

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

Friday, November 2, 2018

8:30 a.m. – 11:00 a.m.

Connected Classroom II

**Voting Members in Attendance:** Kevin Jones; Ann Hess; Randy Hoskins; Colleen Readel; Kathy Burson; Peggy Belknap; Jessica Kitchens; Judy Yip-Reyes (Proxy for Susan Jamison); Robert Johnson (Proxy for Lauren Maestas); Karen Baker.

**Advisory Members in Attendance:**

**Others in Attendance:** Paul Hempsey (Recorder); Renell Heister; Jeremy Raisor; Allison Landy.

**1. Call to Order**

Colleen Readel called the meeting to order.

**2. Roll Call**

Paul Hempsey conducted the roll call.

**3. Approval of Minutes from 10/19/2018**

*Peggy Belknap made a motion to approve the 10/19/2018 minutes as presented. Jessica Kitchens seconded. **The motion passed unanimously.***

**4. Invited Guests:**

Judy Yip-Reyes reviewed her draft of the Priority Worksheet and Operational plans and answered questions from the committee and discussed next steps. Dr. Yip-Reyes offered to research the budget allocated for the 2009 visit and try to come up with figures for the 2019 visit. Dr. Yip-Reyes asked for comments to be sent directly to her so she could make changes by the next the meeting and hopefully receive approval then.

Colleen asked if the committee had any more suggestions on how to reach the college with SPASC information. Peggy suggested that we send an AllNPC with any information the committee feels the wider college needs to know and not try to use MyNPC. Allison Landy suggested being clearer in the subject line which, might, encourage employees to read the email. Randy Hoskins also suggested having the Employee Relations Committee, as part of the Internal Communication Priority, look into the issues.

**5. Assurance:**

Judy Yip-Reyes reviewed the comments provided on the Criterion Four draft. Allison Landy responded on behalf of the drafting team. There was confusion in the committee

about questions the drafting team had and a second review of Criterion Four was suggested for the December 7<sup>th</sup> meeting.

**6. Assigned Tasks:**

Kevin Jones and Colleen Readel will work together to prepare a report for the November board meeting.

Randy Hoskins gave an update on the changes to Procedure 2125 and noted President Vest would attend the November 16<sup>th</sup> meeting. Randy Hoskins also mentioned the TALON budget information would be coming from Rickey Jackson as a later date while Renell Heister provided a summary from the Superintendents' meeting last week.

Colleen Readel asked for feedback on the SPASC handbook to be sent to Judy Yip-Reyes by November 13<sup>th</sup> and it would come back to the December 7<sup>th</sup> meeting.

The SPASC Meeting Calendar was not discussed and will be the first item on the next agenda.

**7. Break**

The committee took a five minute break.

**8. Current Strategic Priorities:**

Randy Hoskins reviewed the At-A-Glance document provided by Judy Yip-Reyes and the committee discussed the correct classification for a number of line items.

**9. Long Term Plans/Concerns/Actions:**

No discussion.

**10. Executive Report:**

No report.

**11. Next Steps/Review of Tasks:**

**Task:** Provide feedback to Judy Yip-Reyes on Accreditation Priority Worksheet and Operational Plans by Nov 13 for vote on Nov 16 – **All Committee**

**Task:** Research budget for HLC Visit costs – **Judy Yip-Reyes**

**Task:** Review Criterion Five and provide feedback to Judy by November 6<sup>th</sup> – **All Committee**

**Task:** Criterion Four drafting team provide a new draft by Nov 29<sup>th</sup> and committee review at December 7<sup>th</sup> meeting. – **Drafting Team and All Committee**

**Task:** Email SPASC Handbook draft to Committee – **Paul Hempsey**

**Task:** Provide feedback to Judy Yip-Reyes on the Handbook by November 13<sup>th</sup> – **All Committee**

**Task:** Complete Report for Board and send to Colleen and Paul by 12pm on November 13<sup>th</sup> – **Kevin Jones**

**Task:** Contact HR to add the SPASC page to ESAF for new employees – **Colleen Readel**

**Task:** Resend instructions on how to add the SPASC MyNPC page to all employees (once issues are resolved with MyNPC) – **Paul Hempsey**

**Task:** Update Director Roediger on discussion around Internal Communication – **Randy Hoskins and Colleen Readel**

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

- i. Criterion Five
- ii. Approve Accreditation Priority Worksheet
- iii. SPASC Meeting Calendar – First on Agenda
- iv. Convocation discussion with President
- v. SPASC Handbook
- vi. Criterion Four on Dec 7

## **12. Adjourn**

*Colleen Readel declared the meeting over due to running out of time.*