

**Northland Pioneer College**  
**Strategic Planning and Accreditation Steering**  
**Committee Meeting Minutes**

Friday, August 16th, 2019

9:00 a.m. – 11:30 a.m.

WMC – Aspen Center 111

**Voting Members in Attendance:** Judy Yip-Reyes (Proxy for Peggy Belknap); Colleen Readell; Kevin Jones; Susan Jamison; Jason LaBute; Cathy Burson; Lauren Maestas; Jessica Kitchens.

**Advisory Members in Attendance:** Jessica Clark; Randy Hoskins; Ann Hess.

**Others in Attendance:** Paul Hempsey (Recorder); Mark Vest.

**1. Call to Order**

Kevin Jones called the meeting to order and asked everyone to turn off their electronic devices for the meeting.

**2. Roll Call**

Paul Hempsey conducted the roll call.

**3. Approval of Minutes from 06/21/2019, 07/19/2019, and 08/02/2019**

*Lauren Maestas made a motion to approve the 06/21/2019, 07/19/2019, and 08/02/2019 minutes as presented, Jason LaBute seconded. **The motion passed unanimously.***

**4. Invited Guests**

Tech Plan:

Jason LaBute presented the latest version of the Technology Plan. Mark Vest asked if the committee would like the suggested staffing levels from the Information Services department included. Susan Jamison noted that the current structure was listed and Judy Yip-Reyes noted it was from May 2019 and asked if it would be updated before submission.

The committee discussed the plan and stated the need for Operational Plans to go along with some of the items in the Tech Plan and when this committee may see them.

Judy Yip-Reyes suggested that Disaster Recovery and Business Continuity should be removed as it was not strategic priority but rather an ongoing business process. The committee also discussed some of the other items listed in the plan and if they needed to be included.

Jason LaBute noted that he sees this as a living document, the technology we might decide to utilize in the future may not have been developed yet and so specifics would

have to wait. If the committee would like reviews and updates periodically he would be happy present at any time. He recommended utilizing a Technology Committee for help.

Judy Yip-Reyes stated that the former Vice President of Information Services had created some Operational Plans in the past and they needed updated or removed. Mark Vest asked for copies so he could meet with IS staff and decide what needed to happen.

*Cathy Burson made a motion to accept the Technology Plan, with minor edits that were suggested to Jason LaBute, forward it to the newly formed Leadership Council, and expect regular reviews and updates in the coming years. Susan Jamison seconded. **The motion passed with a majority vote. Judy Yip-Reyes voted against.***

## **5. Accreditation**

### Assurance (Editing Status Update):

Kevin Jones reported that the editing team was on a holding pattern till Aug 30 while interested parties take a final look. They intend to reconvene and once again go through line by line for a last time.

Judy Yip-Reyes informed the committee that the college was no longer required to publish a notice for Third Party Comments and it would be removed from the timeline. She also noted that she would be re-saving some of the evidence files that she had screenshotted from the website and MyNPC to make them more presentable.

Mark Vest noted that the college had joined the Open Pathway accreditation model after the required Year 4 Evaluation, in the ten-year cycle and did not have to complete it this cycle. This would change and be required in 2023 so the college will need to continue with its accreditation work after the reaffirmation visit this year.

### Assignments & Timeframes:

Covered above.

## **6. Break**

The committee took a ten-minute break.

## **7. Convocation**

### Planning and Discussion:

Lauren Maestas reviewed the PowerPoint that would be used at Convocation and the committee provided feedback.

Judy Yip-Reyes provided an updated draft of her PowerPoint for Convocation noting some of the changes made.

## 8. SPASC Housekeeping

### Membership Vacancies:

Mark Vest stated that he was working with CASO on their vacancy and have a potential faculty member from CTE who will be approached on Monday. He also suggested the idea of using the first meeting in August, each year, as a training session for new members on what Strategic Planning is and the process(es) the committee uses. He would also strongly recommend that the group shares responsibility for tasks as it has often ended up that the co-chairs take on the bulk of the responsibilities both inside and outside of meeting.

The committee discussed how to move forward for the committee to function at a level it needs to. The committee agreed that it would be best to not attempt any new priorities in the upcoming year but to evaluate and complete the priorities currently still being worked on.

*Jason LaBute made a motion to clean up the 2016-17 priorities and extend the current priorities for an additional year. Lauren Maestas seconded. **The vote passed unanimously.***

## 9. Long Term Plans/Concerns/Actions

The committee discussed the meetings schedule for 2020 and Colleen offered to prepare a draft. The committee also discussed holding a training and onboarding session or sessions for new committee members and what should be involved.

## 10. Executive Report

President Vest noted that the Cholla Power Plant will close within the next 3 years and this will be a large loss of Property Tax revenue for the college. This currently equates to a \$1.1 million loss to the college budget. He will be working to make the one-time appropriation from the state this year permanent but noted that SPASC should plan on having multiple scenarios prepared to deal with this potential loss. Worst case and best case scenarios. This would include the strategic and long-term direction of the college and how the college would need to be structured and organized.

## 11. Next Steps/Review of Tasks/Agenda Items

**Task:** Jason LaBute will make updates to the Technology Plan

**Task:** Ann Hess will update the Strategic Plan dates on the website

**Task:** Co-chairs take Tech Plan to Leadership Council

**Task:** Review the SPASC Handbook

**Task:** Colleen Readel will update the meeting schedule for discussion at next meeting

**Task:** Agenda Items – **Co-Chairs:**

- i. Needs Assessment
- ii. Incomplete Priorities
- iii. SPASC Handbook updates

- iv. Meeting schedule for upcoming Academic Year
- v. Sept 20<sup>th</sup> will be committee training and onboarding new members

**12. Adjourn**

*Jason LaBute made a motion to adjourn. Susan Jamison seconded. **The motion passed unanimously.***