

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, February 1st, 2019

9:00 a.m. – 11:30 a.m.

WMC – AC 111

Voting Members in Attendance: Rickey Jackson (Proxy for Peggy Belknap); Judy Yip-Reyes (Proxy for Jessica Kitchens); Jason LaBute (Proxy for Karen Baker); Susan Jamison; Kathy Burson; Colleen Readel; Kevin Jones; Lauren Maestas; Ann Hess.

Advisory Members in Attendance:

Others in Attendance: Paul Hempsey (Recorder); Mark Vest; Renell Heister; Chris Roediger; Bobbi Sample; Veronique Diallo; Jeremy Raisor.

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 01/18/2019

*Kevin Jones made a motion to approve the 01/18/2019 minutes. Susan Jamison seconded. **The motion passed unanimously.***

4. Invited Guests

Internal Communication:

Chris Roediger reviewed the Employee Relations Committee (ERC) recommendation for Internal Communication at the college. Judy Yip-Reyes asked how they would provide an operational plan for their suggestions. The committee provided direction for ERC to move forward with their work and clarified what they would like to see at a future meeting.

ERC Proposal:

Chris Roediger reviewed a proposal from the Employee Relations Committee (ERC) on how to handle the employee compensation discussions. The proposal would form another SPASC sub-committee that would focus solely on compensation. The committee believed a separate committee would be beneficial but did not see it needing to fall under SPASC, but instead as a standalone committee within Shared Governance.

*Colleen Readel made a motion to have ERC focus on the Internal Communication Priority and recommend to the President to form a Compensation Committee separate from SPASC or ERC. Susan Jamison seconded. **The motion passed unanimously.***

Training:

Chris Roediger introduced Veronique Diallo, the new Training Coordinator for the college, and provided an update on the work she has undertaken and the challenges faced. Veronique provided a list of SafeColleges trainings that she was proposing to send to the college and answered questions from the committee. President Vest asked if the survey results, from the first Training Coordinator that was hired, were still available and Chris Roediger confirmed they were and had been reviewed. The committee discussed the effectiveness of SafeColleges training and the need to have a process in place and then communicated to the entire college.

Financial Aid:

Jeremy Raisor provided an update on the Financial Aid Portion of the Enrollment Management Priority, providing an updated timeline and explanation for the changes. Rickey Jackson noted that we have already purchased the CampusLogic software and will need to make a decision soon as to whether to wait for Single Sign On before implementation.

Transportation Pilot:

Mark Vest noted that the use of the program is very low and the success rate of students utilizing the program is also low. It was suggested that the committee would need to revisit the program in the near future and make a decision on its future.

Kevin Jones asked if a mobile lab could be an option to save students driving large distances. Mark Vest and Rickey Jackson noted there were a number of options available to the college that could be discussed.

5. Accreditation

Not discussed.

6. Break

Not taken.

7. Assigned Tasks

High School Consortium:

Renell Heister reviewed the updated Priority Worksheet and Operational Plans for the High School Consortium portion of the Enrollment Management Priority, highlighting the changes made since the committee last reviewed it.

*Ann Hess made a motion to accept Priority Worksheet and Operational Plans as presented. Kevin Jones seconded. **The motion passed unanimously.***

DGB Training Schedule:

Covered in part below.

Editing Team:

Not discussed.

8. Current Strategic Priorities

HLC – Communication Plan:

Not discussed.

DGB Presentation Calendar:

Covered in part below.

DGB Training for February:

Colleen Readel asked for clarification on SPASC’s role during the upcoming Board meetings would be. President Vest responded that the committee would have 15 minutes in the study session, prior to regular meetings, to cover any and all training and information for Accreditation. During the regular meeting the committee would keep its slot for a SPASC priority reports. President Vest also noted that it would be great to have different committee members reporting to the Board at each meeting.

Ann Hess reminded the committee that she had already reported out to the Board on the new website. Jeremy Raisor noted that he had been asked for regular updates by a board member on the Financial Aid Priority. Both would require changes to the training schedule.

Judy Yip-Reyes reviewed the PowerPoint presentation that she had prepared for the February Board meeting.

9. Long Term Plans/Concerns/Actions

No discussion.

10. Executive Report

No Report.

11. Next Steps/Review of Tasks/Agenda Items

Task: Review Academic Calendar and send Rickey Jackson any concerns – **All Committee**

Task: Fix DGB presentation calendar - **Colleen Readel** and **Randy Hoskins**

Task: Update Internal Communication Priority Worksheet and Operational Plans – **Chris Roediger**

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

- i. Federal Compliance

12. Adjourn

*Ann Hess made a motion to adjourn. Jason LaBute seconded. **The Motion passed unanimously.***