

# Leadership Council

## Minutes

Friday, October 18<sup>th</sup>, 2019 at 1pm

Painted Desert Campus – Nizhoni Learning Center Room 142

### Attendees:

**Council Members:** Mark Vest; Amber Hill; Kevin Jones; Rickey Jackson; Colleen Readell; Judy Yip-Reyes; Jessica Clark; April Horne (Proxy for Josh Rogers); Curtis Stevens; Gail Campbell; Inez Schaechterle; Ruth Zimmerman (Proxy for Deb McGinty); Lia Keenan (Proxy for Ann Hess); Eric Bishop; Jennifer Bishop (Proxy for Peggy Belknap); Jeremy Raisor; Chris Roediger; Maderia Ellison; Rebecca Hunt.

**Others Present:** Paul Hempsey (Recorder); Richard Strickland; Jason LaBute; Lauren Maestas; Allison Landy; Renell Heister.

1. **Call to Order:** President Vest called the meeting to order.
2. **Roll Call and Quorum Check:** Paul Hempsey conducted a silent roll call and declared a quorum present.
3. **Approval of Minutes from August 30, 2019:**  
*Rickey Jackson made a motion to approve the minutes from August 30, 2019. Amber Hill seconded. The motion passed unanimously.*
4. **Old Business/Review of Tasks:**
  - A. **E-signature Committee Membership** – Tanya Hayes, Jason LaBute, Anne Lang (Chair), Alaya Darling, and Kevin Jones will work within a formalized process to gather information from relevant parties and provide feedback to the Council. First activity will be to meet with President Vest to acquire the scope of work, the suggested method(s) for collecting data and what will be required in the report. Question is; What are your needs to move from a paper process to a digital process for signing documents?
5. **New Business:**
  - A. **SPS + Architects Meetings** – Richard Strickland introduced himself and President Vest informed the committee that the Board approved SPS+ to update the Master Facilities Plan at their October meeting. Richard Strickland then noted that a series of meeting would be set up to gather input from stakeholders and provided information on who will be needed when and what preparation would be required. Needs from interested parties will be accommodated as much as possible. The process will be used for all locations owned by the college, which excludes Kayenta and Apache County. A follow-up will come out via email.  
  
The committee had the opportunity to share their thoughts on the process and add their recommendations.
  - B. **HLC Comprehensive Evaluation** – Judy Yip-Reyes reported that the arguments were locked. No further changes can be made but the Peer Review Team can still request additional documents, which will need provided as quickly as possible. A tentative visit agenda has been shared by the Team Chair and they will be based at PDC with no plans

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to visit other locations, except to conduct an exit session which will be arranged at the PAC, sometime on the Tuesday, for the entire college to attend if they would like.

Judy reported that the Archives page of the website could do with a cleanup and President Vest and Director Yip-Reyes will tackle this initially but may need to ask for help.

Any areas of concern that we identified in the arguments should have a plan to outline how we will address them. We know of our weakness and here is the plan to address them. Financial Aid (Jeremy Raisor), Assessment (Allison Landy), Tech plan (IS Coordinators) will need to be addressed. Dual Enrollment and Adjunct Faculty evaluation (Dr. Clark), Co-curricular activities (Dr. Clark). Teams should aim for Nov 10 for a draft to be provided to the President's Office.

Mark reported on his initial conversation with the Peer Review Team Chair and the two questions he was asked. What is he most proud of at the college and what is the greatest weakness of the college.

- C. **2019/20 Trust Community College Risk Assessment Summit** – Maderia Ellison noted the Risk Management Summit provided by the Trust will take place on November 7, 2019 an invited members of the Leadership Council to also attend. A video link could potentially be set up in the Board room and people could attend the sessions that may be important to their area. Terrie Shevat will work with Kim Reed to set up the Board room. The session with Dr. Glasper is highly recommended for this group.
- D. **Internal and External Search Processes** – Chris Roediger provided a brief overview of the current processes being followed for each option and shared information from other community colleges in the state. The committee discussed their experiences and thoughts on the processes and how they thought the college should move forward.

The Council discussed the need to change the process to actually write a sales pitch for the position rather than work with the current job description template, which will remove the need for HR to create and get one approved for posting to job boards, eliminate the posting of individual jobs in local papers and instead run generic adds pointing candidates to the website. Two options were suggested and a straw poll was conducted.

**Option 1 Internal for a week then external without additional paperwork required.**  
**Option 2 Both together but a priority review after one week.**

Option 1 was preferred by a majority of the council and Director Roediger was tasked with re-writing Procedure 2701.

- E. **Applicant Pro** – Chris Roediger provided an overview of Applicant Pro and Hire Forms (Onboarding - to help with paperwork of having a new employee) packages recently

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purchased by the college. She committed to providing a full review of the hiring process at the November meeting.

The council members discussed their experiences with utilizing Applicant Pro in the search process and suggested a better period for review and evaluation of the product would have been useful and the opportunity to evaluate other potential options was missed. The council asked for additional training materials, for each specific role, to be provided. A number of issues were described by council members and Chris noted that there may be ways the Human Resources Department may be able to adjust settings to assist with some.

President Vest asked for a set of trainings/processes to be made available and then a further evaluation of the product over the next three months to decide if it is a good option. President Vest also noted that the college needs to be cognizant in the future to complete a full review before adopting a resource for use by everyone.

**F. SPASC Request to move ERC Oversight** – Colleen Readell

*Eric Bishop made a motion approve the request from SPASC to move oversight of the Employee Relations Committee to Leadership Council. Kevin Jones seconded. **The motion passed unanimously.***

**G. Compensation Process** – President Vest noted that this item was to focus on how we set employees up within our current pay system and then how we pay employees, the issues we have faced and working towards resolutions. President Vest suggested;

- A short investigative period completed by mid-December and at the same time
- Exploration of sister college information
- Assess whether we need an external evaluator to assist us (led by an internal ad hoc group)

Maderia Ellison was tasked with creating a general timeline with a list of goals to accomplish which will be sent to council members with feedback expected from members the same way.

**6. Adjourn:**

President Vest declared the meeting over.

#### Tasks

- If you know any good students to invite to HLC Peer Review team meetings, please let Paul Hempsey know – **All Council members**
- Website archive page clean up – **Judy Yip-Reyes and Mark Vest**
- Plans to address areas of weakness identified above – **Person/People in charge also listed above**
- Re-write Procedure 2701 – **Chris Roediger**

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- Prepare and distribute timeframe and goals for Compensation Process – **Maderia Ellison**
- Provide feedback to Maderia on the Compensation Process timeline and goals – **All council members**