

Leadership Council

Minutes

Friday, August 30th, 2019 at 1pm

Painted Desert Campus – Nizhoni Learning Center Room 142

Attendees:

Council Members: Mark Vest; Kevin Jones; Judy Yip-Reyes; Peggy Belknap; Pat Lopez (Proxy for Eric Bishop); Gail Campbell; David Huish; Nicole Ulibarri; Deb McGinty; Bobbi Sample (Proxy for Chris Roediger); Rickey Jackson; Josh Rogers; Rebecca Hunt (Proxy for Ina Sommers); Ann Hess; Inez Schaechterle; Amber Hill; Jeremy Raisor.

Others Present: Paul Hempsey (Recorder); Amy Grey; Myrtle Dayzie-Grey; Betsy Wilson; Renell Heister;

Call to Order: President Vest welcomed everyone to the first meeting of the Leadership Council.

Roll Call: Paul Hempsey conducted a silent roll call and declared a quorum present.

Old Business/Review of Tasks:

None.

New Business:

- i. **Future Meeting Schedule** – President Vest conducted a review of available times and the committee decided on the third Friday of the month 9am to 12pm, as long as CASO and SPASC are able to rearrange their meeting times.
- ii. **Leadership Council Operating Process** – President Vest asked the committee to weigh in on the following subjects:
 - a. Discussion of items not on the agenda. After discussion the group decided that items that are sent to the Recorder ahead of the meeting starting (with as much associated information as possible), and is time sensitive, can be discussed.
 - b. Items to be discussed will be at a level that affects a significant portion of the college or has a budgetary impact. (Title III grant is an example of an applicable agenda item)
 - c. Submitted items will require a recommendation page which Paul Hempsey and Mark Vest will provide to the group following the District Governing Board template.
 - d. Should the agenda include whether the item is informational or for action. The consensus was yes.
 - e. Standing items. Does the council need to have regular reports from other committees and functional groups within the college? The consensus was not to start with standing reports and trust the various groups within the college to bring forward their items without prompting. A regular call for agenda items will be sent out by the recorder.
 - f. Minutes will not be a verbatim recording of the meeting. A recording will be kept by the Recorder to clarify questions any member may have before the minutes are approved.
- iii. **Digital Signatures as Standard for Entire College** – President Vest reviewed the three or four options that the college uses to sign documents. The college has not made a decision on moving forward with one option. Would this group recommend that Information Services investigate an institutional license for a single digital option that

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the college will be required to use. The consensus was yes with the following items being important considerations;

- a. Training.
 - b. Update of forms and the process for updating.
 - c. Investigate attributes and potential efficiencies from options and acquire quotes
 - d. At minimum Jason LaBute, a CASO representative, Eric Bishop (or somebody he nominates), and an HR/Payroll employee should serve on the ad-hoc research group.
 - e. Names for membership should come to Leadership Council by the October meeting.
- iv. **MOU Between Northland Pioneer College and Northland Pioneer College Friends and Family, Inc.** – President Vest introduced the reason behind the MOU request and turned the time to Betsy Wilson. Betsy Wilson noted the college attorney and the Friends & Family Board had reviewed and approved the MOU and answered questions from the group. A concern was raised with Betsy signing the document for the Foundation as she reports to President Vest. President Vest offered to raise the concerns with the college attorney just to be sure.

Betsy Wilson also took the opportunity to raise awareness of a Gift Acceptance Procedure currently being drafted and the reasoning behind it. Betsy made the Council members aware of some of the issues she has run into in the past and offered suggestions to assist everyone in the process.

- v. **Technology Plan** – Kevin Jones presented the current draft of the Technology Plan and described the continuing review process. Peggy Belknap raised her concern and stated the comments had already been provided to SPASC.
- vi. **Non-Agenda Item “Procurement”** – President Vest announced that the work on rewriting the Procurement Procedure would begin again now that Dr. Clark has started. A comprehensive draft will be due by December 1st. Collaborative process between BO and users, Procedure limited in length and broad enough to create a guidelines document that can be continually updated as the needs change. Best value over lowest cost, therefore a definition of best value will be required. A team has been identified and will be told next week that they will be working on this project with VP Clark and VP Ellison will serve as advisors.
- vii. **Non-Agenda Item “Grant Opportunity”** – Rufus Glasper, President for the League of Innovation, contacted the college, on Monday of this week, regarding a grant they received on May 1 to study food insecurity and attempt to find a replicable solution in rural community colleges. They had been working with another community college for a while that dropped out that morning. He then mentioned the project plan would be due on September 9. President Vest pulled a group together very quickly and held a telephone conference with the League for a discussion. The information (misinformation) that we received from the call made everyone involved take a step back. President Vest plans to call Dr. Glasper on Tuesday and turn the opportunity down but would like to take this as an opportunity to start our own conversation and potentially prepare to move this forward on our own or with another grant.

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Tasks

- Create and distribute a cover sheet template for agenda items – **Paul Hempsey**
- Ask college attorney about Betsy Wilson signing the F&F MOU – **Mark Vest**
- Send edits for the Tech Plan to Kevin Jones – **All Committee**

Adjourn: