

Leadership Council

Minutes

Friday, February 21, 2020 at 1pm

White Mountain Campus – Aspen Center Room 111

Attendees:

Council Members: Mark Vest; Jeremy Raisor; Rebecca Hunt; Amber Hill; Rickey Jackson; Judy Yip-Reyes; Josh Rogers; David Huish; Peggy Belknap; Eric Bishop; Ann Hess; Taylor Lopez; Kevin Jones; Deb McGinty; Inez Schaechterle.

Others Present: Paul Hempsey (Recorder); Lauren Maestas; Scott Estes; Susan Jensen; Anne Lang; Chloe Fagotti; Deborah Keith; Betsy Wilson.

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 January 17, 2020:**
Judy Yip-Reyes noted an error within the Review of Tasks section.
*Eric Bishop made a motion to approve the minutes from January 17, 2020 with the discussed amendment. Kevin Jones seconded. **The motion passed unanimously. Peggy Belknap abstained.***
4. **Review of Tasks from January Meeting:**
President Vest reviewed the tasks from the January 17th meeting.
5. **Old Business/Review of Tasks:**
 - A. **Integrated Planning**
President Vest noted that this subject would likely be on the agenda for a number of months and, along with Judy Yip-Reyes, presented from a PowerPoint with Judy asking input from the committee.

Conversation points included;
 - There is no unified direction in the college.
 - What is an Academic Plan?
 - Individual college departments are siloed with their own goals and objectives with no college wide vision everyone is working towards. There is no institutional answer to the questions “where are we heading” and “why”.
 - The correct people are not always at the table when decisions are made.
 - Skillset gap in project management, whether a single person (new position?) or a team from within the college with training.
 - There are no budget discussions, the college is given the budget caps to live within.
 - The Mission and Vision of the college will need to change, as will the culture at the college.

Judy provided homework for the group to view which Paul Hempsey sent out during the meeting. President Vest stated the group would spend a lot of time at the March meeting on the homework in the hope to come out with enough information to create a draft proposal, which will come back to the group at the April meeting. Then the discussion can start on institutional vision, hopefully also at the April meeting.

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A driver for the timeframe is the potential monitoring report we will owe the Higher Learning Commission (HLC) in December 2021.

B. Payroll Update

Lauren Maestas provided an update from the Payroll Office asking for input on what the group would like to outsource or look at outsourcing. A qualtrics survey was suggested to gather the required information.

The committee suggested an all-encompassing RFP to companies to find out what parts of the compensation processes puzzle each could potentially provide solutions to, as an RFQ is limiting.

Lauren then provided information on the attempts to make pay transparent for faculty, the progress, and challenges, within Jenzabar to assist individuals in understanding the breakdown of their pay each period and the trial of a new paystub layout with a select group of employees to work out bugs.

President Vest also noted the intent to reduce the number of additional pay forms, for additional duties, being processed at the college by adding those duties, we know of in advance that an employee will carry out through the year, to their contract.

6. New Business:

A. Document Signing Software

Anne Lang presented the results from the Esignature committees research on options for signing documents and the recommendation to continue to use the current options while tasking CIO Estes with providing a comprehensive solution for the future.

CIO Estes then showed the group how his former employers processed paperwork that required multiple people to sign off on through Microsoft Sharepoint which the college already owns. There is a manpower issue to set it up. The group was excited and looking forward to further information to come.

CIO Estes also noted that he would like to have a future conversation with the group about utilizing OnBase.

B. Human Resources Update

President Vest noted that the college had two good candidates for the HR Generalist position and he would be attempting salary recommendation on Monday to be able to make an offer. The Board, at the February meeting, set the Director of Human Resources position to an E2 level and renamed it as a Chief Human Resources Officer. Once hired the person will be tasked with an implementation timeline on the other recommendations from the Traaen evaluation.

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C. Legislative Update

We would like the Senate Budget as it includes \$19 million of permanent new money. A bill is floating to allow non-educational entities to create a virtual adult high school to enroll students with K12 level funding which is seven times the level we are receiving.

The meeting closed with a video from the Community College Day at the capitol where all 10 colleges were represented with students and mascots.

7. Adjourn:

President Vest declared the meeting over.

Tasks

- Share Judy Yip-Reyes' PowerPoints and Pdfs from the meeting – **Paul Hempsey**
- Send a Qualtrics Survey to employees – **Lauren Maestas**