

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, December 6th, 2019

9:00 a.m. – 11:30 a.m.

SCC – LC 134

Voting Members in Attendance: Judy Yip-Reyes Proxy for Lauren Maestas, Peggy Belknap, Jessica Kitchens, Rebecca Hunt Proxy for Jason LaBute, April Horne, Bill Solomon, Susan Jamison, Kevin Jones, Cathy Burson

Advisory Members in Attendance:

Others in Attendance: Josh Rogers, Anne Lang (Recorder);

1. Call to Order

Kevin Jones called the meeting to order.

2. Roll Call

Anne Lang conducted the roll call.

3. Approval of Minutes from 11/15/2019

*Peggy Belknap made a motion to approve the minutes from 11/15/2019. Bill Solomon seconded. **The motion passed with a unanimous vote.***

4. Tasks from 9/20/2019

Kevin Jones reviewed the task list from the previous meeting.

5. SPASC Membership

*Susan Jamison made a motion for Jessica be Co-Chair for two and one half years and the Chair in Waiting to not be filled until June, by a faculty member. Peggy Belknap seconded. **The motion passed with a unanimous vote.***

6. Needs Assessment

Message from Jason LaBute, Community Needs Assessment Committee.

Propose the following areas to target to assessment, welcome SPSC feedback:

Economics, Social, NPC Competition, Demographics, Labor Force, education, and future endeavors.

Suggestion: DGB is looking for what the community wants from the college. This report is not a community assessment. The report is too broad.

Peggy and Judy volunteer to attend the next Needs Assessment Committee meeting to share more detail about what DGB is looking for.

7. Invited Guest

Josh Rogers-Pass Team

Proposing rotating Co-Chairs, one Faculty and one Staff Director. Rotating every other year, three years max. service. Four Faculty members, one from each Division, including CCP, two odd year rotations, two even the rotations. Two members from Student Services, one odd year, one even year rotations. One member from Admin Services, every even year rotations. One-member form High School Programs, odd year rotation. One student, every year. As needed members will be IS, IR and Library Services.

PASS should nominate the Chairs, not SPASC.

PASS is meeting once a month.

*Peggy made a motion to approve PASS members team and rotations. Susan Jamison seconded. **The motion passed with a unanimous vote.***

8. Break

The committee took a 10-minute break.

9. Enrollment Management

Kevin and Jessica will repost the reports for review for the next meeting.

10. HLC Review

The review was vague.

One concern raised was that President Vest appeared to be in charge of everything. HLC is looking for more of a comprehensive long term strategic planning, with one person in charge.

Judy was impressive with the organization of information.

11. Discussion

Convocation Planning: Need to ask Mark how he wants SPASC to move forward and if Leadership Council should be involved. Should Convocation Planning be moved to Leadership Council?

12. Executive Report

Open positions, CIO accepted the position, he will start January 3, 2020. HR Consultant will be interviewing this next week. Photo ID Badges for all employees.

13. Next Steps/Review of Tasks/Agenda Items

Task: Kevin-Talk to Mark about convocation.

Task: Kevin and Jessica K.: Talk to Jason LaBute about the Needs Assessment.

Task: Kevin, Jessica K., Judy, and Peggy: Discuss Needs Assessment (after speaking with Jason).

Task: Jessica C.-Talk to CAO/CSAO to collect data, to give to Jason.

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

- i. Create a survey of priorities that the college (staff, faculty and students) would like to see SPASC look into for Convocation. Can use Qualtrics.

14. Adjourn

*Susan Jamison made a motion to adjourn. Kathy Burson seconded. **The Motion passed unanimously.***