

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, October 18th, 2019

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

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

Advisory Members in Attendance: Jessica Clark.

Others in Attendance: Paul Hempsey (Recorder); Richard Strickland; Allison Landy; Mark Vest.

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 10/4/2019

*Lauren Maestas made a motion to approve the minutes from 10/4/2019. Jessica Kitchens seconded. **The motion passed with a unanimous vote. Susan Jamison abstained.***

4. Tasks from 9/20/2019

No discussion.

5. Invited Guests

Childcare Update:

The committee discussed the information provided by Allison Landy who was available to answer questions. Allison Landy articulated what she felt she needed from the committee. The committee discussed the document provided for the meeting and asked President Vest for input. President Vest reported that he had already provided a letter of support for grant funds and noted his own conversations with Jennifer Brown, from NACOG, and the direction he felt they were looking to move in. Allison Landy suggested they would hear if funding was granted in February or March 2020.

*Susan Jamison made a motion for SPASC to recognize lack of childcare as a barrier to student success and move forward with a NACOG partnership with information sought from Exec Team and DGC. Jessica Kitchens seconded. **The motion passed unanimously.***

6. SPASC housekeeping

SPASC Handbook – Finalize:

*Jason LaBute made a motion to approve the SPASC Handbook as presented. Cathy Burson seconded. **The motion passed unanimously.***

OR Manual Design:

Judy Yip-Reyes reviewed her thoughts on what should be included in the manual and asked for feedback from the committee. Jason LaBute offered to work with Judy Yip-Reyes on development of the manual.

7. Break

The committee took a 10-minute break.

8. Needs Assessment

Colleen Readel introduced the topic and asked the committee for ideas on completing a survey within the communities we serve. President Vest outlined prior efforts the college has undertaken, along similar lines to a needs assessment survey, and how they were handled. External resources could include the Department of Economic Security, other community colleges, Dr. Carrie Kisker's report for AC4, and more. Internal reports already completed by IE for the past couple of years could be reviewed for comparison purposes.

If an external vendor was recommended it will need to be brought forward to the District Governing Board with a lot of detail. Jason LaBute offered to chair an ad hoc sub-committee that could work with Betsy Wilson to prepare a recommendation.

*Jessica Kitchens made a motion to create an ad hoc task force, with Jason LaBute as chair with a progress report required to SPASC at a December meeting and a report to the DGB in January. Lauren Maestas seconded. **The motion passed unanimously.***

9. Discussion

Judy Yip-Reyes noted that it would be very important for the committee to read the assurance arguments before the Peer Review Team arrives and be able to respond their questions during a 45-minute meeting which was currently scheduled for Monday, November 18th in the late morning at PDC. She reiterated that the more SPASC members that could attend the better. Judy Yip-Reyes offered suggestions on what might be asked by the team during the meeting.

The committee discussed holding a mock Peer Review Q&A session at the next meeting to assist with preparations. They also thought it would be a good idea to invite PASS to present at the same meeting.

Colleen Readel reported that she would stepdown as Co-chair at the end of next month and would be working with Rebecca Hunt to make sure Lauren Maestas would be able to continue to serve as she was slated to be the next co-chair.

*Jason LaBute made a motion to appoint Lauren Maestas as co-chair to the Committee. Kevin Jones seconded. **The motion passed unanimously.***

10. Executive Report

President Vest reported that he had had an initial conversation with Dr. Piazza of the Peer Review team and how that conversation went. An exit interview at PAC, for anyone interested at the college, would take place late on Tuesday morning.

President Vest also reported on continued efforts to form a consortium with school districts to continue the TALON program after the Title III grant ended as well as efforts to fill the vacant District IV seat of the District Governing Board.

11. Next Steps/Review of Tasks/Agenda Items

Task: Invite Josh Rogers to next meeting to report on PASS – Co-chairs

Task: Review the argument – All Committee

Task: Block out time on calendar to meet with Peer Review Team – All Committee

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

- i. PASS Report
- ii. Mock Peer Review Q&A session

12. Adjourn

*Jessica Kitchens made a motion to adjourn. Susan Jamison seconded. **The Motion passed unanimously.***