

Leadership Council

Minutes

Friday, November 19, 2021 at 9am

ZOOM

Attendees:

Council Members: Jeremy Raisor; Gail Campbell; Ruth Zimmerman; Maderia Ellison; Amber Hill; Ann Hess; April Horne; Josh Lowry; Melody Niesen; Josh Rogers; Judy Yip-Reyes; Mike Solomonson; Nicole Ulibarri; Pat Lopez; Rickey Jackson; Ryan Orr; Scott Estes; Shannon Motter; Wei Ma.

Others Present: Paul Hempsey (Recorder); Chato Hazelbaker; Ryan Jones; Amelinda Webb; Cassie Dows; Curtis Stevens; Donna Krieser; Gary Santillanes; Jonathan Schrader; Rebecca Hart; Rebecca Hunt; Scott Flake; Tamara Osborne; Susan Jensen; Kara Belin.

1. **Call to Order:** Jeremy Raisor called the meeting to order and provided a few reminders to everyone present.
2. **Roll Call and Quorum Check:** Paul Hempsey conducted a visual roll call and declared a quorum present.
3. **Approval of Minutes from October 15 Meeting:**
*Melody Niesen made a motion to approve the October 15 minutes. Ryan Orr seconded. **The motion carried unanimously.***
4. **Review of Tasks from October's Meeting**
Jeremy Raisor confirmed all tasks had been completed.
5. **On the Table**
 - A. **Student Success Module**
No action.
6. **New Business:**
 - A. **Focused Student Engagement and Feedback**
Ryan Jones asked the group for direction on how to proceed with gathering constructive student feedback in a more intentional way and utilizing multiple modalities. Who should be involved in the process(es), what method(s) are used to assist with compiling data and making it accessible.

Ultimately Dr. Judy Yip-Reyes was asked to provide a list of the current surveys the college sends out and data that is already available at the January meeting and also have suggested next steps to move the discussion forward in the short- and long-term. However, a number of excellent comments and suggestions were made such as;
 - Student input is very important, even the complaints as they should become opportunities for improvement and growth.
 - Finding multiple modalities to allow students to comment may help, through the website, anonymous survey tools, using student groups as conduits to all students, mentoring sessions and/or focus groups, the One-stop Shop model being discussed, etc.
 - Providing training for anyone receiving the results.

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- Ask the employees who tried to register for classes a year ago to have another attempt to test the changes made, and also ask students to complete a version II continuing in to the first few weeks of the semester, to get their input.
- Additional training for frontline employees who may be the first point of contact for complaints.

B. Onboarding Proposal

Rebecca Hunt shared a proposal from the onboarding group within the Student Success Alliance to create a group to thoroughly investigate the reasons behind declining enrollment at the college.

*Amber Hill made a motion to adopt the proposal from the onboarding group. Pat Lopez seconded. **The motion carried unanimously.***

Chato Hazelbaker offered to lead the group, only if Leadership Council thought it was a good idea, bringing back a suggested list of team members at the December meeting and getting a retreat planned in early January to meet budget requirements if needed.

There was general approval of Dr. Hazelbaker leading the team and following the process he outlined.

The motion passed unanimously.

C. HLC Interim Report

Judy Yip-Reyes presented the draft report and received feedback from the group. Judy noted that next steps would include creating the links to supporting documents and having faculty from the English department conduct a review.

D. Strategic Initiatives

Chato Hazelbaker presented the simplified strategic initiatives he hoped could be presented to the Board as final and presented to the college at Spring 2022 Convocation. Chato noted he would expect one person to lead each initiative and that a team would work with them on the specific outcomes. There would also be a standard form and timeline for reporting progress. The committee provided some feedback on the initiatives before taking a ten-minute break.

7. Old Business:

A. Salary Calculations

Nicole Ulibarri and Amber Hill presented the Salary schedules and walked the group through how salary calculations were made both at the initial time of offer as well as with each new contract period.

Melody Niesen asked if potential employees were made aware of how the salary calculations were made. Nicole noted the person making the offer was provided the calculation sheet and could share with the candidate if they wished, but Human Resources

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did not dictate whether or not it should be shared. Rickey Jackson noted that many candidates did ask and he provided the details.

Nicole provided details on how post doc experience and market adjustments would be made for particular calculations, as well as running through the accuracy checks that took place before an offer was made.

Melody Niesen asked where an employee could view the Step and Grade information. Amber and Nicole noted it was available on an employee's contract, it was in process to be displayed through Payday, and at the very least the contract could be uploaded to Payday also.

It turned out the salary scales were not readily available on the college website and, after a brief discussion to ascertain if there was a reason why, Chato Hazelbaker offered to work with Ann Hess to potentially post them from now on.

8. Adjourn:

Pat Lopez made a motion to adjourn. Amber Hill seconded. Gail Campbell declared the meeting over.

Tasks

- Agenda Item for January: Current survey/feedback data available and next steps – **Judy Yip-Reyes**
- **Dr. Hazelbaker, Rebecca Hunt, and Josh Rogers** to meet regarding Onboarding Proposal and bring a suggested list of team members to the December meeting.
- Feedback on Strategic Initiatives to Dr. Hazelbaker – **Anyone**
- Potentially add salary schedules to public website for easy access – **Dr. Hazelbaker**