

Leadership Council

Minutes

Friday, January 17, 2020 at 1pm

Painted Desert Campus – Nizhoni Learning Center Room 142

Attendees:

Council Members: Justin White (Proxy for David Huish); Susan Jamison (Proxy for Deb McGinty); Lauren Maestas (Proxy for Maderia Ellison); Jessica Clark; Mark Vest; Judy Yip-Reyes; Rebecca Hunt; Josh Rogers; Rickey Jackson; Eric Bishop; Cyndi Owen; Ann Hess; Jessica Kitchens; Kevin Jones; Amber Hill; Scott Estes; Curtis Stevens; Jeremy Raisor; Nicole Ulibarri; Gail Campbell; Inez Schaechterle.

Others Present: Paul Hempsey (Recorder); Eric Henderson; Susan Jensen; Betsy Wilson; Colleen Readell; Veronique Diallo.

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 December 20, 2019:**
*Kevin Jones made a motion to approve the minutes from December 20, 2019 with the discussed amendment. Josh Rogers seconded. **The motion passed unanimously. Rickey Jackson abstained.***
4. **Review of Tasks from December Meeting:**
President Vest reviewed the tasks from the December 20th meeting.
5. **Old Business/Review of Tasks:**
 - A. **Spring 2020 Schedule**
The committee reviewed the schedule provided by Paul Hempsey and discussed moving the March and May meetings.

March meeting will now be 2-4 on March 27 @ SCC
May meeting will now be 2-4 on May 8 @ PDC
 - B. **Payroll Update**
Lauren Maestas provided an update on the ongoing review of the college's payroll operations.

Inez Schaechterle and Rebecca Hunt were invited to participate in a demo of the Purely HR software, for tracking employee leave, on February 3rd and Lauren was asked to research other vendors.

Lauren showcased a test sample of what a paystub could potentially show employees in the future through Jenzabar. Verifying the information is accurate has been the biggest issue they have faced so far. The committee discussed utilizing standard language to be displayed, such as Base Pay and Overload Pay. It was suggested creating a table, with input from around the college, with language that should be used for each different category of pay.

Eric Bishop noted that a manual calculation was being added to Pay Forms once submitted and that would be sufficient to send to faculty so they can better track in the

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short-term. It would also be of value to add a note of the “base” amount on the form for ease of tracking.

6. New Business:

A. College Vision and Strategic Planning

President Vest outlined his idea that Leadership Council would be the group to assist the Exec Team define the institutional vision and direction of the college. This may require a shake-up of SPASC. The college will need to look at the process and college structure necessary to achieve its vision.

President Vest also noted that he would like Leadership Council to learn more about risk management/risk tolerance which will assist on some of the decision points in the future. President Vest offered to provide information on integrated planning as well as risk tolerance before the next meeting.

At the January Board meeting the Board will hold a retreat and the hope is to receive some broad guidance for the institution. We have also received an exceptional number of partnership requests which we will ask for guidance on.

B. Interactions with other Shared Governance Groups

President Vest described the current Shared Governance process, and related groups within the process, and identified how he felt it was not functioning well. President Vest then suggested a group from Leadership Council work on possible fixes.

President Vest asked for volunteers to work with him on the process and the following people offered.

Judy Yip-Reyes
Jeremy Raisor
Josh Rogers
Betsy Wilson
Amber Hill
Inez Schaechterle

C. External Evaluation of HR – Results

President Vest announced the HR Generalist position is posted and the Director position description has been amended, incorporating some suggestions from the external evaluators, and is under review within the Exec Team.

President Vest then provided a brief overview of the takeaways from the report provided by Traaen and Associates.

The Council would like to see the recommendations and President Vest will look at distributing to the group.

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D. Bookstore Process

Amber Hill reviewed the changes that have been implemented within the college bookstore.

The committee addressed concerns with Amber that included eCampus being more expensive than even the Publisher's price which has historically been the highest and the fulfillment time of 14 days.

Amber noted some of the contractual requirements the vendor has and asked committee members to document any issues they come across and encourage their students do the same, as well as to complete the next student survey which will most likely come out in February, but she would let committee members know the exact date.

President Vest asked if the college still needed a Bookstore vendor. In the past it was linked to the Financial Aid processing time but this may not be an issue any more. Jeremy Raisor still noted the potential benefits for Financial Aid students.

Amber Hill noted that she would, at minimum, be completing a vendor analysis but the entire process could be re-evaluated again as they already have a lot of data. She offered to bring the results back to the committee.

President Vest allowed the remaining time for non-agenda updates.

7. Adjourn:

President Vest declared the meeting over.

Tasks

- Arrange rooms and send meeting requests for the Spring meeting schedule – **Paul Hempsey**
- Invite Inez Schaechterle and Rebecca Hunt to Purely HR software demo – **Lauren Maestas**
- Provide information on integrated planning as well as risk tolerance before the next meeting – **President Vest**
- Provide the recommendations from the Traaen and Associates report to Council Members – **President Vest**
- Advise the committee of next Student Survey release on the Bookstore – **Amber Hill**