

Leadership Council

Minutes

Friday, November 15th, 2019 at 1pm

Painted Desert Campus – Nizhoni Learning Center Room 142

Attendees:

Council Members: Harshika Bhatt (Proxy for Gail Campbell); Jason LaBute (Proxy for Curtis Stevens); Nicole Ulibarri; Mark Vest; Colleen Readell; Kevin Jones; David Huish; Ann Hess; Maderia Ellison; Jeremy Raiser; Peggy Belknap; Jessica Clark; Rickey Jackson; Rebecca Hunt; Josh Rogers; Amber Hill; Eric Bishop; Judy Yip-Reyes; Deb McGinty.

Others Present: Paul Hempsey (Recorder); Jessica Kitchens; Lauren Maestas; Betsy Wilson; Renell Heister; Allison Landy.

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 October 18, 2019:**
Kevin Jones made a motion to approve the minutes from October 18, 2019. Ann Hess seconded. The motion passed unanimously. Nicole Ulibarri and Peggy Belknap abstained.
4. **Review of Tasks from October Meeting:**
5. **Old Business/Review of Tasks:**
 - A. **Compensation Process** – VPAS Ellison distributed a document addressing the requests that came from faculty and walked through each request with the committee. VPAS Ellison also discussed some of the issues that were being addressed currently and initial thoughts on what could currently be changed to improve the situation in the short term. The committee suggested it was worth exploring the outsourcing options to make a determination on what, if anything, could and should be outsourced from either Human Resources or Payroll.

President Vest discussed the hiring of an external company to do an assessment of our HR processes and what would be asked of the consultants, noting it could take two to three months to complete.

Faculty requested receiving proposals rather than attending listening sessions but CASO had not been included in any conversations. Rebecca Hunt will send an email to the CASO membership asking how they would like to move forward.

Kevin Jones made a motion to have Maderia, Amber, and Lauren conduct an exploration on how to make our payroll and human resource operations accurate, consistent, and transparent which will include an evaluation of external options. Eric Bishop seconded. The motion passed unanimously.

President Vest cautioned everyone in the room that there were people working in the departments discussed, right now, that should not be made to worry about their jobs.

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- B. **Accreditation Action Plans for Areas of Concern** – President Vest asked each of the responsible people to provide a very quick overview of their plan and the committee was asked if they had any feedback.

6. New Business:

- A. **Tuition Waivers for Adjunct's Dependents & Temp Employees** – Dr. Clark brought the committee up to speed on previous discussions that Enrollment Management led on this subject. Betsy Wilson added information from her time on the Enrollment Management committee and the reasons they thought it was important. Josh Rogers provided insight from the SWOT meetings that student services have been conducting at various NPC locations on the subject. All suggested it would be good for the college, on multiple levels, to offer dependents of adjunct faculty *and* employees hired on Temporary Pre Employment Datasheets tuition waivers.

Peggy Belknap made a motion to pursue Tuition Waivers for dependents of adjunct faculty and employees hired on Temporary Pre Employment Datasheets. Amber Hill seconded.

*Upon further discussion Peggy Belknap amended the motion to allow exploration, directed by the Interim Director of Human Resources, of Tuition Waivers at NPC. Amber Hill seconded. **The motion passed unanimously.***

- B. **Quarterly Community Outreach** – Paul Hempsey and Betsyann Wilson discussed the current Community Outreach efforts and the groups currently being reached and options for reaching others in the future. Many local organizations are allowing a quarterly college report and ideas were needed on subjects to present.

The committee offered suggestions and the following quarterly presentations were written on the Board for the upcoming year:

JAN - MAR (EVERY YEAR) – Finance 101 between
APR – JUN – New Programs
JUL - SEP – What we do best
OCT – DEC – Community events

*Colleen Readel made a motion to accept the community outreach schedule as written on the Board. Ann Hess seconded. **The motion passed unanimously.***

- C. **OnBase** – Jason LaBute presented a recommendation to not renew the OnBase Contract.

*Jeremy Raisor made a motion to not renew the contract with OnBase. Kevin Jones seconded. **The motion passed unanimously.***

- D. **December Meeting** – The committee decided to keep the December 20th meeting as currently scheduled.

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- E. **2020 Meeting Schedule** – The faculty in the room were asked send their Spring 2020 teaching schedule to Paul Hempsey who will then attempt to coordinate a meeting time with the entire committee.

7. Adjourn:

President Vest declared the meeting over.

Tasks

- Email CASO members about listening sessions on compensation with a response by Friday, November 22, 2019 – **Rebecca Hunt**
- Provide CASO recommendation to Maderia – **Rebecca Hunt**
- Send Spring 2020 teaching schedule to Paul Hempsey – **Faculty**