTION PLAN FOR NEXT YEAR:

- Updated MPCC Student Programming Model to provide more events and an increased variety of events
- Have made changes to the Housing Programming Model to encourage social and educational events done regularly throughout the year
- Instituted Student Interest Survey at Reg Days to identify what student interests are and use data to direct programming options

HOUSING GOAL 1 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
2. HOUSING SURVEY Q9 – HOW WAS YOUR OVERALL EXPERIENCE LIVING IN YOUR RESIDENCE HALL (4.0 SCALE)	2	3.3	3.14	3.10	3.10	3.12	
BROOKS HALL		3.3	3.12	3.13	2.95	3.08	
NORTH PLATTE NORTH CAMPUS		3.3	3.29	3.15	3.34	3.13	
NORTH PLATTE SOUTH CAMPUS		3.3	3.11	3.04	3.15	3.16	

ANALYSIS

- No trend to be found. North Platte North seems to have some spikes in satisfaction, however, it is a small sample of students as N = ~35). Brooks Hall number is good considering the remodeling began January 2015.

ACTION PLAN FOR NEXT YEAR:

- Brooks Hall renovation will completed the facilities renovation of Brooks Hall. All rooms will have been updated as well as the lounge, cafeteria, office space, and the addition of an elevator, which should improve student satisfaction with the building.
- Will have an updated orientation for all incoming students to participate in. Expect this to improve resident satisfaction.
- Programming model has also been updated to expand programming options for students.
- Will use Student Interest Survey data to target certain types of activities based on data collected.

HOUSING GOAL 2. - TO MAINTAIN UPDATED, CLEAN, AND APPEALING FACILITIES FOR RESIDENTS							
HOUSING GOAL 2 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
3. HOUSING SURVEY Q8 – MY RESIDENCE HALL FACILITIES ARE WELL MAINTAINED (4.0 SCALE)	2	3.35	3.22	3.21	3.13	3.16	
BROOKS HALL		3.35	3.10	3.15	2.95	3.01	
NORTH PLATTE NORTH CAMPUS		3.35	3.29	3.2	3.31	3.16	
NORTH PLATTE SOUTH CAMPUS		3.35	3.31	3.27	3.23	3.31	
ANALYSIS <ul style="list-style-type: none"> There is a trend of improvement over the last 4 years. Facilities upgrades and renovations likely have some impact here. Expect this to continue as Brooks Hall renovations are completed. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Encourage students to use the Fix My Room web form for maintenance and repairs. Continue to hold residents responsible for their actions and damages. Add RA Programming on Room Cleaning and Laundry Room usage Implement Residential Inventory Plan and put all items on a rotation plan to prevent heavily worn furniture being put into use. 							
HOUSING GOAL 3. - TO CREATE AN ENVIRONMENT THAT PROMOTES CITIZENSHIP AND AN INCREASED UNDERSTANDING OF CULTURAL DIFFERENCE							
HOUSING GOAL 3 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
4. COMPLETER REPORT – UNDERSTAND OTHER CULTURES	1	4.0		3.85	3.91	3.85	3.89
ANALYSIS <ul style="list-style-type: none"> Institutionally, MPCC has maintained consistent and positive feedback from students. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Work to focus on more cultural understanding through passive programming and campus performances Engage students to see the broader scope of what understanding others may include: gender, race, religion, SES, geography, sexuality, etc. 							

