

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, September 21, 2018

9:00 a.m. – Finish

WMC – Aspen Center 111

Voting Members in Attendance: Randy Hoskins; Colleen Readel; Kevin Jones; Jessica Kitchens; Susan Jamison; Peggy Belknap; Ann Hess; Lauren Maestas.

Advisory Members in Attendance: Rickey Jackson;

Others in Attendance: Paul Hempsey (Recorder); Judy Yip-Reyes; Jeremy Raisor; Maderia Ellison; Eric Bishop.

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 9/7/2018

Peggy Belknap made a motion to approve the 9/7/2018 minutes. Colleen Readel seconded. The motion passed unanimously.

4. Invited Guests

None.

5. Accreditation

Judy Yip-Reyes mentioned that all the Criterion Argument drafts were posted to the Accreditation page on MyNPC for review and asked everyone to take time to read through them. The committee was asked to focus on content rather than grammar and writing style.

Judy Yip-Reyes also reviewed a feedback sheet that she had created for the committee to provide their thoughts. The committee discussed the order to review arguments and the deadline to provide feedback. Judy Yip-Reyes asked the committee to send feedback directly to her and she would sort and then post comments on MyNPC.

Criterion 1 and 2 – Feedback due by Oct 2 for discussion at Oct 5 meeting

Criterion 3 – Feedback due Oct 16 for discussion at Oct 19 meeting

Criterion 4 – Feedback due Oct 30 for discussion at Nov 2 meeting

Criterion 5 – Feedback due Nov 13 for discussion at Nov 16 meeting

6. Assigned Tasks

Randy reviewed the changes he made to the Report Card on current priorities and how they could fold in the Enrollment Management suggestions for the future.

Rickey Jackson noted that Blue Ridge USD had stepped in as a potential partner for Childcare but talks were only beginning. Maderia Ellison provided an update on the fleet utilization portion of the Transportation Priority noting that it was in its third semester and evaluation would continue. Randy noted that the OR was listed as Lisa Jayne and would need updated. Rickey Jackson reported that Mary Burkart had started as Faculty in Educational Technology and takes over from Wei Ma on the Educational Technology Training Priority.

Judy Yip-Reyes suggested the Priority ORs needed to provide updates to the committee that could be reviewed and then passed along to the college and suggested the Operational plans should also be updated as the project moves along. Some performance indicators would be nice to show the college how the priority is performing. Rickey Jackson suggested that the ORs should be invited to report out, a different OR every two weeks, and the college will be updated when the minutes go out and the committee can stay on task. Ann Hess suggested that Judy Yip-Reyes could reach out to the ORs and provide suggestions on KPI's that could be used in each priority.

7. Break

The committee took a five minute break.

8. Current Strategic Priorities

PJ Way reviewed the current Initiative and Priority Worksheet for the Technology Plan. The committee offered suggestions on what may need to be added for clarity and timelines.

9. Long Term Plans/Concerns/Actions

No discussion.

10. Executive Report

Rickey Jackson reported on the District Governing Board Retreat earlier in the month where discussions revolved around potential construction at the college. No decisions were made but the college expects the Board will take action at the October regular Board meeting.

11. Next Steps/Review of Tasks/Agenda Items

Task: Reach out to SPASC members who missed today's meeting – **Randy Hoskins** and **Colleen Readel**

Task: Reach out to Sandy Manor on Transportation Priority – **Colleen Readel**

Task: Reach out to ORs for updates to Operational plans and assist with KPI data – **Judy Yip-Reyes**

Task: Set up a report out schedule for ORs to follow -

Task: Bring an integrated plan for priorities for vote at the next meeting. – **Randy Hoskins** and **Colleen Readel**

Task: Send SPASC the feedback and review dates for Criterion Arguments – **Paul Hempsey**

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

- I.
- II.

12. Adjourn

*Kevin Jones made a motion to adjourn. Ann Hess seconded. **The Motion passed unanimously.***