

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, April 20th, 2018

9:00 a.m. – 11:30 p.m.

PDC – NLC 142

Voting Members in Attendance: Lauren Sedillo (Proxy for Maderia Ellison); Randy Hoskins; Eleanore Hempsey; Vicki Bessinger; Colleen Readell; Susan Jamison; Ann Hess; PJ Way; Peggy Belknap.

Advisory Members in Attendance: Mark Vest.

Others in Attendance: Paul Hempsey (Recorder); Jessica Kitchens.

1. Call to Order

Randy Hoskins called the meeting to order.

2. Roll Call

Paul Hempsey conducted the roll call.

3. Approval of Minutes from 04/06/2018

*Peggy Belknap made a motion to approve the 04/06/2018 minutes as presented. Ann Hess seconded. **The motion passed unanimously.***

4. Invited Guests:

None.

5. Assigned Tasks:

The committee discussed how they could better provide a standardized response to presenters and the timeframe to do so which would allow the presenter to review and answer questions for the group. Multiple ideas were suggested and Mark Vest stated that in the Fall a person would be identified to lead Project Planning for the college and one of their tasks will be to identify Project Planning software that the entire college will be trained on and required to use.

Mark Vest discussed where he thought the Convocation Feedback fits in current and future Strategic Plans, with suggestions on how he might challenge the college when President and the committee had the opportunity to comment on each. Mark Vest offered to write a response to the college. Randy Hoskins noted that they could tie this in to the report card that the committee would present at Convocation.

Ann Hess reviewed the Operational Plan for a Social Media Specialist. Randy Hoskins asked Ann Hess to come back with a completed Priority Initiative work sheet on External Communication along with the Operational Plans for each Topic.

6. 12 Month Planning Cycle

Randy Hoskins noted that the committee was not hitting its deadlines and were completely out of line with the planning calendar. The committee decided to review the current planning cycle and come to the May meeting ready to discuss how to move forward.

7. Break

The committee took a five minute break.

8. Upcoming Strategic Priorities

*Peggy Belknap made a motion for the Enrollment Management group and Information Services Staff to meet to discuss alignment of the Enrollment Management Plan and Technology Plan. Colleen Readell seconded. **The vote passed unanimously.***

9. Long Term Plans/Concerns/Actions

Mark Vest noted that he had already touched on this a lot during the meeting but reiterated that Dr. Swarthout would probably not meet with the Board on Strategic Priorities as she was retiring. Mark Vest noted the committee still needs to move forward with the items they currently have.

Mark Vest also stated that the Assurance writing teams would provide cleaned up drafts by the end of the day and Dr. Swarthout had agreed to critique from a Peer Reviewer standpoint.

As the OR for the MyNPC redesign is no longer with the college PJ Way and Ann Hess will continue with a meeting that has already been set up but a new OR will need to be assigned. The committee discussed who was currently running the site and how it might be best to move forward.

10. Executive Report

None.

11. Next Steps/Review of Tasks/Agenda Items

Task: Review planning cycle and come prepared to discuss on May 18th – **All Committee**

Task: Review Criterion Team Arguments and come prepared to discuss at May 18th meeting – **All Committee**

Task: Review MyNPC Redesign Initiative & Priority Worksheet and Operation Plan and come prepared to discuss at May 18th meeting – **All Committee**

Task: External Communication Initiative & Priority Worksheet and Operation Plan for May 18th meeting submitted to Paul by May 11th – Ann Hess

Task: Enrollment Management and Information Services meeting prior to June 15th meeting
– **Mark Vest** and **PJ Way**

Task: SPASC page of MyNPC reorganization by July 15th – **Paul Hempsey, Colleen Readell,**
and **Ann Hess**

Task: Agenda Items – Paul Hempsey:

- I. Planning Cycle Action Item
- II. Criterion Team Arguments
- III. MyNPC Redesign
- IV. External Communication Action Item

12. Adjourn

*Eleanore Hempsey made a motion to adjourn. Ann Hess seconded. **The Motion passed with a majority vote. Ann Hess opposed.***