

# Leadership Council

## Minutes


Friday, March 11, 2022 at 1pm

ZOOM

### Attendees:

**Council Members:** Anne Lang (Proxy for CIO); Raeann Brittain (Proxy for April Horne); Jodie Humphrey (Proxy for Ryan Orr); Olivia Jaquez (Proxy for Amber Hill); Rebecca Hunt (Proxy for Anne Hess); Maderia Ellison; Shannon Motter; Ruth Zimmerman; Melody Niesen; Judy Yip-Reyes; Wei Ma; Joshua Lowry; Josh Rogers; Pat Lopez; Rickey Jackson; Gail Campbell; Jeremy Raisor; Mike Solomonson.

**Others Present:** Paul Hempsey (Recorder); Susan Jensen; Allison Landy; Alexander Henderson; Chato Hazelbaker; Scott Flake; Amelinda Webb; Gary Santillanes; Betsy Wilson.

1. **Call to Order:** Shannon Motter 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 January 2022 and February 2022**  
*Melody Niesen made a motion to approve the January 2022 and February 2022 minutes. Ruth Zimmerman seconded. The motion carried unanimously. Raeann Brittain abstained.*
4. **Review of Tasks from February Meeting**  
Complete.
5. **Reports:**
  - A. **Baccalaureate Task Force**  
Allison Landy provided a report from the task force using the slides shown below in Pdf format, highlighting the steps required to implement, and receive accreditation for, a new Baccalaureate degree at Northland Pioneer College (NPC).  
  
Bachelors Degrees  
Update to LC 3-10-2  
  
Allison invited everyone to attend the next meeting of the task force which takes place at 4pm on Wednesday, March 30<sup>th</sup> where they hoped to start assigning some tasks.  
  
Joshua Lowry provided additional information from the Financial Aid perspective to assist with decision making on offering student loans. Maderia Ellison noted that the decision could change as the program develops. We may not offer immediately but it may become viable as programs expand.
6. **New Business:**
  - A. **Registration Fees and Refunds**  
Josh Rogers presented on some current preliminary discussions on registration fees and refund amounts. Some barriers had been identified and the group would like to figure out some ways to assist our students.

# Leadership Council

## Minutes

Friday, March 11, 2022 at 1pm

### ZOOM

The committee discussed the history of the late fees, as well as the refund rates at the college and what other institutions currently do. Josh provided information on trends he had found in the data he could pull and was asked to provide this data.

The committee asked if Josh and Gail would bring back a full proposal on what they thought was the best way to assist students to be successful. Whether it is opening registration earlier, proactively reaching out to students, reducing/removing fees, etc. Maderia Ellison noted that late registration fees bring in an insignificant amount and would be open to removing them from the fee schedule if the committee recommended that approach.

The committee had a short discussion on the New Mexico free tuition model and how the state was funding the efforts. Josh Lowry provided details of activities currently underway within Financial Aid and the Business Office to help students in the short-term, but also some longer-term options that could help.

(A belated motion was made at the end of the meeting concerning this item.)

#### **B. Hiring Challenges and Potential Solutions**

Chato Hazelbaker provided an update on the searches for a Chief Information Officer (CIO) and an Associate Vice-President of Human Resources (AVPHR). Chato suggested that the positions could remain open till April 1, but if they don't have candidates the listings would close so we wouldn't hire over the summer when faculty are off contract.

Chato noted that after April 1 he would consider all possible solutions would be on the table, such as outsourcing parts or all of both positions.

Chato also noted some of the key issues within the Technology Advancement and Support division including the resignation of the Network and Systems Administrator with the plan to refill under the title Director of Operations. As noted in an email the college was exploring the possibility of hiring an external IT firm to do a comprehensive review of the IT structure and services and provide a report and recommendations. The process would likely take 6-8 weeks and would help a new CIO as they begin work. The search and implementation for a new Enterprise Resource Planning software.

The committee noted the importance of the cabinet-level positions and suggested there needs to be a way to continue the searches over the summer months and perhaps faculty who signed up for committee work could be used. This could still limit the attendance at open forums for candidates. Chato clarified that the April 1 date was more to start the discussions on alternatives, but would work with faculty currently on the search committee for the AVPHR, and faculty association to see how it might look to continue during the summer months.

#### **7. Next Meeting Reminders**

Shannon Motter provided a reminder of details for the April meeting.

# Leadership Council

## Minutes

Friday, March 11, 2022 at 1pm

### ZOOM

*Melody Niesen made a motion to recommend to the President that Late Fees be removed from the college fee schedule and allow the President to decide how that would come about. Pat Lopez seconded. **The motion carried unanimously. Judy Yip-Reyes abstained.***

#### 8. Adjourn:

*The co-facilitators declared the meeting over.*

#### Tasks

- Bring a proposal on refund percentages back to the committee – Josh Rogers and Gail Campbell