

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

Friday, August 19th 2016

9:00 a.m. – 11:30 a.m.

PDC – LC142

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

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

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

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

*Peggy Belknap made a motion to approve the 08/08/2016 minutes. Colleen Readel seconded. **The motion passed with a unanimous vote.***

**2. Convocation Review**

Mark Vest reviewed the comments and questions from the Parking Lot set up at Convocation. After brief discussion, on some of the questions, three groups were assigned to create answers, and send the answers to Paul Hempsey, to email to the college sometime after Labor Day. The Groups were:

**PASS:** Jeremy Raisor and Josh Rogers

**Website:** Ann Hess

**MyNPC:** Bill Fee, Amber Hill and help from Martha Brooks

Randy Hoskins mentioned that he had received some verbal feedback, both positive and negative, from Convocation and it opened the discussion of ideas for future Convocations. These included:

- A video, running before, after and during the breaks, highlighting the positive events of the previous year or accomplishments, successes of our students, upcoming events, interviews with students and graduates.
- A Policy and Procedure Breakout in the Spring. Sandy Manor raised the question of what should be in the college procedures and what should be a guideline/procedure/process for certain areas of the college such as the service animal DRA procedure.
- Safety Training by Stuart Bishop.
- Department meetings for staff like Faculty have in their Division meetings.
- Make both Spring and Fall Convocations full-day as it is so rare and difficult to get everyone together.

### 3. Next Steps/Review of Tasks

**Task:** Responses to questions and feedback – **Josh and Jeremy for PASS, Ann Hess for Website, Amber, Bill and Martha on Paystubs**

**Task:** Email responses to college after labor day – **Paul Hempsey**

**Task:** Spring Convocation designs – **All Committee Members**

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

- a. PASS Report – Josh Rogers
- b. SPASC Survey Results – Deb Myers
- c. Spring Convocation Plans
- d. Preparing employees to work at NPC (Next live meeting)
  - i. Process First
  - ii. Training Requirements on a timeframe
  - iii. Broader knowledge, cultural, meeting colleagues (faculty mentor?)
  - iv. What do people need?
  - v. Garner feedback from new employees.
  - vi. Ideas for person accepting Training Coordinator position.

### 4. Adjourn

*Bill Fee made a motion to adjourn. Mark Ford seconded. **Motion passed unanimously.***