

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, June 21, 2019

9:00 a.m. – 3:00 p.m.

WMC – LC 108

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

Advisory Members in Attendance: Rickey Jackson.

Others in Attendance: Paul Hempsey (Recorder); Mark Vest; Josh Rogers; Donna Krieser;

1. Call to Order

Colleen Readell called the meeting to order.

2. Roll Call

Paul Hempsey conducted the roll call.

3. Approval of Minutes from 05/17/2019

*Ann Hess made a motion to approve the 05/17/2019 minutes. Jessica Kitchens seconded. **The motion passed unanimously.***

4. Invited Guests

PASS:

Josh Rogers provided the final report on the Retention and Completion academy and discussed some of the recommendations. The committee were offered the chance to discuss, and ask questions on, each recommendation and provide their own feedback.

Josh Rogers recommended the Student Success Steering Committee remain in place but report to the Leadership Council so they can make sure they are connecting their message with the entire college.

Ann Hess made a motion to keep the Student Success Steering Committee reporting to SPASC for the next six months to assess whether it should move to the Leadership Council. Jason LaBute seconded.

*After further discussion Ann Hess amended her motion to have PASS move forward with the recommendations outlined in their Final Report, except for the change of reporting structure to Leadership Council which should be revisited in six months' time. Lauren Maestas seconded. **The motion passed unanimously.** Peggy Belknap abstained.*

5. Accreditation

Assurance Update:

Kevin Jones reported that the editing team was reviewing the final arguments and evidence files and hope to be finished within a week. In early August the final drafts will be presented to SPASC, and each member will be given a particular Criterion to review.

Judy Yip-Reyes noted that she would start work on the introduction, with help from President Vest, next week.

6. Break

The committee took a 10-minute break.

7. Accreditation

HLC Communication Update:

Judy Yip-Reyes provided an update on communication with the college on the upcoming Accreditation visit and noted that the July questions were posted for the committee to review.

Peggy Belknap suggested sending the questions out via an AIINPC email this time to allow employees to see all the questions.

8. Convocation

Mark Vest outlined the tentative agenda for Fall 2019 Convocation and provided further information on some of the items. The committee provided input and suggested changes to the agenda. They also discussed their role in presentations and who would be responsible for each.

The committee discussed utilizing the screen in the lobby to show a presentation with more information on some of the topics discussed in the main session as well as printouts for all employees. Jason LaBute and Lauren Maestas volunteered to take the lead on the SPASC Update.

9. Lunch

The committee broke for lunch.

10. Break-Out Sessions

The committee broke into smaller groups and were given subjects to discuss.

11. Break Out Reports & Discussion

Tech Plan:

The breakout group that tackled the Technology Plan reported out and the entire committee had the opportunity to comment and offer their own feedback.

Internal Communication:

The breakout group that tackled Internal Communication reported out and the entire committee had the opportunity to comment and offer their own feedback.

Training:

The breakout group that tackled Training reported out and the entire committee had the opportunity to comment and offer their own feedback.

Annual SPASC Report to DGB:

The breakout group that tackled the annual SPASC report to the District Governing Board reported out and the entire committee had the opportunity to comment and offer their own feedback. This could also be used at Convocation to report to the college.

12. Break

The committee did not take a break.

13. Long Term Plans/Concerns/Actions

Membership Vacancies:

President Vest will reach out to the Faculty Association and CASO Presidents to fill the vacancies.

July 5 meeting:

*Kevin Jones made a motion to cancel the July 5th meeting. Ann Hess seconded. **The Motion passed unanimously.***

14. Executive Report

President Vest noted the \$1million appropriation from the state for capital improvements at the Northeast Arizona Training Center. President Vest also informed the committee of additional funds received from the state in the budget.

The Arizona Community College Coordinating Council is hoping to hire an Executive Director again.

President Vest also provided an update on other legislative activity, the Construction at WMC and potential update of the Master Facilities Plan for the college.

15. Next Steps/Review of Tasks/Agenda Items

Task: Provide feedback sheets to correct OR – **Co-chairs**

Task: Cancel July 5th meeting – **Paul Hempsey**

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

- i. Needs assessment group formation
- ii.

16. Adjourn

*Kevin Jones made a motion to adjourn. Jessica Kitchens seconded. **The Motion passed unanimously.***