

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, December 21, 2018

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

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

Advisory Members in Attendance: Rickey Jackson.

Others in Attendance: Paul Hempsey (Recorder); Jeremy Raisor; Mark Vest; Ken Wilk; Amber Hill; Bobbi Sample.

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 12/7/2018

*Peggy Belknap made a motion to approve the 12/7/2018 minutes. Kevin Jones seconded. **The motion passed unanimously.***

4. Assigned Tasks

Web Based Services Feedback:

The committee reviewed feedback on the Web Based Services Priority Worksheet and Operational Plan. Randy Hoskins mentioned that CBO Ellison had requested clarification for budget discussions. Amber Hill noted that she had provided an updated form for review which addresses many of the issues discussed.

*Peggy Belknap made a motion to approve the Priority Worksheet and Operational Plans with changes discussed. Ann Hess seconded. **The motion passed unanimously.***

2019 Planning Calendar:

Randy Hoskins presented his draft and asked the committee to review and comment before the next meeting where he hoped it could be approved.

Peggy Belknap suggested the committee produce an At-a-Glance question and answer sheet, and distribute to all employees at the college, on questions they could be asked during the HLC visit next year, so they would be prepared.

5. **Spring 2019 Convocation Presentations**

2018-19 Strategic Priorities:

Susan Jamison reviewed her ideas for the Strategic Priorities presentation at Convocation. Feedback was provided by those present and volunteers were asked for to help with the presentation.

Accreditation:

The committee reviewed the PowerPoint presentation on Accreditation for Convocation and who would be presenting for each area.

6. **Break**

The committee took a five minute break.

7. **Board Training on Accreditation**

Randy Hoskins reminded the committee to email Paul Hempsey the month(s) they would prefer to present to the Board.

8. **Executive Report**

Rickey Jackson suggested an update for the Board on Priorities and the progress being made at any meeting after the committee receives an update.

Rickey Jackson reminded the committee of the Joint meeting they had with Instructional Council and the survey that came from that meeting which is currently out to the college and we had received around 70 responses so far. Colleen Readel asked anyone that had not completed the survey to please do so. Rickey Jackson stated a reminder would be sent out at the start of the January 2019.

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

Randy Hoskins reminded the committee that the Handbook was still to be approved and asked everyone to review what Judy Yip-Reyes has put together.

Ann Hess previewed the Strategic Priorities page of the new website to the committee.

10. **Next Steps/Review of Tasks/Agenda Items**

Task: Review and comment by December 26th, directly to Randy Hoskins, on the 2019 Planning Cycle Draft – **All Committee**

Task: Provide information to Susan Jamison for the Priorities presentation at Convocation by January 2 – **All Committee**

Task: Email Paul Hempsey with the month(s) you would prefer to present to the Board – **All Committee that have not already submitted a response**

Task: Review SPASC Handbook and provide comments to Judy Yip-Reyes by January 2nd – **All Committee**

Task: Send link to new Strategic Priorities web page to committee – **Ann Hess**

Task: Review the Strategic Priorities web page on the new site and provide feedback to Ann Hess by Jan 2nd – **All Committee**

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

- I.
- II.

11. Adjourn

*Ann Hess made a motion to adjourn. Susan Jamison seconded. **The Motion passed unanimously.***