

Leadership Council

Minutes

Friday, November 18, 2022 at 9am

LCC – Multi-Purpose Building Room 101A

Attendees:

Council Members: Raeann Brittain (Proxy for Wei Ma); Melody Niesen; Chris Green; Josh Rogers; Katie Matott; Shenethia Manuel; Allison Landy; Jodie Humphrey; Curtis Stevens; Mike Solomonson; Judy Yip-Reyes; Justin White; Luann Crosby; Maderia Ellison; Ruth Zimmerman; Ryan Jones; Pat Lopez; Gail Campbell; Jeremy Raisor; Scott Flake.

Others Present: Paul Hempsey (Recorder); Chato Hazelbaker; Michael Jacob; Rebecca Hunt; Todd Wilcox; Cassie Dows; Desirae Silvers; Diane Joe; Frank Orona; Janalda Nash; Karen Zimmerman; Modonna Huma-Dawasevaya; Susan Jensen; Tamara Osborne; Tamara Sneddy; Nolan Ybarra.

1. **Call to Order:** Melody Niesen called the meeting to order and provided a few reminders to everyone present.
2. **Roll Call and Quorum Check:** Paul Hempsey confirmed a quorum was present.
3. **Approval of Minutes from October Meeting**
*Josh Rogers made a motion to approve the minutes from the October meeting. Jodie Humphrey seconded. **The motion carried unanimously.** Gail Campbell and Ryan Jones abstained.*
4. **Old business**
 - A. **Leadership Council Proposal Templates**
Judy Yip-Reyes provided new drafts of the Leadership Council Agenda Item recommendation template and associated appendix A.

Allison Landy made a motion for Leadership Council to adopt the templates as provided. Pat Lopez seconded.

Committee members provided more feedback on the recommendation template.

*Allison Landy amended her motion to approve the templates with inclusion of the recommended changes discussed. Pat Lopez reaffirmed her second. **The motion carried unanimously.***
5. **New Business:**
 - A. **Procedure 2125**
Chato Hazelbaker provided a draft of Procedure 2125 – Shared Governance with recommended changes, the rationale behind the changes, and a suggested timeline for approval. The committee agreed the draft was moving in the correct direction and, as this was a first read, the committee was asked to provide feedback to President Hazelbaker outside of the meeting. President Hazelbaker offered to bring the procedure back to the committee after reviewing comments received and making any changes necessary.
 - B. **Target X Presentation**
Rebecca Hunt presented an overview of Target X and rationale behind the adoption of the software.

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5B why TargetX
presentation.pptx

Ryan Jones asked whether Target X “talks” to Jenzabar and, if the college moved away from Jenzabar in the future, would it integrate with a new system. Rebecca noted that a new Enterprise Resource Planning software might already contain a replacement for Target X functions but the college won’t know till they have an opportunity to review the demonstrations.

Ryan Jones also asked whether the college had enough user licensing to allow anyone at the college to utilize Target X. Rebecca noted that the rollout of Target X will be phased and believed that anyone who needs or wants access should be able to do so in the future.

Moving forward the committee discussed that, regardless of the tool/software being considered for use at the college there needed to be thought on cost, integration, access, and adequate training.

C. Enterprise Resource Planning (ERP) Presentation

Michael Jacob provided a high level look the current college ERP and associated software programs in use as well as looking into the future, using the following slides.



5C ERP RFP.pdf

Allison Landy asked about the RFP with Cochise, whether they were dissatisfied with their current vendor, and about the potential for partnerships with other colleges after we decide. Michael noted that he was not aware of any dissatisfaction Cochise had with Banner but noted most vendors had moved to cloud based solutions and many colleges were looking to upgrade. Michael also stated that even though the RFP was issued with Cochise the college would vet all the vendors who responded and make a choice based on NPC needs. If other colleges were using the vendor it may provide an opportunity to realize some savings for services in the future.

D. MyNPC to SharePoint Communication Plan

Katie Matott shared with the committee the intent to utilize SharePoint to a fuller extent in the future with the hopes of creating better internal communication for employees. Katie asked the committee what they thought would be important to move the transition forward.

The committee provided suggestions such as:

- Training for all users and making sure each has the correct access level.
- Access to everything from one location. Ie. Payday, ACRES, online forms, etc.

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- Internal Workflows, defined roles for each position, new employee announcements and anyone leaving the college and who might be covering that position in the short term.
- Reducing the amount of All NPC emails.

Katie thanked the group for their input and noted a communication plan would be created and sent to the college with full details on training opportunities.

E. Leadership Council Retreat

Jodie Humphrey presented the idea of holding an in-person retreat for Leadership Council twice a year. With the changes to the membership of Leadership Council suggested earlier in the meeting the group felt it would be better to complete any changes to Procedure 2125 prior to finalizing details of any retreats.

6. Next Meeting Reminders

Melody Niesen provided a reminder of details for the December meeting.

7. Adjourn:

Melody Niesen declared the meeting over.