

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

Friday, March 6th, 2020

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

**Voting Members in Attendance:** Jianbo Guo (Proxy for Cathy Burson); Judy Yip-Reyes (Proxy for Susan Jamison); Norvita Charleston (Proxy for Chris Cribbs); Bill Solomon; Lauren Maestas; April Horne; Peggy Belknap; Jessica Kitchens; Kevin Jones.

**Advisory Members in Attendance:** Denise Rominger.

**Others in Attendance:** Paul Hempsey (Recorder); Jeremy Raisor; Josh Rogers; Jolina Barron.

**1. Call to Order**

Kevin Jones called the meeting to order.

**2. Roll Call**

Paul Hempsey conducted the roll call.

**3. Approval of Minutes from 2/21/2020**

*Peggy Belknap made a motion to approve the minutes from 2/21/2020. April Horne seconded. **The motion passed with a unanimous vote.***

**4. Tasks from 2/21/2020**

Kevin Jones reviewed the task list from the previous meeting.

**5. Invited Guest**

Non-Returner Survey:

Josh Rogers reiterated that there were few requests for the results of non-returner survey, noting how it had been used in the past. The committee again wondered how many surveys the college is conducting and if there is a better way to store, advertise, and use the data.

President Vest noted that the college should move towards a guided pathways model the college will be more in need of this data when a student leaves without completing. The question was whether to continue to conduct the survey till then or to stop, reassess the questions, and start again in the future.

The committee recommended that Josh Rogers recommend to the Vice President for Learning and Student Services that the survey is put on hold till the college can assess all the surveys being conducted, how the results are being used, and whether they should continue in the future.

### Future of PASS:

Josh Rogers presented the PASS recommendation and asked for a decision from SPASC.

Kevin Jones asked for the usage data from Starfish to be forwarded to him so he can discuss with Faculty Association. Judy Yip-Reyes noted that Ryan Jones would be presenting to the Executive Team, with a recommendation, on March 23<sup>rd</sup>.

*Peggy Belknap made a motion to table the topic till after March 23<sup>rd</sup>. Judy Yip-Reyes seconded. **The motion passed with a unanimous vote.***

### Strategic Planning Training:

Judy Yip-Reyes asked the committee to break up into groups to complete an exercise to help everyone understand strategic planning. The groups reported on their answers to the questions before Judy provided further information via a PowerPoint.

## **6. Needs Assessment**

Kevin Jones announced that Jason LaBute was no longer able to chair the committee and asked for a volunteer to step in.

The committee discussed how to move the assessment forward and the options for doing so. President Vest noted that the Board asked for unmet needs in the community that they believe the college can assist with.

April Horne offered to chair the committee.

*Bill Solomon made a motion for April Horne to become the chair of the Needs Assessment task force. Lauren Maestas seconded. **The motion passed with a unanimous vote.***

## **7. Break**

The committee took a 10-minute break before discussing Needs Assessment.

## **8. Discussion**

### Future Priorities:

April Horne presented the Qualtrics survey she created to gather feedback on future priorities.

The committee seemed to agree that this should be put on hold as the committee moves forward with other transitional changes and would get the word out to the college in the President's March newsletter.

*April Horne made a motion to table the Future Priorities survey. Peggy Belknap seconded. **The motion passed with a unanimous vote.***

## 9. DGB & Leadership Council Update

Jessica Kitchens noted that Kevin Jones would present at the March Board meeting in place of Jason LaBute.

President Vest updated the committee on the February meeting of the Leadership Council including;

- A report from the committee asked to look at esignature options and also saw a document processing demonstration which utilizes SharePoint.
- Integrated Planning presentation.
- Payroll outsourcing update and a new look payslip.
- Human Resources and Legislative updates.

## 10. Executive Report

President Vest reported that the inaugural NPC week at the capitol was a huge success with TALON students in Jennifer Bishop's class being a big hit with legislators.

Student Kaylen Benito was awarded a Bronze Coca Cola scholarship.

Two PTK officers will be recognized at a National Conference and one is running for National and International offices.

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

**Task:** Meet with April Horne on Needs Assessment – **Co-chairs**

**Task:** Present a recommendation to the VPLSS council on the non-returner survey – **Josh Rogers**

**Task:** Agenda Items – **Co-Chairs:**

- i. Future of PASS

## 12. Adjourn

*April Horne made a motion to adjourn. Bill Solomon seconded. **The Motion passed unanimously.***