HOUSING GOAL 4 - TO SERVE AS GOOD STEWARDS OF MID-PLAINS COMMUNITY COLLEGE RESOURCES							
HOUSING GOAL 4 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
5. AVERAGE HOUSING OCCUPANCY PERCENTAGE (INCL. PARAMEDIC HOUSING) (FA W2+SP W16)/2	2 & 5	85%	76.3%	71.2%			
BROOKS HALL		90%	83.9%	70.1%			
NORTH PLATTE NORTH CAMPUS		75%	52.6%	71.7%			
NORTH PLATTE SOUTH CAMPUS		85%	77.6%	79.5%			
ANALYSIS <ul style="list-style-type: none"> Data prior to 12-13 is spotty and difficult to analyze. Decline in tech student recruiting accounts, in part, for low North Campus occupancy. Attempting to bring Union Pacific students to North Campus housing. Recent renovation should also help with retention and occupancy. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Seek to get commitments to contracts earlier in summer for fall 2015. Send out roommate contact information in late July. Let people get to know each other before they arrive. Continue to push Union Pacific students toward North Campus vacancies. 							
6. HOUSING GOAL 5. – TO SUPPORT MID-PLAINS COMMUNITY COLLEGE STUDENTS IN PERSISTING TO ACHIEVE THEIR EDUCATIONAL GOALS							
HOUSING GOAL 4 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
7. OFFICE OF INSTITUTIONAL RESEARCH & PLANNING; PERSISTENCE DATA DATABASE - FALL TO SPRING STUDENT PERSISTENCE	1	85%	77.4%	83.2%	81.4%	81.6%	77.8%
ANALYSIS <ul style="list-style-type: none"> While Student Life is not solely responsible for persistence, Student Life has more contact with residential students than any other body on campus. In playing such a large role in student's lives we have a large stake in the persistence of our residents. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Continue to engage residents educationally, socially, and as members of a community through RA programs and through regular professional staff interactions. 							
REVIEW OF PRIOR YEAR (STRENGTHS)							



Mid-Plains Community College Team Report

Team Name: Student Life Housing
Team Leader Name: Dr. Brian Obert
Report Date: 6/23/15

1. What accomplishments outside of the K.P.I.s did the team have?

- The housing team has taken to the task of utilizing Jenzabar to its capabilities, especially in entry of data and report usage
- Brooks Hall staff handled a difficult spring semester as MPCC elected to start renovation of Brooks Hall earlier than planned. Their efforts led to generally positive student response to the noise and inconvenience the construction crews generated.

GOALS FOR UPCOMING YEAR

1. Will any of the K.P.I. goals change and why?

- We are reviewing the Housing Surveys and plan to break up a large survey into smaller, regular surveys that will be conducted at floor meetings. This may lead to changes to some of our questions or even some pre- and post- experience survey analysis.

2. What are the major challenges the team faces (weaknesses)?

- Housing will start the year with two very new Directors of Residence Life. Our current staff will be able to handle the challenges of planning training without a Director on hand.
- Housing will work out the kinks in Brooks Hall as it reopens following renovation.
- New video systems will require training and implementation.
- New door locks on South Campus may also lead to some adjustments and challenges.

OPPORTUNITIES

1. What opportunities does the team envision?

- New staff means an opportunity to make some changes to current practices and create new standards. I believe this is the year Housing demonstrates a measurable improvement in quality of service.
- Continued advances in data-informed decision making practices

THREATS AND REQUESTS

1. What outside threats can affect the results from this team over the next year?

- Furnishings and equipment degrade over time and create students dissatisfaction with facilities. Developing a comprehensive furniture/equipment replacement program will minimize this threat to student satisfaction.
- Occupancy requires that there is a critical mass of students seeking housing on-campus. Housing does not control student interest, but does control housing policy. Policy change could increase housing occupancy by changing requirements for who must live on campus. A housing policy review may be a good idea.

2. What special requests need to be considered by the College Cabinet?

- Implementing an annual budget line for regular replacement of residential furnishings and equipment will improve student satisfaction with facilities.
- Upgrades to door locks and video equipment will improve security on campus and minimize risk to safety of our students.

College Wide Student Learning Objectives

1. Effective use of written communication skills
2. Effective use of oral communication skills
3. Efficient use of information retrieval skills
4. An understanding of the values and traditions of other cultures in the world
5. Mathematical computational skills to solve problems
6. Human inquiry skills by scientifically observing, explaining, predicting and testing for the purpose of understanding
7. Critical thinking skills
8. Appropriate and necessary competencies/skills for academic transfer or employment in their area of expertise
9. Effective decision making skills

