

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, May 3, 2019
8:30 a.m. – 11:00 a.m.
Connected Classroom II

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

Advisory Members in Attendance: Rickey Jackson.

Others in Attendance: Paul Hempsey (Recorder); Jeremy Raisor; Josh Rogers; Mark Vest; Chris Roediger; Veronique Diallo

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 04/19/2019

*Ann Hess made a motion to approve the 04/19/2019 minutes as presented. Kevin Jones seconded. **The motion passed unanimously. Peggy Belknap abstained.***

4. Invited Guests

Staff Training:

Chris Roediger and Veronique Diallo provided an update on the Training Priority and presented an updated worksheet. The first Camtasia training video, created by Veronique, was viewed.

Judy Yip-Reyes asked for some data to be provided, at a future date, on the SafeColleges training issued as well as completion rates.

Randy Hoskins mentioned that some employees had little time during the semester to complete training and some had difficulties accessing and/or completing the required trainings, which could be something to discuss at a future meeting to see if there were solutions available.

5. Accreditation

The committee discussed the continued messages to employees to review the Assurance Arguments and provide feedback.

6. Assigned Tasks

Internal Communication:

The committee discussed the Internal Communication plan presented at the April 5th meeting and Colleen Readell offered to provide that feedback to Chris Roediger.

7. Break

The committee took a five-minute break.

8. Current Strategic Priorities

HLC Communication Plan:

Judy Yip-Reyes provided an update on the messages being sent to employees and students regarding the impending Accreditation visit. Time will also be provided at Convocation for SPASC to present on Accreditation. Moodle will continue to be used to communicate the questions to students.

Rickey Jackson noted that Ryan Jones would prefer to present in June to give him time to have an approved Priority Worksheet and Operation plan, which they hoped could be approved at the June 7 SPASC meeting.

9. Long Term Plans/Concerns/Actions

*Peggy Belknap made a motion to approve Suggestion two of Procedure 2125. Ann Hess seconded. **The motion passed unanimously.***

*Peggy Belknap made a motion to rescind her original motion. Ann Hess rescinded her second. **The motion passed unanimously.***

*Peggy Belknap made motion to change the membership section from "one dean; and one director" to "one dean; and one non-dean D-level position". Ann Hess seconded. **The motion passed unanimously.***

The committee discussed membership moving into the next fiscal year and particularly who could and could not serve in particular membership slots. Faculty Association will be asked to nominate for the CTE faculty position, with Randy remaining as a non-voting member, CASO will be asked to fill the IS position that Karen Baker will vacate, Peggy Belknap will remain for another year in the Dean position and Jason LaBute has offered to fill the Director position that Ann Hess will vacate. Ann has offered to remain an active, non-voting member.

10. Executive Report:

Rickey Jackson provided an update from the Board Retreat that took place on April 24, 2019. The committee discussed the suggestion to offer surveys to the students, employees, and community members, what information to gather, and how to use the data.

11. Next Steps/Review of Tasks:

Task: Provide Training feedback directly to Chris Roediger utilizing the feedback form –
All Committee

Task: Provide Internal Communication feedback directly to Chris Roediger utilizing the feedback form- **All Committee**

Task: Provide feedback on Internal Communication, from discussion at this meeting, to Director Roediger – **Colleen Readel**

Task: Recommend changes to Procedure 2125 to President Vest – **Co-chairs**

Task: Email to employees on Accreditation questions – Colleen Readel

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

- i. Next steps for Enrollment Management

12. Adjourn

*Randy Hoskins made a motion to adjourn. Lauren Maestas seconded. **The motion passed unanimously.***