

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, November 15th, 2019

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

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

Advisory Members in Attendance: Randy Hoskins; Ann Hess.

Others in Attendance: Paul Hempsey (Recorder); April Horne; Mark Vest; Jeremy Raisor.

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 11/1/2019

*Peggy Belknap made a motion to approve the minutes from 11/1/2019. Chris Cribbs seconded. **The motion passed with a unanimous vote.***

4. Tasks from 9/20/2019

Colleen Readel reviewed the task list from the previous meeting.

5. SPASC Membership

The committee decided to revisit the subject at the end of the meeting if there was time remaining. Paul Hempsey noted that the Co-chairs would need to invite two additional non-voting members as Randy Hoskins and Ann Hess would be leaving after the HLC Peer Review visit. The discussion was subsequently moved to the next meeting.

6. Needs Assessment

President Vest reviewed his opinion on what the District Governing Board was requesting from a Needs Assessment, with their initial focus on programming needs for the Winslow campus, but expanded for all communities we serve. Betsy Wilson had been making contacts with local Chambers of Commerce, City and Town Councils, and Tribes and would be a great resource.

President Vest noted that Yavapai Community College had recently conducted a similar process and asking for a copy of the results may help plan our own.

Peggy Belknap offered to provide Advisory Committee minutes from the CTE area to assist in the task.

*Jessica Kitchens made a motion to have Jason LaBute chair an ad hoc committee and provide membership details and research/framework for the work they will complete, with a recommendation for the December 6 meeting, along with collecting information on existing contacts and reaching out to acquire any already available resources. Peggy Belknap seconded. **The vote passed unanimously.***

7. Invited Guest

Jeremy Raisor reviewed the questions submitted by committee members and provided his thoughts on what the Peer Reviewers may be looking for. The committee asked additional questions and discussed potential information to share with the Peer Review Team.

The committee then reviewed the current schedule of meetings provided by the Peer Review Team Chair and were asked to attend any sessions they could.

8. Mock Peer Review

Judy Yip-Reyes assisted Jeremy Raisor in the item above.

9. Break

The committee took a 10-minute break.

10. Mock Peer Review

Discussion noted above.

11. Discussion

Convocation Planning:

President Vest noted likely agenda items will include:

- Time to review the report from the HLC Peer Review team and discuss how to address any concerns. (Breakout sessions may be required to address specific concerns)
- Solicit qualitative data from the college on priorities and potentially needs assessment questions.
- Other potential breakouts, not necessarily all in January, include cultural awareness, risk management (innovation and risk), long-term planning.
- Structure of the college beginning discussion.
- Construction

OR's for Existing Priorities

President Vest reported an external company would complete an assessment of our Human Resources area and this will take a little time. Current staff will be focused on

keeping the department functioning in the interim and can't accept any additional workload. President Vest suggested tabling discussion until he speaks the firm.

After a question from the committee President Vest offered to find out if the trainings, through SafeColleges, were required for staff hired on Temporary Pre-Employment Data Sheet.

President Vest asked the committee to review Enrollment Management suggestions and discuss expectations for the group moving forward.

12. Executive Report

President Vest noted that he had requested an early spring retreat to discuss facilities and partnerships as the college has been approached by a number of entities around our service area.

13. Next Steps/Review of Tasks/Agenda Items

Task: Ask Maderia if Yavapai survey can be shared with SPASC – Paul Hempsey

Task: Ask who is required to take SafeColleges Training – Mark Vest

Task: Create an Ad Hoc task force for Needs Assessment and return with a proposal to move forward – Jason LaBute

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

- i. SPASC Membership
- ii. Enrollment Management
- iii. Needs Assessment Task Force

14. Adjourn

*Jessica Kitchens made a motion to adjourn. Lauren Maestas seconded. **The Motion passed unanimously.***