

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, January 18th, 2019

9:00 a.m. – 11:30 a.m.

SCC – LC 134

Voting Members in Attendance: Amber Hill (Proxy for Lauren Maestas); Karen Baker; Ann Hess; Colleen Readel; Susan Jamison; Kathy Burson; Randy Hoskins; Peggy Belknap; Jessica Kitchens; Kevin Jones

Advisory Members in Attendance:

Others in Attendance: Paul Hempsey (Recorder); Renell Heister; Jason LaBute; PJ Way; Josh Rogers.

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 01/04/2019

*Kevin Jones made a motion to approve the 01/04/2019 minutes. Susan Jamison seconded. **The motion passed unanimously. Peggy Belknap abstained.***

4. Invited Guests

Project Management:

Jason LaBute conducted an exercise on Project Management, noting he had conducted the same exercise with the Exec Team, Deans, and Directors meeting at the start of the week. The committee broke into three groups to complete the exercise.

High School Consortium:

Renell Heister reviewed the Priority Worksheet and Operational plan for a partnership with High Schools to take over at the end of the TALON grant. A cost analysis was also presented showing the cost to NPC as well as the school districts. Renell Heister noted that instruction feels the only faculty we may potentially need to add would be a Spanish instructor, the pass rate in TALON was over 90%, and she was meeting with Superintendents regularly to promote the consortium.

The committee discussed the budget requests for the consortium with concerns over the “hiring” of staff lines and when the request needs to be made.

HLC Visit:

Colleen Readel showed the Priority Worksheet and Operational Plan for Accreditation.

*Peggy Belknap made a motion to accept the Priority Worksheet and Operational Plans submitted by Judy Yip-Reyes. Ann Hess seconded. **The motion passed unanimously.***

5. Accreditation

Colleen Readel provided a report from Judy Yip-Reyes on the evidence gathering efforts. Peggy Belknap suggested the gathering was a little further along but evidence had not yet been emailed to Judy Yip-Reyes.

Kevin Jones provided an update from the Editing Team and offered to meet with the drafting teams to assist with any questions they may have on the feedback already received.

6. Assigned Tasks

Planning Cycle:

Colleen Readel reviewed the Planning Cycle that Judy Yip-Reyes had converted to an Excel format. It was noted that a demonstration of the new website had already been presented to the Board so a new subject would be required for February.

Peggy Belknap suggested the Accreditation training the Board receives needs to be tweaked to make sure they understand what their role is within the scope of the visit.

Website:

Ann Hess reported that the new website is up and running and feedback was coming in from all parts of the college. Where changes could be made, they were.

Randy Hoskins suggested the committee needed a way to solicit feedback from the college on the progress of priorities.

7. Break

The committee took a five minute break.

8. Current Strategic Priorities

HLC – Communication Plan:

Jessica Kitchens reported that she, along with Kevin Jones, Ann Hess, and Judy Yip-Reyes, formed a communication committee to start work on how to communicate with the college on accreditation and offered a tentative timeline.

DGB Presentation Calendar:

Discussed above.

9. Long Term Plans/Concerns/Actions

Colleen Readel asked if everyone had reviewed the Procedures that have been sent out and in particular 2125 on Shared Governance.

Colleen Readel asked for help in moving the Training Priority forward as we keep losing traction.

Paul Hempsey suggested preparing tentative agendas a month in advance to allow presenters the time to prepare.

10. Executive Report

No Report.

11. Next Steps/Review of Tasks/Agenda Items

Task: Submit requested changes to High School Consortium Priority Worksheet and Operational plans before Feb 1 meeting – **Renell Heister**

Task: Meet with President Vest to discuss the training needs for the Board – **Randy Hoskins** and **Colleen Readel**

Task: Editing team to meet with interested Drafting Teams to review feedback – **Kevin Jones** and **Judy Yip-Reyes**

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

- i. Accreditation Communication Committee Report
- ii.

12. Adjourn

*Ann Hess made a motion to adjourn. Jessica Kitchens seconded. **The Motion passed unanimously.***