AQIP Categories

1. Helping Students Learn
 - a. Common Learning Outcomes
 - b. Program Learning Outcomes
 - c. Academic Program Design
 - d. Academic Program Quality
 - e. Academic Student Support
 - f. Academic Integrity
2. Meeting Student and Other Key Stakeholder Needs
 - a. Current and Prospective Student Need
 - b. Retention, Persistence, and Completion
 - c. Key Stakeholder Needs
 - d. Complaint Processes
 - e. Building Collaborations and Partnerships
3. Valuing Employees
 - a. Hiring
 - b. Evaluation and Recognition
 - c. Development
4. Planning and Leading
 - a. Mission and Vision
 - b. Strategic Planning
 - c. Leadership
 - d. Integrity
5. Knowledge Management and Resource Stewardship
 - a. Knowledge Management
 - b. Resource Management
 - c. Operational Effectiveness
6. Quality Overview
 - a. Quality Improvement Initiatives
 - b. Culture of Quality



Mid-Plains Community College Team Report

Team Name: Learning Resource Centers

Team Leader Name: Tina Walker

Report Date: 10/21/14

REVIEW OF PRIOR TEAM REPORT

1. Summarize the team's goals from the last report.

Goals	AQIP Category	Measures	Expected Results & Standards	Expectations met? (Yes, No, Inconclusive)	Analysis	Action
Supporting information literacy	1 & 5	<ul style="list-style-type: none"> Door counts Database usage Print circulation LibGuides views Library Instruction sessions 	<ul style="list-style-type: none"> Increase patron knowledge of resources Patrons can search/ retrieve info in variety of formats, validate sources, and demonstrate ethical use Increase yr-yr retention rate 	Yes Yes No	<ul style="list-style-type: none"> Door count up 26% Database searches up 10945 Circulation up 45% LibGuides up 37% LI sessions at 57 	<ul style="list-style-type: none"> continue to up LI sessions Develop subj. LibGuides
Growing relationships with faculty to assist in realigning library services with curriculum needs	2 & 5	<ul style="list-style-type: none"> Develop/grow # of LibGuides - Up by 25 Survey faculty for needs-- 25% return Monitor faculty requests and to accommodate curr. - up requests by 5 	<ul style="list-style-type: none"> Provide analysis Make changes to library services to support curr. Increase staff engagement with library staff and resources 	Yes Yes Yes	<ul style="list-style-type: none"> LG views up by 869 Survey n/a FacReq at \$920.77 	<ul style="list-style-type: none"> Prepare faculty survey Increase LI
Establish the library as the campus support /information center	2 & 5	<ul style="list-style-type: none"> Up door counts 5% Increase stats for non-library related ?s by 5% Add BB/CW training classes - add 10 	<ul style="list-style-type: none"> Increase college support Make obtaining campus info effortless and students empowered to ask the questions Increase success rates 	Inconc. Inconc. Inconc.	<ul style="list-style-type: none"> DC up 26.2% Stats n/a BB/CW classes n/a 	<ul style="list-style-type: none"> Start BB/CW classes
Evaluating, maintaining, and building a quality print/online collection to support research and curr. needs	4 & 5	<ul style="list-style-type: none"> Review usage stats-- increase 5% Review the age of collection/make changes to the current subjects - purchase 50 new books each year by subj. 	<ul style="list-style-type: none"> Create, organize, manage a quality info collection that meets teaching, learning and research needs Increase year-year retention 	Inconc. No	<ul style="list-style-type: none"> Print Circ up 45% & Elec. use up 1,067 Collect.Review underway 	<ul style="list-style-type: none"> Complete e-collection review
Providing students with ease of access to all library materials; print and electronic	4 & 5	<ul style="list-style-type: none"> Conduct survey every 3 years--25% return Host events to raise awareness/teach IL - at least 5 Info Lit events 	<ul style="list-style-type: none"> Allow students to utilize resources effectively, creatively, ethically Increase year-year retention 	Yes No	<ul style="list-style-type: none"> Survey n/a LitInfo act n/a 	<ul style="list-style-type: none"> Prepare survey Prepare IL activities

