

# Leadership Council

## Minutes

Friday, September 18, 2020 at 9am

ZOOM

### Attendees:

**Council Members:** Mark Vest; Rhonda Paladino (Proxy for Jessica Kitchens); Peggy Belknap; Kevin Jones; Donna Krieser; Judy Yip-Reyes; Jennifer Bishop; Amber Hill; Gail Campbell; Josh Rogers; Pat Lopez; Jeremy Raisor; Maderia Ellison; Rickey Jackson; Wei Ma; Ann Hess; Nicole Ulibarri; Scott Estes (Proxy for Curtis Stevens).

**Others Present:** Paul Hempsey (Recorder); Denise Rominger; Rebecca Hunt; Tamara Osborne; Cassie Dows; Elizabeth Oliphant; Gary Santillanes; Susan Jensen; Scott Flake; Melody Niesen; Shannon Motter; Lauren Maestas; Anne Lang; Mike Cowell; Robert Johnson.

- 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. Review of Tasks from August Meeting:**  
President Vest reviewed the tasks from the August 21 meeting.
- 4. Approval of Minutes from August 21, 2020:**  
A name miss-spelling was identified by Dr. Ma.

*Josh Rogers made a motion to approve the minutes from August 21, 2020 as amended. Kevin Jones seconded. **The motion passed unanimously. Pat Lopez, Rickey Jackson, Judy Yip-Reyes and Nicole Ulibarri abstained.***

### 5. Old Business:

#### A. Professional Development Procedure

No update.

#### B. Integrated Strategic Planning

Dr. Judy Yip-Reyes noted she had received around a dozen comments through Qualtrics and a few comments via Padlet on the proposed Mission, Vision, and Values and encouraged everyone present to reiterate the need to review and provide feedback with their respective groups. While waiting for further responses Judy proposed taking a look at what strategic issues would drive strategy development.

Working from a PowerPoint Judy reviewed the approved Implementation Process and where the college currently was in the process. Judy asked the group how they, in their departments/divisions/work areas go about planning for the future. Answers included:

- Data driven
- Annual reviews
- How industry needs are changing
- Assessment
- Collaboration

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Judy moved on to how the college can conduct a Situational Analysis to understand the current environment and work towards the vision for the college. Judy outlined her thoughts on how to complete the analysis, BOC (Barrier, Opportunities, and Competitive Advantages Matrix), a process, some of the available tools, as well as a suggested timeline.

Council members asked for the PowerPoint and additional documents to be emailed to the group which Judy noted she would do.

President Vest noted that the worksheets look like a lot of work but not all sections are applicable to every group or department.

Multiple council members, and others in attendance, expressed concerns on such an aggressive timeframe when the college was dealing with additional challenges due to the pandemic, implementation of Payday, and other time-consuming tasks.

President Vest noted the Higher Learning Commission (HLC) Interim report is due in December of 2021 and, while we do not need to show a fully implemented and robust Integrated Strategic Planning process, we do need to show active and ongoing progress. Breaking the process down into more “digestible chunks” was suggested. Judy suggested there was some wiggle room in the timeline but the sooner started the better position the college will be in.

#### C. Procurement

Robert Johnson provided an update on the new Procurement process with details on upcoming training opportunities.

Amber Hill also commented that training videos were in development and would be aimed at assisting new employees. Robert reiterated that he was always available for questions and to help.

#### 6. New Business:

##### A. Procedure 2125

President Vest shared the draft of Procedure 2125 – Shared Governance he had been working on. Working on the procedure raised a number of questions that he wanted to bring to this group;

- Formalizing the recommendation process for Leadership Council
- Standardizing how the Executive Team is mentioned in procedures and defining, somewhere in procedures, who is part of it
- Subcommittees of Leadership Council
- Where does the Dual Enrollment sub-committee of Instructional Council fit in shared governance
- Do D-level employees need a shared governance group to represent them in employment matters

It was suggested that every shared governance group should have bylaws. They should also attempt to follow the same framework.

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President Vest offered to email the draft to the council members to review for the October meeting.

#### B. Procedures

Kevin Jones presented a concern from Faculty Association regarding the Procedure on Procedures including the vague language and issues with Shared Governance groups having the ability to meet and offer comments.

Kevin Jones was asked if Faculty Association could work on a new draft of Procedure 2100 – Development of Procedures offering suggestions on how to fix the issues to begin the discussion.

#### C. Payday

Lauren Maestas updated those present on the Payroll RFP and the Board approval of Payday as the vendor. Now focus moves to implementation and training.

President Vest informed the council of a Security incident with the college's network, which was identified by the FBI. An email will be sent later in the day to inform the entire college. Further information will be provided once received and password currently in use will need to be changed and will now require 25 characters.

#### 7. Adjourn:

President Vest declared the meeting over.

#### Tasks

- Email the PowerPoint and Worksheets to the Council Membership – **Judy**
- Provide 2125 draft to the group – **Mark**
- Agenda discussion on Procedure 2125 for October meeting - **Paul**
- Provide a draft of 2100 – **Faculty Association** with help from whomever they can recruit