

# Leadership Council

## Minutes

Friday, July 31, 2020 at 1pm

ZOOM

### Attendees:

**Council Members:** Jessica Kitchens; Allison Landy (Proxy for Rickey Jackson); Deena Gillespie (Proxy for Jeremy Raisor); Peggy Belknap; Ann Hess; Judy Yip-Reyes; Jessica Clark; Mark Vest; Kevin Jones; Jenifer Bishop; Donna Krieser; Josh Rogers; Wei Ma; Gail Campbell; Scott Estes; Nicole Ulibarri; Amber Hill; Lauren Maestas (Proxy for Maderia Ellison).

**Others Present:** Paul Hempsey (Recorder); Rhonda Paladino; Shannon Motter; Harshika Bhatt; Robert Johnson; Sandy Manor; Martha Kanteena; Renell Heister; Lauren Maestas; Ruth Zimmerman; Steven Valichnac; Susan Jensen; Rebecca Hunt.

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 June 19, 2020:**  
*Josh Rogers made a motion to approve the minutes from June 19, 2020. Peggy Belknap seconded. **The motion passed unanimously. Wei Ma, Jennifer Bishop, Lauren Maestas, and Allison Landy abstained.***
4. **Review of Tasks from June Meeting:**  
President Vest reviewed the tasks from the June 19 meeting.
5. **Old Business:**
  - A. **Professional Development Procedure**  
On hold for the return of 10 and 11-month employees.
  - B. **Integrated Strategic Planning**  
Judy Yip-Reyes reported on the work from the smaller Vision team who spent a long time drafting the mission statements, value set and statements being presented. Judy asked for input from the council noting the results would be presented to the college for discussion at Convocation. Josh Rogers provided an overview of the approach the Vision team took and the process involved. Judy noted that the committee may decide not to provide extensive comments in this meeting but could provide them directly to her for review by the Vision team.  
  
The committee commenced to wordsmith the document, resulting in a lot of information for the Vision team to work with.
  - C. **Payroll Update**  
Lauren Maestas provided an update from Payroll noting the three vendors had now presented and any of the options would be an improvement. They will be asked to provide a specific scenario-based presentation next. Leadership Council was asked to provide feedback by August 5<sup>th</sup>. Lauren answered questions from those present.

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### 6. New Business:

#### A. Strategic Planning and Accreditation Steering Committee

Kevin Jones and Jessica Kitchens reviewed the report submitted to Leadership Council with recommendations on the various priorities underway.

*Donna Krieser made a motion to accept the report and recommendations as presented. Ann Hess seconded. **The vote passed unanimously.***

President Vest noted that, along with Judy Yip-Reyes, he would work on a recommendation for a Strategic Review team as it could not lay dormant for a long period.

Deena Gillespie noted that Jeremy Raisor would like to provide a final report on the Financial Aid changes which will hopefully be at an end soon.

#### B. Fall Convocation

President Vest reviewed the agenda as it stands. President Vest informed the committee that Jeff Lee, Navajo County Health Director, has offered to attend and provide information on the pandemic. It was suggested he come to a Wednesday All College meeting instead. More breaks in the schedule were also suggested.

#### C. Spring Convocation

Wei Ma reviewed the suggestion to invite Dr. Rob Johnstone to speak at Spring 2021 Convocation on guided pathways and student success.

The council asked Wei to follow-up with Dr. Johnstone and gather answers for the following questions.

- Cancellation Policy with \$ amount
- How we could incorporate within the larger Student Success Alliance initiative
- Could his presentation be tailored to NPC
- Can we record his presentation(s)
- How does the day look to fully utilize Dr. Johnstone's time?

*Amber Hill made a motion to table the item till the August meeting to allow Dr. Ma to gather the information requested by the group. Allison Landy seconded. **The motion passed unanimously.***

#### D. Recommendation to change name of DRA Office

Sandy Manor provided information and reasoning on the desire to change the name of the Disability Resource and Access office to the Office of Accessibility and Inclusion. The committee expressed no concerns.

#### E. College Catalog

Ann Hess presented the recent issues with producing a college catalog in the currently recognized format and how she would like to have the catalog printed in house this year and track the number of requests the college receives for copies. Ann answered questions and

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concerns from council members. Robert Johnson noted that a run of up to 500 catalogs will be manageable at PAD while completing current priorities.

*Josh Rogers made a motion to approve the request. Jessica Clark seconded. **The motion passed unanimously.***

### F. Food Pantry

Gail Campbell provided a brief rundown on the recommendation to offer payroll deduction to operate a food pantry through the CCP area. The committee requested an action item for the August meeting so they could formally approve the recommendation.

### G. Procurement

Robert Johnson provided the cliff note version of the Procurement training and noted it would be rolled out to the college, most likely multiple times, after the fall semester begins.

### 7. Adjourn:

President Vest declared the meeting over.

### Tasks

- Follow-up with Dr. Johnstone – Wei Ma
- Provide action item for Food Pantry – Gail Campbell
- Survey the CSAO group to find out how they are meeting accessibility standards with their catalog – Jessica Clark
- Email the process for receiving copies of the catalog to the college – Ann Hess