

# Leadership Council

## Minutes

Friday, September 17, 2021 at 9am

ZOOM

### Attendees:

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

**Others Present:** Chato Hazelbaker; Paul Hempsey (Recorder); Betsy Wilson; Amelinda Webb; Curtis Stevens; Diane Joe; Gary Santillanes; Jonathan Schrader; Ryan Jones; Scott Flake; Susan Jensen; Tamara Osborne; Allison Landy.

1. **Call to Order:** Ruth Zimmerman called the meeting to order.
2. **Roll Call and Quorum Check:** Paul Hempsey conducted a visual roll call and declared a quorum present.
3. **Approval of Minutes from August 20 Meeting:**  
*Pat Lopez made a motion to approve the August 2021 minutes. Melody Niesen seconded. **The motion carried with a majority vote. Gail Campbell and Judy Yip-Reyes abstained.***
4. **Review of Tasks from August's Meeting**  
Ruth Zimmerman reviewed the tasks from the August meeting and Pat Lopez asked Dr. Solomonson to update the group on adding the six areas of interest to the college website.
5. **New Business:**

#### A. Compensation Process

Amber Hill presented a flowchart representation of the employee hiring and compensation process, beginning when the search committee makes a recommendation.



Compensation  
Workflow.pdf

Pat Lopez asked who approves the salary amounts and Amber reviewed who currently saw the calculations before the offer is made to a candidate. Rickey Jackson noted it would be helpful for Deans to be part of the signatures for salary to assist with budgeting.

Melody Niesen asked if there was communication with the candidate to gather information required for a salary calculation. Amber and Gail Campbell clarified that the Human Resources office should have the information from the initial documentation submitted by a candidate, though sometimes they might be waiting for official transcripts to arrive before a calculation can be considered complete. Amber also noted a suggestion had been to gather the Teaching Qualifications packet when a shortlist of interviewees was created by the search committee, as it would speed the process up a little.

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Melody Niesen asked if there was a set process for calculating steps and grades. Amber confirmed there was a process, which was different for specific groups of employees and offered to share that with Leadership Council at a later date.

#### **B. Intro to HLC Accreditation**

Judy Yip-Reyes presented an introduction to Accreditation to assist new members of Leadership Council, an update for everyone on where the college was, and what significant events were coming up.



Accreditation Intro  
Slides for Leadership Council

Pat Lopez asked what it means that the Higher Learning Commission is now a national accreditor. Jeremy Raisor responded that the US Department of Education decided that the distinction between regional and national accreditation was getting in the way of transfer articulation. The change means there is not distinction and they are all treated as accredited. Pat asked if there was still the geographical constraint on accrediting bodies. Jeremy responded that there was not.

Wei Ma asked whether this means we may need to revisit position descriptions as the college requires qualifications from a “regionally accredited institution”? Judy responded that she would follow up with the college HLC liaison for clarification.

There was a lot of discussion around potential Quality Initiatives. Mike Solomonson suggested that Guided Pathways could be the Quality Initiative for this accreditation cycle, working on creating a relational culture at the college. Josh Rogers noted there was still a bit of time before the college had to commit to an initiative and should continue exploring opportunities.

#### **C. Leadership Council – Who we are and what we do**

Betsy Wilson asked the group to consider the role of Leadership Council within the college and the Shared Governance framework and how they saw the group being successful as they move forward with tasks as well as partnerships with other college groups.

Melody Niesen and Jeremy Raisor shared their thoughts on how the Student Success Alliance and Strategic Planning group, respectively, saw their group interacting with Leadership Council and some of their expectations. Dr. Hazelbaker also suggested there would be written documentation, including a process flowchart and timelines, coming to the group at a later meeting.

Many attendees mentioned that the group is where the conversations take place and the hope that President’s Cabinet members are listening and then assigning tasks on moving proposals forward. The discussion and recommendation happen through Leadership Council and the President’s Cabinet makes the ultimate decision. Having the

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various shared governance groups in the room for the conversations will also help with overall communication at the college.

Some attendees also suggested that information within Procedure 2125 on each shared governance group needed clarification and additions on the roles and responsibilities as well as transparency/openness of each.

#### 6. Training:

##### A. How to facilitate meetings

Judy Yip-Reyes presented on meeting facilitation and how the entire group can assist to make the meetings useful and productive.



Facilitate  
Meetings\_LC.pdf



short\_facil.pdf

#### 7. Adjourn:

*Pat Lopez made a motion to adjourn. Ryan Orr seconded. **The motion carried unanimously.***

#### Tasks

- Share how salary calculations are made – Amber Hill