2. What did the team accomplish in the last 6 months?

- Completed LIS update and merge of catalog system - including retraining all employees on the new interface
- Completed training on new Photo ID system all employees - still working out process bugs
- Catalogued over 15,000 items for Music Department - implemented checkout process for all music materials through LRCs
- Received \$1000 in grant monies for professional development use for conferences



Mid-Plains Community College Team Report

Team Name: Learning Resource Centers

Team Leader Name: Tina Walker

Report Date: 10/21/14

GOALS FOR UPCOMING 2014-15 FISCAL YEAR

1. What are the teams goals for the next 2014-15 FY

Goals	College Wide SLO's or AQIP Category	Measures	Expected Results and Standards
Continue to increase usage of resources: print and electronic	1, 2, 5	Door count, checkouts, database usage	Increase each by 3-5%
Finish development of procedures and processes	4, 6	Finish writing policies and procedures and get approved	Each procedure will be in place and publishable to our website
Get the archives' materials separated and bar coded (50% done)	1, 2, 5	All items in memorabilia room will be categorized and bar coded – ready for processing	All the items will be ready for digitization and cataloging into our system

2. What are the major challenges the team faces? Maintaining appropriate coverage with 70% of staff part-time and increased turn-over rate. Already running minimal staffing – one person gone throws off the entire week.

3. What challenges lie ahead for the team? Collection Development, E-resource management, applying surveys for measurement on services, marketing the library resources available, and planning for infrastructure changes

OPPORTUNITIES

1. What opportunities does the team envision? To work more closely with faculty with various library services to be more embedded in the curriculum and classrooms. To apply our online content to Flip Classrooms and develop LibGuides specifically for these classes.

REQUESTS

1. What special requests need to be considered by the College Cabinet? Would like to see in the long run, merging two part-time positions into 1 full-time in North Platte to help alleviate turn-over. We get good people in place then they are offered full-time elsewhere with benefits or can't stay with us due to other full-time employment.



Mid-Plains Community College Team Report

Team Name: Recruiting and Admissions
Team Leader Name: Mindy Hope
Report Date: 6/23/15 **UPDATE** 8/1/15

RECRUITING AND ADMISSIONS ROLES:

1. Increase new student enrollment.
2. Inform students in preparation for beginning college.
3. Provide collaboration college-wide for recruitment activities.

HOUSING GOAL 1. - TO PROVIDE RESIDENTS WITH SAFE, COMFORTABLE HOUSING THAT ENABLES A QUALITY LIVING-LEARNING ENVIRONMENT

HOUSING GOAL 1 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
1. COMPLETER REPORT – VARIETY OF COLLEGE SERVICES – HOUSING	2	3.8		3.68	3.52	3.53	3.56

ANALYSIS

- Trend through 2012-13 was in 3.53 range. 2013-14 saw significant increase in survey responses to variety of college services in housing question. Appearance is that Student Life is moving in the right direction. Would like to see similar responses for 14-15 data to establish a trend.

ACTION PLAN FOR NEXT YEAR:

- Updated MPCC Student Programming Model to provide more events and an increased variety of events
- Have made changes to the Housing Programming Model to encourage social and educational events done regularly throughout the year
- Instituted Student Interest Survey at Reg Days to identify what student interests are and use data to direct programming options

HOUSING GOAL 1 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
2. HOUSING SURVEY Q9 – HOW WAS YOUR OVERALL EXPERIENCE LIVING IN YOUR RESIDENCE HALL (4.0 SCALE)	2	3.3	3.14	3.10	3.10	3.12	
BROOKS HALL		3.3	3.12	3.13	2.95	3.08	
NORTH PLATTE NORTH CAMPUS		3.3	3.29	3.15	3.34	3.13	
NORTH PLATTE SOUTH CAMPUS		3.3	3.11	3.04	3.15	3.16	

ANALYSIS

- No trend to be found. North Platte North seems to have some spikes in satisfaction, however, it is a small sample of students as N = ~35). Brooks Hall number is good considering the remodeling began January 2015.

