

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

Friday, December 20th, 2019

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

**Voting Members in Attendance:** Brian Burson (Proxy for Cathy Burson); Kevin Jones; Jessica Kitchens; Lauren Maestas; Bill Solomon; April Horne; Susan Jamison; Peggy Belknap; Jason LaBute.

**Advisory Members in Attendance:** Judy Yip-Reyes; Denise Rominger; Jessica Clark.

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

**1. Call to Order**

Jessica Kitchens called the meeting to order.

**2. Roll Call**

Paul Hempsey conducted the roll call.

**3. Approval of Minutes from 12/6/2019**

*Peggy Belknap made a motion to approve the minutes from 12/6/2019. Lauren Maestas seconded. **The motion passed with a unanimous vote.***

**4. Tasks from 12/6/2019**

Jessica Kitchens reviewed the task list from the previous meeting.

**5. Welcome New Members**

Jessica Kitchens welcomed Denise Rominger who will be filling the advisory spot for CASO and reported to the committee that Tony Hill would fill the faculty role starting in January.

**6. Needs Assessment**

Jason LaBute presented his vision for the task, as updated from his conversation with the co-chairs. The committee discussed what the Board was actually looking for and how best to go about gathering the information.

The committee decided the task force should review the Advisory Board minutes, located on the website, and assess what information the college currently had that will help, and then decide what questions and data still needed to be collected from the community. Jason LaBute was tasked with having a survey instrument and update for the District Governing Board by the January 17, 2020 SPASC meeting.

## 7. Enrollment Management

The committee discussed what needed to happen with the suggested Enrollment Management Priorities and where the ORs are and should be reporting.

*Jason LaBute made a motion to invite the OR's responsible for the Enrollment Management suggested priorities to the January 17, 2020 SPASC meeting to report on progress and provide information on any Budget requests for the upcoming fiscal year. April Horne seconded. **The vote passed unanimously.***

## 8. Strategic Priorities & Responsibility Assignments

*Jason LaBute made a motion to accept the revised Priorities document as presented. Lauren Maestas seconded. **The vote passed unanimously.***

## 9. Break

The committee took a 10-minute break.

## 10. Discussion

President Vest reviewed the Spring 2020 Convocation schedule as it currently stands and informed the committee how he would be approaching the Accreditation visit and initial draft report, as well as the college restructure conversation.

The committee members then volunteered or were assigned responsibilities for the SPASC breakout sessions and discussed how to best facilitate each.

## 11. Executive Report

President Vest noted that meetings were taking place at each college location with a view to updating the Master Facility Plan.

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

**Task:** Contact the OR's of the Enrollment Management suggested priorities and ask them to present a progress update and budget needs at the January 17, 2020 meeting –

### **Co-chairs**

**Task:** Provide a survey instrument draft and Board update on needs assessment by the January 17, 2020 SPASC meeting – **Jason LaBute and ad-hoc group.**

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

- i. Needs Assessment
- ii. Enrollment Management ORs

## 13. Adjourn

*Jason LaBute made a motion to adjourn. Lauren Maestas seconded. **The Motion passed unanimously.***