

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

Friday, January 17th, 2020

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

**Voting Members in Attendance:** Judy Yip-Reyes (proxy for Peggy Belknap); Wes King (Proxy for Bill Solomon); Susan Jamison; April Horne; Jessica Kitchens; Kevin Jones; Lauren Maestas.

**Advisory Members in Attendance:** Jessica Clark; Cyndi Owen; Denise Rominger.

**Others in Attendance:** Paul Hempsey (Recorder); Jeremy Raisor; Renell Heister; Mark Vest; Ann Hess.

**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 12/20/2019**

*Jessica Kitchens made a motion to approve the minutes from 12/20/2019. April Horne 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. Welcome New Members**

Kevin Jones noted that Tony Hill would no longer serve in the Faculty advisory role and Dr. Clark offered to find a faculty member to serve.

**6. Needs Assessment**

No Discussion.

**7. Invited Guest**

TALON Consortium:

Renell Heister provided an update on the continuation of the TALON program through a consortium with High Schools once the grant ends. She noted that 10 was the minimum of schools needed to run the consortium and believed they would exceed that number.

Kevin Jones asked Renell to provide a quick overview of TALON for the new members of the committee.

Kevin Jones asked about the threat that other college's posed with online opportunities for high school students in our area. Renell provided information on the threats and discussed how the college was dealing with them in conversations with local superintendents.

Social Media:

Ann Hess provided an update on the Social Media portion of the External Communication priority highlighting the increases in traffic the college was seeing.

Kevin Jones asked if there was anything new on the horizon. Ann Hess noted that there was always something new, such as TikTok, that Kelli would be looking in to.

Ann Hess then provided information on the community events that Kelli has been involved in since July 2019 and moved on to events coming up in 2020.

Wes King suggested holding the PDC Eaglefest at the front of the campus as having it around the Skills Center is not visible.

Texting:

Ann Hess provided an update on the non-emergency texting priority. Judy Yip-Reyes asked for clarification on the data and suggested a separate meeting with Ann to discuss.

April Horne asked about the possibility of student groups using the texting system to reach students. Ann clarified that they should work with their advisor who could be granted access.

**8. Break**

The committee took a 10-minute break.

**9. Discussion**

Convocation:

The committee discussed how the break-out sessions went and how they could be improved in the future.

The committee then discussed when the information from each breakout would be available for the committee to review and make decisions on to keep the momentum going.

President Vest suggested he create a monthly newsletter that could be sent to the college with updates from committees, upcoming events, etc. Having it posted to MyNPC would create an automatic archive and we would also be able to track the number of downloads each newsletter receives to decide if it was worthwhile continuing.

The committee suggested potential options for the production of the newsletter and how to archive it.

*Jessica Kitchens made a motion to support the Office of the President producing a monthly newsletter of information, provided by Shared Government groups to Paul Hempsey, to update the college on the work being completed by them. Lauren Maestas seconded. **The vote passed unanimously.***

#### **10. SPASC Handbook**

Kevin Jones reported that, since the handbook was first approved, there have been a number of changes which have now caused inaccuracies. Jessica Kitchens opened discussion on potential changes, including a sponsor from within SPASC assigned to oversee individual ORs to keep them on track with priority deadlines and reporting to the committee. Lauren Maestas noted that it would require clear guidelines for the sponsor.

The committee also discussed potential changes to the structure of SPASC which would include adding an SGA officer as a non-voting member to make sure we have student representation.

Kevin Jones asked all committee members to review the handbook and send any suggestions to him.

#### **11. Executive Report**

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

**Task:** Review the SPASC Handbook and contact Kevin Jones with suggestions – **All Committee**

**Task:** Find a Faculty non-voting member for the committee – **Jessica Clark**

**Task:** Invite remaining ORs to update the committee – **Co-chairs**

**Task:** Compile information from Convocation breakouts to present to the groups – **Leader of each breakout**

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

- i. Remaining Priorities Review

#### **13. Adjourn**

*Lauren Maestas made a motion to adjourn. Susan Jamison seconded. **The Motion passed unanimously.***