ACTION PLAN FOR NEXT YEAR:

- Brooks Hall renovation will completed the facilities renovation of Brooks Hall. All rooms will have been updated as well as the lounge, cafeteria, office space, and the addition of an elevator, which should improve student satisfaction with the building.
- Will have an updated orientation for all incoming students to participate in. Expect this to improve resident satisfaction.
- Programming model has also been updated to expand programming options for students.
- Will use Student Interest Survey data to target certain types of activities based on data collected.

HOUSING GOAL 2. - TO MAINTAIN UPDATED, CLEAN, AND APPEALING FACILITIES FOR RESIDENTS							
HOUSING GOAL 2 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
3. HOUSING SURVEY Q8 – MY RESIDENCE HALL FACILITIES ARE WELL MAINTAINED (4.0 SCALE)	2	3.35	3.22	3.21	3.13	3.16	
BROOKS HALL		3.35	3.10	3.15	2.95	3.01	
NORTH PLATTE NORTH CAMPUS		3.35	3.29	3.2	3.31	3.16	
NORTH PLATTE SOUTH CAMPUS		3.35	3.31	3.27	3.23	3.31	
ANALYSIS <ul style="list-style-type: none"> There is a trend of improvement over the last 4 years. Facilities upgrades and renovations likely have some impact here. Expect this to continue as Brooks Hall renovations are completed. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Encourage students to use the Fix My Room web form for maintenance and repairs. Continue to hold residents responsible for their actions and damages. Add RA Programming on Room Cleaning and Laundry Room usage Implement Residential Inventory Plan and put all items on a rotation plan to prevent heavily worn furniture being put into use. 							
HOUSING GOAL 3. - TO CREATE AN ENVIRONMENT THAT PROMOTES CITIZENSHIP AND AN INCREASED UNDERSTANDING OF CULTURAL DIFFERENCE							
HOUSING GOAL 3 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
4. COMPLETER REPORT – UNDERSTAND OTHER CULTURES	1	4.0		3.85	3.91	3.85	3.89
ANALYSIS <ul style="list-style-type: none"> Institutionally, MPCC has maintained consistent and positive feedback from students. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Work to focus on more cultural understanding through passive programming and campus performances Engage students to see the broader scope of what understanding others may include: gender, race, religion, SES, geography, sexuality, etc. 							

HOUSING GOAL 4 - TO SERVE AS GOOD STEWARDS OF MID-PLAINS COMMUNITY COLLEGE RESOURCES							
HOUSING GOAL 4 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
5. AVERAGE HOUSING OCCUPANCY PERCENTAGE (INCL. PARAMEDIC HOUSING) (FA W2+SP W16)/2	2 & 5	85%	76.3%	71.2%			
BROOKS HALL		90%	83.9%	70.1%			
NORTH PLATTE NORTH CAMPUS		75%	52.6%	71.7%			
NORTH PLATTE SOUTH CAMPUS		85%	77.6%	79.5%			
ANALYSIS <ul style="list-style-type: none"> Data prior to 12-13 is spotty and difficult to analyze. Decline in tech student recruiting accounts, in part, for low North Campus occupancy. Attempting to bring Union Pacific students to North Campus housing. Recent renovation should also help with retention and occupancy. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Seek to get commitments to contracts earlier in summer for fall 2015. Send out roommate contact information in late July. Let people get to know each other before they arrive. Continue to push Union Pacific students toward North Campus vacancies. 							
6. HOUSING GOAL 5. – TO SUPPORT MID-PLAINS COMMUNITY COLLEGE STUDENTS IN PERSISTING TO ACHIEVE THEIR EDUCATIONAL GOALS							
HOUSING GOAL 4 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
7. OFFICE OF INSTITUTIONAL RESEARCH & PLANNING; PERSISTENCE DATA DATABASE - FALL TO SPRING STUDENT PERSISTENCE	1	85%	77.4%	83.2%	81.4%	81.6%	77.8%
ANALYSIS <ul style="list-style-type: none"> While Student Life is not solely responsible for persistence, Student Life has more contact with residential students than any other body on campus. In playing such a large role in student's lives we have a large stake in the persistence of our residents. ACTION PLAN FOR NEXT YEAR: <ul style="list-style-type: none"> Continue to engage residents educationally, socially, and as members of a community through RA programs and through regular professional staff interactions. 							
REVIEW OF PRIOR YEAR (STRENGTHS)							



