

Leadership Council

Minutes

Friday, January 21, 2022 at 9am

ZOOM

Attendees:

Council Members: Curtis Stevens (Proxy for CIO); Scott Flake (Proxy for Amber Hill); Rickey Jackson; Ruth Zimmerman; April Horne; Joshua Lowry; Joshua Rogers; Shannon Motter; Ryan Orr; Ann Hess; Jeremy Raisor; Melody Niesen; Mike Solomonson; Gail Campbell; Judy Yip-Reyes; Maderia Ellison; Wei Ma; Pat Lopez; Nicole Ulibarri.

Others Present: Paul Hempsey (Recorder); Betsy Wilson; Cassie Dows; Chato Hazelbaker; Tamara Osborne; Donna Krieser; Allison Landy; Amelinda Webb; Susan Jensen.

1. **Call to Order:** Josh Rogers 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. **On the Table**
 - A. **Student Success Module**

Item was removed at the December meeting.
4. **New Business:**
 - A. **Remote Work Principles**

Chato Hazelbaker noted that the Remote/Telework Procedure was being reviewed at an upcoming Policy and Procedure meeting and included in the language was a yearly review of positions currently accepted for remote work. What the procedure did not include was any information to allow supervisors to have this discussion with employees. Therefore, a draft document of remote work principles was being presented and feedback was appreciated.

Chato made changes as clarifications, rephrasing, and ideas were presented and also made note of some items that would need further research on the Human Resources side. Much of the discussion mentioned the need to make sure we were serving all student needs by providing the flexibility needed for them to be successful. The committee also noted the difficulty hiring some positions within the county and offered considerations to make the support to hiring new employees better.

Chato thanked everyone for the feedback and noted the conversation would be ongoing and comments could still be sent directly or through shared governance groups.
 - B. **COVID-19 Quarantine**

Chato Hazelbaker noted that the Spring Operations Group had been disbanded, potentially erroneously considering the current COVID-19 situation in the county and at the college.

As the CDC has released new guidelines Leadership Council was being asked to consider the new guidelines and decide whether the college should begin following them. The main changes were to the length of quarantine moving from 10 days to 5 and the requirement of a well-fitting mask upon return.

Leadership Council

Minutes

Friday, January 21, 2022 at 9am

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Ryan Orr made a motion to accept the new CDC guidance and have the college amend its operational plan in accordance. Amber Hill seconded.

Ruth Zimmerman suggested the requirement should be for N-95 masks to be worn after quarantine period.

Ryan and Amber accepted this friendly amendment.

The motion carried unanimously.

C. Convocation Student Panel Reflections

Ryan Jones noted that the Student Success Alliance had used the observations from the student panel at Convocation to produce a list of items, that could be relatively quick fixes, to improve the student experience at the college. Melody Niesen noted that some of the issues had been identified last year during the “secret shopper” experiment and had still to be addressed.

Chato Hazelbaker provided an update from the Entry Process group as there was significant overlap. Chato offered to have the group present at the next meeting to show where the college was on some of the projects.

D. March Meeting

Paul Hempsey noted the March meeting date once again fell during Spring Break week and asked the committee if they wished to reschedule.

*Ann Hess made a motion to have Paul Hempsey send out a Doodle Poll to voting members with potential meeting options to reschedule the March Leadership Council meeting. Josh Rogers seconded. **The motion carried unanimously.***

5. Old Business:

A. Dropping Students for non-Payment Task Force Report

Gail Campbell and Amber Hill provided a report with short-term fixes and longer-term recommendations from the task force to address the pain points for the college and students when students are dropped for non-payment.

Joshua Lowry provided details on why the student’s last date of attendance was important for the college after a question from Melody Niesen, noting the potential impact to students. Joshua further covered some of the ways Financial Aid could be used to clear a prior debt, which would allow a student to remove holds of their account and register for classes again.

Pat Lopez made a motion to accept the recommendations presented and allow work to begin on fixes that can be completed immediately. Wei ma seconded.

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Amber Hill noted that implementation for not dropping student after the first day of classes would be contingent on other action within Jenzabar. The effective date would need to be the Fall Semester.

The motion carried unanimously.

Ann Hess called for a 5-minute break.

B. HLC Assurance Work

Judy Yip-Reyes provided an update on next steps for Assurance work for the Higher Learning Commission, mentioning the multi-location visit and preparation required.

Judy shared an Excel spreadsheet that departments could use to provide details of any evidence files or other contributions they might make to the next accreditation visit. Judy also asked for input on her suggested process for gathering the information into a centralized folder. After discussion it seemed like SharePoint would be the best option for storing documents, and the committee suggested someone would need to be responsible for tracking uploads and sending out reminders. Since Judy would likely be overseeing the efforts the committee suggested she should determine the process everyone should follow to submit documents.

Judy finished by sharing a draft high-level timeline for HLC work which included all onsite visits and reports that may be due. Allison Landy suggested Judy reach out to anyone still at the college who assisted in writing the argument for the 2019 visit to see if they can assist with the document requirements they utilized when drafting.

C. College Surveys and Next Steps

Judy Yip-Reyes presented the data and suggested next steps, requested by Leadership Council at the November 2021 meeting, on the current surveys the college was conducting with students with an emphasis on the student experience.

D. Strategic Planning

Judy Yip-Reyes noted that the 2021-2024 Strategic Plan had now been posted to the public website and the Strategic Planning Oversight Committee would now turn their attention on gathering data on individual department planning processes.

6. Next Meeting Reminders

Ann Hess provided a reminder of the details for the next meeting.

7. Adjourn:

Ann Hess declared the meeting over.

Tasks

- Have the Entry Process group present their progress at the February meeting – Chato Hazelbaker
- Send out Doodle poll for March meeting options – Paul Hempsey