

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, July 20, 2018
9:00 a.m. – Finish
WMC – Aspen Center 111

Voting Members in Attendance: Deb McGinty (Proxy for Peggy Belknap); Eleanore Hempsey; Randy Hoskins; Jessica Kitchens; Colleen Readel; Ann Hess; Rickey Jackson; Susan Jamison; PJ Way; Maderia Ellison.

Advisory Members in Attendance: Chris Roediger.

Others in Attendance: Paul Hempsey (Recorder); Mark Vest; Jason LaBute; Eric Madrid; Judy Yip-Reyes.

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 5/18/2018 and 6/15/2018

*Deb McGinty made a motion to approve the 5/18/2018 minutes with amendments discussed. Eleanore Hempsey seconded. **The motion passed unanimously. Colleen Readel and Susan Jamison abstained.***

*Colleen Readel made a motion to approve the 6/15/2018 minutes as presented. Susan Jamison seconded. **The motion passed unanimously.***

4. Assigned Tasks:

Criterion Team Reports

SPASC Charge:

President Vest noted that over the next 16 months SPASC would need to lead the effort to prepare for the Accreditation visit. There is work to be done on arguments, the evidence files, and the projects, such as assessment and program reviews, we are telling the commission we are completing. Moving current Strategic Priorities forward should also continue.

Eleanore Hempsey asked for specific assignments for SPASC members to be acting on. President Vest offered a number of options that could be assigned to smaller groups of SPASC members. Judy Yip-Reyes offered suggestions on how assessment data, at different levels, needed to be pulled together and options for doing this. Rickey Jackson highlighted some of the disconnects between evaluations of course outcomes and

program outcomes, especially in the General Education spectrum of instruction and how the college may need to adjust before the HLC visit. Both Rickey Jackson and President Vest noted that the college could not define what an NPC graduate persona would look like which hurts the college in a number of ways when we try to sell ourselves to perspective students. Maderia Ellison asked if the Instruction side of the college could do an assessment presentation to SPASC so those outside of the instruction area could learn a bit more.

The committee discussed the changes to the SPASC committee membership and the need to update the Shared Governance procedure early in the Fall semester. President Vest noted that he would be adding a student representative to the committee as soon as the Student Government was functioning again.

SPASC MyNPC Page:

Paul Hempsey provided an orientation of the SPASC page on MyNPC and received feedback on his initial efforts.

Planning Cycle:

Randy Hoskins reviewed his additions to the Planning Cycle, discussed at the previous meeting, and asked that the committee take time to review it, offer suggestions to Paul Hempsey on missing items, and come prepared to vote on it at the August meeting, noting that it does need to remain flexible to changes.

5. Priority Reports

Employee Training:

Chris Roediger presented the Priority Worksheet for Training and her thoughts on Training priorities for the college. The committee discussed that the initial Priority called for a part-time Training *Coordinator* specifically for help with current technology at the college. Maderia Ellison asked that the committee see the Job Description for the position as there seemed to be some disagreement on what is expected.

Employee Relations Committee:

Chris Roediger reviewed the current membership of the Employee Relations Committee and the expected meeting schedule. The committee offered suggestions for discussion topics such as flexible working schedules and alternative contracts.

Tech Plan:

PJ Way reviewed the Priority Worksheet for the Tech Plan and the outline that the department was working from. The committee offered comments and suggestions on the information presented.

A change to the current Priority Worksheet template was suggested to help clarify budget needs.

OR Assignments:

Mark Vest noted that Enrollment Management may end up consuming priorities such as Childcare, Transportation, and Recruitment and that he could not speak to the MyNPC redesign OR, which was meant to be the COO, until the middle of August at the earliest. Therefore this item was tabled for a future meeting.

6. Convocation Planning

Mark Vest reviewed his initial plans for the Convocation schedule and what he planned to cover in his first Convocation as President:

- Breakfast 8:30 – 9am
- President’s Message 9 – 9:45am
- HR Awards and Introductions of new employees as well as Administration at the college 9:45 – 10:30am
- Get to know each other 10:30 – 11:15am
- College Finance 101 11:15 – 11:45am
- Cisco Environments Project 11:45 – 12:15pm
- SPASC 12:15 – 12:30pm
- Wrap up – 12:30 – 12:45pm
- Lunch (Welding scholarship BBQ will be an option)
- F.A. and ASK?/CASO/HR Benefits/Meet the President 2pm onwards. Anyone not participating in these sessions can return to work.

SPASC will present their report card and Josh or Jeremy will do a quick review of SOAR changes in the 15 minutes they have been given.

7. Accreditation

Judy Yip-Reyes reviewed a tentative schedule for the college to prepare for the Accreditation visit in November 2019, and her plans to start gathering the evidence files that will accompany the arguments. The committee offered some suggestions for Judy to incorporate in the schedule.

Judy was asked to follow-up with Eric Bishop who coordinated the 2009 HLC Visit. President Vest also mentioned that a number of Community College in Arizona had a visit in the last couple of year and may be able to help. Maderia Ellison offered to reach out to gather some initial information.

Randy Hoskins offered to amend the Planning Cycle to incorporate the suggestions from Judy for Accreditation.

8. Plans/Concerns/Actions

No discussion.

9. Executive Report

Mark Vest noted that the Board has requested movement on any potential new construction at the college. A new building on WMC would assist with the need to remodel, which would potentially require shutting down, the Learning Center due to the movement of the building. An early retreat in the Fall semester will be planned with the Board. A potential Skills Center, a Community Building, and an extension to the Goldwater building were all in the Master Facilities Plan.

10. Next Steps/Review of Tasks/Agenda Items

Task: Continue to revamp MyNPC pages – **Paul Hempsey**

Task: Make revisions to Accreditation Schedule as discussed. Follow-up with Eric Bishop on the 2009 visit – **Judy Yip-Reyes**

Task: Update Planning Cycle with additional accreditation dates - **Randy Hoskins** and Review – **All Committee**

Task: Share Program Review Templates – **Rickey Jackson**

Task: Report Card for Convocation – **Randy Hoskins** and **Colleen Readel**

Task: Update Tech Plan with Budget Requests – **PJ Way**

Task: Add Operational Plans to their Priority Worksheets – **PJ Way** and **Chris Roediger**

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

- I. Assessment Example and Program Review schedule
- II. Possible Report from Enrollment Management Team
- III. Planning Cycle Approval

11. Adjourn

*Deb McGinty made a motion to adjourn. Ann Hess seconded. **The Motion passed unanimously.***