Mid-Plains Community College Team Report

Team Name: Student Life Housing
Team Leader Name: Dr. Brian Obert
Report Date: 6/23/15

1. What accomplishments outside of the K.P.I.s did the team have?

- The housing team has taken to the task of utilizing Jenzabar to its capabilities, especially in entry of data and report usage
- Brooks Hall staff handled a difficult spring semester as MPCC elected to start renovation of Brooks Hall earlier than planned. Their efforts led to generally positive student response to the noise and inconvenience the construction crews generated.

GOALS FOR UPCOMING YEAR

1. Will any of the K.P.I. goals change and why?

- We are reviewing the Housing Surveys and plan to break up a large survey into smaller, regular surveys that will be conducted at floor meetings. This may lead to changes to some of our questions or even some pre- and post- experience survey analysis.

2. What are the major challenges the team faces (weaknesses)?

- Housing will start the year with two very new Directors of Residence Life. Our current staff will be able to handle the challenges of planning training without a Director on hand.
- Housing will work out the kinks in Brooks Hall as it reopens following renovation.
- New video systems will require training and implementation.
- New door locks on South Campus may also lead to some adjustments and challenges.

OPPORTUNITIES

1. What opportunities does the team envision?

- New staff means an opportunity to make some changes to current practices and create new standards. I believe this is the year Housing demonstrates a measurable improvement in quality of service.
- Continued advances in data-informed decision making practices

THREATS AND REQUESTS

1. What outside threats can affect the results from this team over the next year?

- Furnishings and equipment degrade over time and create students dissatisfaction with facilities. Developing a comprehensive furniture/equipment replacement program will minimize this threat to student satisfaction.
- Occupancy requires that there is a critical mass of students seeking housing on-campus. Housing does not control student interest, but does control housing policy. Policy change could increase housing occupancy by changing requirements for who must live on campus. A housing policy review may be a good idea.

2. What special requests need to be considered by the College Cabinet?

- Implementing an annual budget line for regular replacement of residential furnishings and equipment will improve student satisfaction with facilities.
- Upgrades to door locks and video equipment will improve security on campus and minimize risk to safety of our students.



Mid-Plains Community College Team Report

Team Name: Recruiting and Admissions
 Team Leader Name: Mindy Hope
 Report Date: 6/23/15 UPDATE 8/1/15

GOAL 1. – INCREASE NEW STUDENT ENROLLMENT

1 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
1. INCREASE FIRST TIME FULL TIME ENROLLMENT	2	410	394	398	425	442	401
2. INCREASE SATURATION RATES IN 18 COUNTY HS	2	35%					
3. INCREASE CAMPUS TOURS (JUNE1 TO MAY 31)	2	250					

ANALYSIS: Over the last year(s) we have seen a turn-over in several high school counselor positions in addition to counselors who wear numerous hats and are not available or able to fully engage in the college choice process (and therefore, relationships with MPCC recruiters). Additionally, the MPCC recruitment department has not had a fully staffed recruitment team, and there have been some changes in the roles of recruiters as they became “Enrollment Counselors”. While this change is proving to be a positive, it has taken some time to adjust to. Finally, we have seen trends in many area high schools where senior classes from year to year alternate the type of schools they attend – for example, if many of the 2013 class chose MPCC, then the 2014 class might be more likely to choose UNK or CCC so as not to follow in their footsteps.

ACTION PLAN FOR NEXT YEAR:

