

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, September 6th, 2019

8:30 a.m. – 11:00 a.m.

Connected Classroom II

Voting Members in Attendance: Susan Jamison; Colleen Readel; Cathy Burson; Ann Hess (Proxy for Jessica Kitchens); Chris Cribbs; Kevin Jones; Lauren Maestas; Peggy Belknap.

Advisory Members in Attendance: Randy Hoskins; Jessica Clark.

Others in Attendance: Paul Hempsey (Recorder); Jeremy Raisor; Josh Rogers.

1. Call to Order

Colleen Readel called the meeting to order.

2. Roll Call

Paul Hempsey conducted the roll call.

Colleen Readel noted Judy Yip-Reyes was not present but was due thanks for the outstanding work she did for, and at, Convocation. Colleen also thanked everyone who helped at Convocation. Peggy Belknap also praised Judy for the work she was doing with the evidence files for Accreditation.

3. Approval of Minutes from 8/16/2019

*Susan Jamison made a motion to approve the minutes. Ann Hess seconded. **The motion passed with a majority vote. Peggy Belknap abstained.***

4. Approval of Calendar

Colleen Readel reviewed the request from Leadership Council to move the third Friday meeting to the afternoon. The committee discussed their schedules

Peggy Belknap made a motion to move SPASC meetings on the third Friday of the month to 1-3:30pm. The motion was withdrawn.

The committee came to the consensus that they could not accommodate the request and would let Leadership Council know this.

The Committee then discussed the meeting schedule for 2020.

*Peggy Belknap made a motion to accept the 2020 meeting calendar with the removal of meetings on January 3rd and March 20th. Lauren Maestas seconded. **The motion passed unanimously.***

5. Invited Guests

PASS Team Changes

Josh Rogers asked the committee for direction, reviewing the previous membership of PASS and the difficulties some of those members might have with continuing in the role.

Ann Hess asked what the goal of the group would be. Josh Rogers responded that SPASC had asked the group to work on a culture of student success at NPC.

*Susan Jamison made a motion to have the Deans and Directors group review membership of the PASS committee and bring a recommendation back to SPASC. Lauren Maestas seconded. **The motion passed unanimously.***

6. Accreditation

Assurance Update:

Kevin Jones provided an update making reference to the report that Judy Yip-Reyes had provided.

Randy Hoskins asked how the college would be able to review the final arguments. Peggy Belknap responded that she was under the impression that Judy Yip-Reyes would distribute it.

7. Strategic Plan

The committee discussed the need to close out the discussions on Transportation and Childcare and will invite the responsible people to present at the October 4 meeting with a written report due prior.

The committee discussed some of the other outstanding priorities from 2017 and decided to have various committee members reach out to the Overall Responsible person for each to provide an updated Initiative and Priority Worksheet. Ann Hess offered to make a number of updates to the webpage in order to keep the college informed.

8. Break

The committee took a ten-minute break.

9. SPASC Housekeeping

Membership:

Chris Cribbs joined the committee to fill the CASO position that was vacant. Dr. Clark will check with President Vest on the CTE vacancy.

SPASC Handbook:

The committee broke into groups to review sections of the handbook. Notes were taken by each group and Colleen Readell will compile and send them out to the entire group.

10. Long Term Plans/Concerns/Actions

Colleen Readel noted that the next meeting, on September 20, will be a retreat type event to assist the onboarding of the new members.

11. Executive Report

No discussion.

12. Next Steps/Review of Tasks/Agenda Items

Task: Update the Meeting Schedule – **Colleen Readel**

Task: Inform Leadership Council on meeting schedule decision – **Paul Hempsey**

Task: Draft emails to Maderia Ellison and Allison Landy to provide a report on Transportation and Childcare respectively and invite them to present at the October 4 meeting – **Colleen Readel**

Task: Contact Chris Roediger to update Training Priority – **Peggy Belknap**

Task: Contact Wei Ma regarding Peer Based Training – **Kevin Jones**

Task: Compile notes from breakout groups and send to Paul for posting – **Colleen Readel**

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

- i. Childcare and Transportation for October 4.

13. Adjourn

*Susan Jamison made a motion to adjourn. Ann Hess seconded. **The Motion passed unanimously.***