

Leadership Council

Minutes

Friday, December 17, 2021 at 9am

ZOOM

Attendees:

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

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

1. **Call to Order:** Rickey Jackson called the meeting to order and provided a few reminders to everyone present.
2. **Roll Call and Quorum Check:** Rickey Jackson confirmed a quorum was present.
3. **Approval of Minutes from November 19 Meeting:**
*Pat Lopez made a motion to approve the November 19 minutes. Melody Niesen seconded. **The motion carried unanimously.***
4. **Review of Tasks from November's Meeting**
Rickey Jackson reviewed the tasks from November's meeting.
5. **Reports**
 - A. **DEI**
Judy Yip-Reyes provided an update from the group including highlights from their monthly meetings and progress on tasks and initiatives.

Allison Landy wondered if some of the conversations around conflict management could be promoted collegewide and perhaps Leadership Council could take a leading role. Chato Hazelbaker noted that during the Spring semester there will hopefully be a conversation around Supervisor training that won't hit everyone at the college but is a move in the correct direction.
6. **On the Table**
 - A. **Student Success Module**
Melody Niesen asked the council to allow the removal of the Student Success Module from the table as the Student Success Alliance had decided to take a step back and conduct more research, before bringing back a new recommendation.

There were no objections.
7. **New Business:**
 - A. **Budget Process**
Maderia Ellison provided a brief update on the Budget process and asked everyone to make sure they coordinated with TAS and Facilities on any potential "capital" requests. A new form has been created for requesting new positions which should be used this year.

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B. Salary Survey Restructure

Chato Hazelbaker noted that, through ongoing discussions around the college, he had heard the request to complete a review of the current salary scales and the structure used currently by the college. The delay has always been the hope of finding a permanent Chief Human Resources Officer (CHRO). Current thinking was to allow Interim CHRO Hanson take on the task, with assistance of a small group, and bring back a report by October 31, 2022. From there the college would need to discuss how to implement any changes.

Chato listed his suggestion for a committee make up which included Interim CHRO Hanson as chair, 2 faculty members appointed by Faculty Association, 2 classified staff appointed by the Classified & Administrative Staff Organization, 1 Academic Dean appointed by the Vice President for Learning and Student Services, and 1 Director appointed by the President.

Josh Rogers asked if the salaries for “temp” employees would also be considered by the group. Chato noted that action on the current “temp” salaries would most likely need to take place in the upcoming year but hoped this process would then resolve any salary compression created with enhancing pay for those positions.

Pat Lopez and Allison Landy confirmed that Interim CHRO Hanson was going to be contracted to complete this work, as the current contract was expiring, and the conversations would include ending the yearly contract renewal process, respectively.

8. Old Business:

A. Team Member Suggestions for Ad hoc Enrollment Group

Chato Hazelbaker provided a list of employees to serve on the Ad hoc group.

Melody Niesen noted the faculty members listed may not be able to participate long term and Faculty Association would discuss how to manage faculty participation.

Allison Landy suggested the group think how they could create a feedback loop to make sure they were receiving, incorporating, and/or addressing input from around the college. Allison also suggested an adjunct faculty member from her area might also be a great addition to the group.

The council discussed membership with suggestions for streamlining the group as well as adding additional voices when needed. Chato took note of the feedback and will continue to refine the membership.

B. HLC Assurance Work

Judy Yip-Reyes noted that the interim report required by the higher Learning Commission (HLC) had been submitted along with supporting information. Judy also reported that the year four online assurance review date had been set and the date to lock the assurance argument was June 3rd, 2024.

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Judy was working on the process for saving and gathering the information that will be required not just for this visit but for the 10-year visit also.

Judy then provided a brief look at each Criterion, and core components of each, the college was required to cover during the process with assistance from Jeremy Raisor.

Judy highlighted the link in her document which provides access to a Google document where groups and departments can note their contributions to each core component and asked everyone to participate in completing the document for their area.

9. Next Meeting Reminders

Rickey Jackson provided a reminder for the January meeting and associated deadline for the agenda.

10. Adjourn:

Rickey Jackson declared the meeting over.

Tasks

- Review Criterion and Core Components and assist with populating the Excel spreadsheet in Google docs - **Everyone**
- Potentially add salary schedules to public website for easy access – **Dr. Hazelbaker**