- More focused effort in improving relationships with HS Counselors (and/or other “gatekeepers” at each school)
- Improved MPCC faculty involvement in recruitment efforts
 This will be done through the following:
 - Each Academic Division will be assigned a representative from the recruitment team to work with throughout the year to improve communication, share ideas, and assist in getting faculty into area high school classrooms
 - Involving MPCC faculty in more on-campus recruitment events (Reg Days, Group Tours, Open House events, Inter-High, etc.)
 - Involving faculty in monthly “call nights”
 - Providing better tools and more assistance when utilizing the lists of potential students, marketing specific programs, etc.
- We now have a trained “Campus Visit Coordinator” who will be effective in not only proactive tour scheduling, but will work to improve the campus visit experience and keep college staff and faculty apprised of upcoming visits so they can meet & welcome them, as well.
- The Campus Visit Coordinator will also aid in more timely data entry while the recruiters are on the road, in addition to effective outreach by responding within 24 hours to each internet inquiry and request for more information.
- We will have a full staff this year, which will aid in timely and effective outreach, as well as the amount of territory that can be covered.
- Purchasing of names from areas bordering our normal recruitment territory will assist in increasing ‘inquiries’ and conversion of inquiries to



Mid-Plains Community College Team Report

Team Name: Recruiting and Admissions
Team Leader Name: Mindy Hope
Report Date: 6/23/15 **UPDATE** 8/1/15

applicants.

- Staff trained as “Enrollment Counselors” will now be able to provide more comprehensive program and degree completion information to students in the beginning stages of recruitment, which will assist in the overall relationship with students/parents and HS Counselors.

GOAL 2. – INFORM STUDENTS IN PREPARATION FOR BEGINNING COLLEGE

2 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
4. MATERIALS AND INFORMATION PREPARED ME FOR COLLEGE	2						
5. SATISFACTION WITH OUTREACH/WHO HELPED ME MAKE THE DECISION (RECRUITER PLAYED A ROLE)							
6. STUDENTS SERVED ON A REGISTRATION DAY		250					

ANALYSIS: In previous years, recruiters focused solely on getting names and interest in MPCC through college fairs, high school visits, and events – then turned the enrollment process over to admissions and advising staff. Because of this process, students that recruiters enticed to attend MPCC, then spent the remainder of their time with other staff.

ACTION PLAN FOR NEXT YEAR:

- With the switch to “Enrollment Counselors” – potential students will now spend more time with “recruiters” and be better served because of the comprehensive process from inquiry to enrollment, as well as the one-on-one attention.
- Improved communication with marketing has allowed the recruitment team to be better prepared for this coming year with quality materials already in hand.
- Marketing materials now contain more effective information, as well as ‘calls to action’ and the proper sequential steps necessary to apply, tour, test, advise, register, etc.
 - New materials, which should prove extremely helpful include: Acceptance packets, more inclusive tour packets (as well as surveys), Admissions Check-Lists, Student Services Folders, and a series of strategic mailings throughout the year.



Mid-Plains Community College Team Report

Team Name: Recruiting and Admissions

Team Leader Name: Mindy Hope

Report Date: 6/23/15 UPDATE 8/1/15

- Registration Day events continue to improve each year with more involvement from faculty, as well as key departments. Students/parents are reaping the benefits and sharing their appreciation for the quality of the event, as well as the thorough information they are receiving.

GOAL 3. – PROVIDE COLLABORATION COLLEGE WIDE FOR RECRUITMENT ACTIVITIES

3 - K.P.I.	AQIP CATEGORY	GOAL	2014-15	2013-14	2012-13	2011-12	2010-11
7. INTERNAL CUSTOMER SERVICE SURVEY							

ANALYSIS: It is not uncommon in higher education institutions for internal satisfaction of the Recruitment Department to be low when enrollments are not at peak levels. However, plans for improved relations are in place for the coming year.

ACTION PLAN FOR NEXT YEAR:

- A priority plan that is already set up to be initiated this year is the partnership between Division Chairs and Recruitment Team (each division will be assigned an Enrollment Counselor to work with throughout the school year).
- Better communication college-wide will help staff and faculty to be more aware of recruitment efforts annually. This will include emails and newsletters sharing goals, events, college fair & high school visit updates, "scorecards" showing numbers of schools visited and students contacted, individual & group tours, etc.

