

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, February 7th, 2020

9:00 a.m. – 11:30 a.m.

WMC – Aspen Center 111

Voting Members in Attendance: Kevin Jones; Jessica Kitchens; Judy Yip-Reyes (Proxy for Lauren Maestas); April Horne; Cathy Burson; Susan Jamison; Peggy Belknap; Jason LaBute.

Advisory Members in Attendance: Jianbo “Betty” Guo; Denise Rominger; Jessica Clark.

Others in Attendance: Paul Hempsey (Recorder); Jeremy Raisor; Josh Rogers; Scott Estes; 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 1/17/2020

*April Horne made a motion to approve the minutes, with amendments as discussed, from 1/17/2020. Susan Jamison seconded. **The motion passed with a unanimous vote. Peggy Belknap abstained.***

4. Tasks from 1/17/2020

Jessica Kitchens reviewed the task list from the previous meeting.

5. Invited Guest

Outdoor Signage:

Ann Hess reviewed the Priority Worksheet she created for signage at college locations.

April Horne noted that at a recent SWOT meeting the Whiteriver Center expressed a need for a digital sign at their location but this was not included in the plan. Peggy Belknap asked if one sign per year would spread the cost. Ann noted that she did not have costs projections for any of the signage but felt that having one company do all four in one year would possibly save money for the college.

Josh Rogers asked how the digital signage, which would replace marketing posters, would be rolled out this time. Ann noted that they could utilize old equipment from classrooms and place them in high traffic areas.

Jason LaBute made a motion to support the Priority as presented by Ann Hess. Susan Jamison seconded.

Peggy Belknap clarified that they were supporting the idea but, as there were no cost estimates, they were not approving any dollar amount.

The vote passed unanimously.

Financial Aid:

Jeremy Raisor reviewed the approved Financial Aid Priority Work Sheet with the committee and noted that not much had changed since he presented at Convocation and provided information on the future steps.

Web-based Payments:

Jeremy Raisor mentioned that the committee may want to review how ORs (Overall Responsible person) and GRs (Goal Responsible person) assigned and, should that person leave or change jobs, how the role is reassigned. Jeremy then provided an update on web-based payments.

Jeremy provided a brief report on Web-based payments before moving on to web-based registrations, noting the research completed so far, the challenges they have discovered and how they may be addressed in the future. Jeremy also noted the esignature committee may take on some responsibilities which will change the initial timeline.

Judy Yip-Reyes asked for clarification on the timeline for completion which Jeremy provided for both the short-term and long-term.

Jessica Kitchens reported that Ryan Jones was unable to attend to provide an update on Pathways but would be available for the February 21 meeting.

6. Needs Assessment

Jason LaBute reviewed the information gathered from the two convocation breakout sessions.

Jessica Kitchens noted that the college had completed a Transportation study and Childcare study in the past and it may be useful to look at again. Jessica Clark suggested asking for the top three barriers the public has to attending NPC.

Peggy Belknap suggested that asking the community more than three questions, or having overly broad questions, would see few wanting to respond.

Jason was asked to return with the survey and potential delivery method at the next meeting.

7. Break

The committee took a 10-minute break.

8. Future Priorities

April Horne provided the feedback received from the Future Priorities breakout sessions at Convocation and answered questions from the committee. She suggested moving forward with surveying employees and students. The committee were concerned with survey fatigue. Mark Vest suggested that utilizing focus groups at each location would be an alternative. Cyndi Owen asked if pairing SWOT meetings with focus groups would help.

Josh Rogers offered to share the survey that he hoped students would soon be able to take on Ipads at the Advising offices, with the potential to add a few SPASC questions for ongoing feedback.

April was asked to hold off on creating a survey till the committee could review the PASS survey questions, Josh speaks with the PASS committee regarding their willingness to add SPASC questions to the survey potentially, and SPASC have the chance for further discussion at a future meeting.

9. DGB & Leadership Council Update

Jessica Kitchens reported on her appearance before the Board and what was discussed. She asked the committee to be more involved in presentations to the Board. April Horne volunteered to present at the February meeting.

The committee asked that all supporting documents be posted by the Wednesday before the meeting so everyone knows when to go in to review them.

10. Executive Report

President Vest reported that the Exec Team would review the requests for new positions and reclassifications next week. We still have no hard data on the closure of Unit 4 at Cholla. They are now only willing to communicate with the state. We know it will still be a large financial hit. Of the three state budgets floating around the Senate version is most helpful to the college.

11. Next Steps/Review of Tasks/Agenda Items

Task: Create the Community Needs survey and suggest a delivery method – **Jason LaBute**

Task: Review PASS survey and see if we could add questions – **All Committee**

Task: Meet with April Horne to prep for February DGB meeting presentation – **Co-chairs**

Task: Review handbook and provide feedback on the form – **All Committee**

Task: Agenda Items – **Co-Chairs:**

- i. Feedback from PASS meeting
- ii. President's newsletter

12. Adjourn

*Jason LaBute made a motion to adjourn. Cathy Burson seconded. **The Motion passed unanimously.***