

Leadership Council

Minutes

Friday, December 18, 2020 at 9am

ZOOM

Attendees:

Council Members: Jeanne Swarthout; Peggy Belknap; Ann Hess; Donna Krieser; Kevin Jones; Gail Campbell; Judy Yip-Reyes; Amber Hill; Nicole Ulibarri; Curtis Stevens; Jeremy Raisor; Josh Rogers; Pat Lopez; Jennifer Bishop; Wei Ma; Jessica Kitchens; Maderia Ellison; Rickey Jackson; Jessica Clark.

Others Present: Ruth Zimmerman; Tamara Osborne; Michael Broyles; Daphne Brimhall; Denise Rominger; Gary Santillanes; Allison Landy; Robert Johnson; Jonathan Schrader; Betsy Wilson; Scott Estes; Janice Childers; Elizabeth Oliphant; Mike Colwell.

1. **Call to Order:** Interim President Swarthout called the meeting to order.
2. **Roll Call and Quorum Check:** Interim President Swarthout declared a quorum present.
3. **Review of Tasks from November Meeting:**
Interim President Swarthout reviewed the tasks from the November 20 meeting.
4. **Approval of Minutes from November 20, 2020 meeting:**
Peggy Belknap made a motion to approve the minutes from November 20, 2020 as written. Kevin Jones seconded. The motion carried unanimously.
5. **Reports:**
 - A. **DEI**
Allison Landy reported that DEI had been very busy with the highlights including:
 - Inviting Cuity Aguilar to present at Convocation
 - Every Voice newsletter for December is available
 - DEI is standing by to assist with the Presidential Search and recommended reviewing the Inclusive Excellence Framework presented to Leadership Council at a prior meeting

All are welcome to join the group and the regularly scheduled meetings.
6. **Old Business:**
 - A. **Professional Development Procedure**
No Update.
 - B. **Tele-Therapy Recommendation**
Josh Rogers provided a revised recommendation for Tele-Therapy for our students noting the concerns raised at the last meeting, funding, insurance use, and HIPPA compliance, had been addressed.

Judy Yip-Reyes asked what information Josh needed to issue a tablet for a student to use. Josh responded that Sandy Manor would let him know a student needs a tablet with no other information.

Allison Landy asked if the Therapist would be local. Josh responded that the Therapist could be based anywhere but must be legally allowed to operate in Arizona.

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Donna Krieser asked if it would be necessary to wipe the tablets every time they were returned. Josh responded no data should be captured on the tablet but if it turns out there is he will work with the student to clear it before it gets returned.

Josh to a question from Amber Hill on how the service will be advertised.

Pat Lopez asked if the app would allow students to connect with peers if they need that support. Josh reported that META did not do this but had a lot of self-help information for students to access.

*Pat Lopez made a motion to approve the recommendation as presented. Donna Krieser seconded. **The motion carried by majority vote. Amber Hill opposed.***

C. Payday:

Amber Hill provided an update on the rollout of Payday noting the registration email should be sent to employees next week. The hiring side of Payday and employee leave balances have a delayed rollout and will not be immediately available.

Allison Landy asked if requested adjustments to supervisory pieces, such as employees being able to update their time if they forget to punch in, had been made from faculty concerns. Also would the ability to enter time by department code be available. Amber Hill reported that initially employees will not be able to correct their own account but research was still being conducted to see if it could be available in the future. The supervisor will not have to do the correction daily, it can be completed once per pay period.

Peggy Belknap asked for a list of employees that may have difficulty clocking in and out due to the nature of their job so HR and Payroll can be aware.

Donna Krieser also highlighted concerns from CASO noting that the perception is that NPC does not trust employees. Gary Santillanes also raised concerns. Amber noted that the issues discussed will continue to be worked on as the implementation unfolds but changes could not be made at this stage before the January 4th go live.

Amber also responded that there were two different options that could be utilized for employees who work on different account codes and it might be based on individual employees on which method is used.

D. Integrated Strategic Planning

Not discussed.

7. New Business:

A. Mission, Vision, and Values

Allison Landy walked the council through the ad hoc group's method and final product on the Mission, Vision, and Value statements and shared the document for discussion.

Some "minor" wordsmithing proceeded.

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*Donna Krieser made a motion to accept the Mission, Vision, and Value statements as revised during the meeting and recommend them to the Board. Jeremy Raisor seconded. **The motion carried unanimously. Voting members of Leadership Council who served on the ad hoc group abstained.***

B. Leadership Council Meeting Schedule for Spring

Paul Hempsey will email the group to set the Spring schedule.

C. Leadership of the Council

Interim President Swarthout noted that she did not feel that the President should chair Leadership Council and would like the council members to discuss, at the January meeting, what the structure should look like and ratify it at the February meeting.

D. Organizational Structure of Leadership Council

Covered under 7C.

E. All College input on Strategic Planning

Interim President Swarthout suggested she get the Mission, Vision, and Values statements to the college before Convocation, noting that they are not Board approved, so discussion can begin on Strategic Planning.

8. Adjourn:

Interim President Swarthout declared the meeting over.

Tasks

- Email Leadership Council to set a schedule for Spring – **Paul Hempsey**
- Add Organizational Structure and Leadership discussion to the January meeting agenda – **Paul Hempsey**