ACTION PLAN for Goal #3 / Item #7 Continued:

- Faculty will be encouraged to join in more on-campus recruiting events – and their involvement in such events will be tracked (i.e. Reg Days, Open Houses, Group Tours, Sports Nights for area high schools, Inter-High, Tech Fairs, etc.)
- Current events are being evaluated for areas of improvement and new events will be added this year (i.e. an "Open House" at MCC & NPCC)
- With the addition of the new "Tech Enrollment Counselor" position – Tech Instructors will receive the assistance needed to help recruit students and market their programs.
- Extended Campuses will be receiving additional support and better communication through:
 - Event Options (Tech Days, Reg Days, Orientation)
 - The email/newsletter updates and Division Chair Partnerships - increasing knowledge of activities and accomplishments
 - Visits from the Admissions/Recruiting Coordinator each semester to discuss ideas/needs
 - Shared give-away items and marketing materials



Mid-Plains Community College Team Report

Team Name: Recruiting and Admissions

Team Leader Name: Mindy Hope

Report Date: 6/23/15 UPDATE 8/1/15

REVIEW OF PRIOR YEAR (STRENGTHS)

1. What accomplishments outside of the K.P.I.s did the team have?

- Creation and implementation of "Tech Enrollment Counselor" position
- Streamlined and more efficient daily admissions processes – and continuation of training/consulting in Jenzebar
- Improved Campus Visit Experiences through the addition of a visit coordinator, better training and use of Student Ambassadors, group visits which include time with faculty and hands-on activities.
- Combination of recruiting/advising processes through changed role to Enrollment Counselors
- Began conversations with faculty to open doors for shared recruitment ideas, strategies, partnerships, goals and efforts
- Better communication with the marketing department which resulted in quality materials in a timely manner
- More in-depth conversations with students/parents, from initial recruiting phase to parent sessions at Reg Days, to better prepare them for success
- Cross-training in many areas to better serve students

GOALS FOR UPCOMING YEAR

1. Will any of the K.P.I. goals change and why?

The above goals are on target overall. However, for some, we are still figuring out what the specific number goals should be.

2. What are the major challenges the team faces (weaknesses)?

- We will have a fully staffed team and the right players on board – but there will still be adjustments as roles have changed, and training needed for new staff.
- While there are numerous benefits to the new Enrollment Counselor roles, a challenge continues to be each staff member working to serve both internal and external customers, serving multiple campuses and providing quality communication to each department/team-member during peak travel seasons.

OPPORTUNITIES

1. What opportunities does the team envision?

- Taking advantage of a fully-staffed team to increase overall outreach
- Purchasing of 6,000 names to increase the target market
- Utilization of combined Recruiting/Admissions Coordinator position to keep everyone on the same page in terms of goals and strategies
- Application of team members' "strengths" to maximize progress

THREATS AND REQUESTS

1. What outside threats can affect the results from this team over the next year?



Mid-Plains Community College Team Report

Team Name: Recruiting and Admissions

Team Leader Name: Mindy Hope

Report Date: 6/23/15 UPDATE 8/1/15

- Demographics and high school populations
- 2. What special requests need to be considered by the College Cabinet?**
- Continued encouragement of faculty to join in recruitment efforts – as their influence is such a key factor in students' decision making.

College Wide Student Learning Objectives

1. Effective use of written communication skills
2. Effective use of oral communication skills
3. Efficient use of information retrieval skills
4. An understanding of the values and traditions of other cultures in the world
5. Mathematical computational skills to solve problems
6. Human inquiry skills by scientifically observing, explaining, predicting and testing for the purpose of understanding
7. Critical thinking skills
8. Appropriate and necessary competencies/skills for academic transfer or employment in their area of expertise
9. Effective decision making skills

AQIP Categories

1. Helping Students Learn
 - a. Common Learning Outcomes
 - b. Program Learning Outcomes
 - c. Academic Program Design
 - d. Academic Program Quality
 - e. Academic Student Support
 - f. Academic Integrity
2. Meeting Student and Other Key Stakeholder Needs
 - a. Current and Prospective Student Need
 - b. Retention, Persistence, and Completion
 - c. Key Stakeholder Needs
 - d. Complaint Processes
 - e. Building Collaborations and Partnerships
3. Valuing Employees
 - a. Hiring
 - b. Evaluation and Recognition
 - c. Development
4. Planning and Leading
 - a. Mission and Vision