

Leadership Council

Minutes

Friday, December 20th, 2019 at 1pm

Painted Desert Campus – Nizhoni Learning Center Room 142

Attendees:

Council Members: Allison Landy (Proxy for Rickey Jackson); Harshika Bhatt (Proxy for Gail Campbell); Justin White (Proxy for David Huish); Debra McGinty; Nicole Ulibarri; Jessica Kitchens; Kevin Jones; Mark Vest; Inez Schaechterle; Curtis Stevens; Jeremy Raisor; Rebecca Hunt; Betsy Wilson; Ann Hess; Judy Yip-Reyes; Josh Rogers; Peggy Belknap; Eric Bishop; Jessica Clark; Maderia Ellison; Cindy Owen.

Others Present: Paul Hempsey (Recorder); Lauren Maestas;

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 November 15, 2019:**
*Maderia Ellison made a motion to approve the minutes from November 15, 2019. Peggy Belknap seconded. **The motion passed unanimously.***
4. **Review of Tasks from October Meeting:**
5. **Old Business/Review of Tasks:**
 - A. **2020 Meeting Schedule**
The meetings will remain on the third Friday of the month but location will rotate, among campus locations, during the Spring 2020 semester.
 - B. **Compensation Process**
Maderia Ellison provided an update to the committee on progress made on the compensation process. Testing is ongoing on detail to add to employee paystubs to breakdown what everyone is being paid for. Maderia hoped that getting this detail correct would remove the need to send letters to individual employees detailing their compensation but, if testing was not complete, it would be revisited in early January.

Maderia provided an update of the ongoing work by Traaen and Associates in reviewing HR processes for the college which may provide a recommendation on potential outsourcing options in the HR Department. Also provided was a review of the visit to Mohave Community College to review their payroll operations and the resulting requests to Jenzabar for assistance. They also reviewed Purely HR software which manages Mohave's leave.

The college has received requests to allow 9 month employees to receive pay over 12 months again. Mohave have a different option which allows employees to set aside post tax pay into a college provided account to be received in the months they would not receive pay. It is something the college could explore. It was suggested that Faculty could be paid once a month rather than twice as this seems to be a Higher Ed standard.

Maderia also noted that a new W4 form was being issued by the IRS and employees would be receiving an email regarding it soon.

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CASO did take advantage of the option to have a listening session with Payroll and one issue raised was the need to donate to the Catastrophic Leave bank to be eligible to use it per procedure and we will look into this at the beginning of the new year.

Maderia then provided information on the Payroll error that happened on the December 15 pay date. A checklist has been created for the process to make sure the correct details are input.

6. New Business:

A. Photo ID for Employees

President Vest reviewed the history of employee Photo IDs at the college. President Vest also reviewed an incident that took place this semester which might have been avoided if an ID badge had been worn. He will attend a Faculty Association meeting and CASO meeting in the near future to broach the subject.

Questions to think about will be:

- Would they be worn or kept in wallet and produced on demand?
- Would students also be required to wear/produce an ID?
- Will they have additional functions (opening doors, accessing computers, etc.)?
- Would “uniforms” serve the same purpose if provided.
- Would ID numbers remain on the current version of the ID card.

B. Preliminary Accreditation Report Discussion

President Vest announced the college received the **draft** report from the chair of the HLC Peer Review team, with multiple cautions about spreading it too far in the college, to complete an error of facts check.

A full 10-year reaccreditation is recommended with the option to choose our own pathway. We met all sub criteria except for one which has a “met with concerns” designation and a monitoring report is recommended in two years. The draft makes specific recommendations on how to improve, which may be removed on a full review. This sub criterion deals with strategic planning.

Once we receive the final version of the report we will start work on correcting the deficiency, in conjunction with discussion on the structure of the college, with both conversations starting at Convocation. We then need mechanisms in place to do integrated strategic planning at the college.

President Vest then identified the main positives and some of the other negatives from the **draft** report.

C. Not Printing the College Catalog

Ann Hess proposed that the college stop printing the catalog providing analytics from the website to show the amount the college catalog is being downloaded from the website. PAD would print 100 copies for key individuals at the college.

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The consensus was to look at reducing numbers in the future, possibly down to 1500 this coming year instead of 2000, and allow interested groups at the college to weigh in while also collecting data on how many print catalogs are being thrown away. We should also begin teaching our students how to utilize the online resources and technology we have, potentially with a tutorial made with Camtasia and information in the college student success course.

7. Adjourn:

President Vest declared the meeting over.

Tasks

- Coordinate 2020 meeting schedule and send to the committee – **Paul Hempsey**
- Agenda Items
 - o Interactions with other Shared Governance groups
 - o Meetings in March and May
 - o Potential results from External evaluation of HR