

# Leadership Council

## Minutes

Friday, May 20, 2022 at 9am

ZOOM

### Attendees:

**Council Members:** Frank Orona (Proxy for Ann Hess); Todd Wilcox (Proxy for April Horne); Luann Crosby (Proxy for Shannon Motter); Donna Krieser (Proxy for Josh Rogers); Shandiin Deputee (Proxy for Gail Campbell); Wei Ma; Amber Hill; Nicole Ulibarri; Judy Yip-Reyes; Mike Solomonson; Curtis Stevens; Melody Niesen; Jeremy Raisor; Ruth Zimmerman; Maderia Ellison; Joshua Lowry; Ryan Orr.

**Others Present:** Paul Hempsey (Recorder); Chato Hazelbaker; Tamara Osborne; Olivia Jaquez; Susan Jensen; Jodie Humphrey; Scott Flake; Allison Landy.

1. **Call to Order:** Wei Ma 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 April 2022**  
*Melody Niesen made a motion to approve the April 2022 minutes. Ruth Zimmerman seconded. The motion carried unanimously.*
4. **Review of Tasks from March Meeting**  
Task complete.
5. **New Business:**
  - A. **Tuition Refund Proposal**  
Shandiin Deputee provided the recommendation from Josh Rogers and Gail Campbell on a new tuition refund policy.  
  
The committee discussed current policy and how this would have an effect around the college, implementation timeline, confirmed the details within the proposal, training for anyone involved in the process, and discussed the language that would go in to the catalog, especially around the 8-week classes. The consistency was a major plus to simplify the process for students as well as multiple departments around the college, and a big improvement for the student experience.  
  
*Melody Niesen made a motion to recommend to the president that the Tuition Refund Proposal be implemented as proposed in the Fall 2022 semester. Jeremy Raisor seconded. The motion carried unanimously.*  
  
*Maderia Ellison made a motion to recommend to the President that a group be assigned to make sure all policies and procedures around add/drop and tuition refunds be aligned. Nicole Ulibarri seconded. The motion carried unanimously.*
  - B. **Restructuring Student Services**  
Chato Hazelbaker provided information on the recommendation to restructure student services at Northland Pioneer College (NPC) with the hopes of seeing improvement in enrollment and completion rates and a move to a relational model with students. A subgroup of the Enrollment and Intake Task Force was leading the discussion and Dr.

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Mike Solomonson is the Executive Sponsor. Specific feedback can be provided to Dr. Solomonson or Josh Rogers who is leading the subgroup.

The committee discussed some of the specific positions that could be affected in the restructure as well as the upcoming change of offering baccalaureate degrees at NPC. Communication with the college was mentioned as being critically important for the next visit by the Higher Learning Commission.

### **6. Next Meeting Reminders**

Amber Hill provided a reminder of details for the April meeting.

### **7. Adjourn:**

*The co-facilitators declared the meeting over.*