

# Diné College Board of Regents Work Session Meeting Minutes

Diné College Board of Regents Work Session Meeting		Date: Friday, January 12, 2018
Present:	Greg Bigman, Theresa Hatathlie, Dr. Tommy Lewis Jr., Anderson Hoskie <sup>(arrived at 9:35 am)</sup> , Felisha Adams <sup>(arrived 9:11 am)</sup> , Regent Dennison (Quorum is not required for work session) <u>5</u> Regents in attendance.	Location: Diné College Tsaile Main Campus, Room 620C Tsaile, AZ Time: 8:00 a.m.
Absent:	Nelson S. BeGaye	

Agenda		
January 12, 2018 minutes approved on August 10, 2018. Motion by Regent Dennison, Second by Regent Toadecheenie. Vote: 6-0-0.		
I. <b>Call to Order:</b> Regent Bigman called the meeting to order at 8:16 a.m.		
II. <b>Roll Call:</b> Taken by Regent Dr. Lewis.		
III. <b>Invocation:</b> Regent Dr. Lewis provided invocation.		
<b>IV. Approval of Agenda</b> Motion by Regent Bigman to amend agenda adding “Legal Feedback- APR” as agenda item #1, all other approved items will be re-sequenced thereafter. Seconded by Regent Dennison.  <b>Vote on amending motion: 4-0-0.</b> <b>Vote on approving motion: 4-0-0.</b>	<b>Follow-Up Action:</b>	<b>Responsible POC:</b>
	<ul style="list-style-type: none"> <li>▪ Update agenda with noted amendment.</li> </ul>	BOR Executive Assistant
<b>V. Approved Items:</b> 1. <b>Legal Feedback – Academic Program Review.</b> Regent Bigman presents the rendered legal opinion including suggested edits and concerns. The Provost reports the academic program review (APR) process has started. General Ed. Assessment is available on network drive. Program level assessments will be available at the department level. Dr. Roessel supports bringing back changes that incorporate the legal opinion when completed by the Provost and provide any supplemental information. The estimated timeframe noted is by the March regular meeting. ✚ Regent Hatathlie notes page 18, Section B, first bullet has grammatical issue and request clarifying. Regent Hatathlie shares her concern that final drafts continue to have errors that should be resolved before reaching the Board of Regents.	Incorporated changes will be presented back for board review by March.	Provost

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✚ Regent Bigman mentions prior issues of lost documents and asks Provost of document recording keeping plans.

## 2. Core Value and Organizational Culture Development Strategy

The core values have been incorporated within mission and philosophy. A value based management style recommended to analyze and ensure decisions are also economical for the college. The Code of Conduct and evaluation will reflect values and assist in developing the organization. The President is working to create a committee to assist in defining the values and communicating to everyone at the college. A suggestion to create a form for identifying values impacted within resolutions.

✚ Regent Bigman suggest reviewing “The Foundation of Navajo Culture” to assist with the organizational culture development strategy. The BOR executive assistant will assist with sharing of existing document.

## 3. Strategic Plan Development and Organizational Metrics

Executive Director Velveena Davis provides handout “Strategic Plan Development & Organization”. Initial research indicated document loss that resulted in 15 cost centers not selecting or reporting on a Strategic Plan goal.

✚ Regent Bigman recommends updating job description (JD) since OIPR’s transition to the Office of the President. Regent Bigman requests DHR to continue to include hiring and firing numbers included within board report.

Utilizing new tool to address document retention issues. Ms. Davis implementing a quarterly reporting system to address a lack of organizational structure of goal tracking. The first report will be due in February and will report the 1<sup>st</sup> Quarter to the Board in March. An early start for FY19 budget reviews and face-to-face training provided to assist faculty and staff with understanding the process.

## 4. Code of Conduct

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<p>The Director of Human Resources provided a draft code of conduct. The draft aims toward providing guidance and assisting with compliance requirements. The procedures for initiating amendments to handbooks are included within the draft. The revisions include internal job vacancies, veteran's preference, and dress code requirements.</p> <ul style="list-style-type: none"> <li>✚ Regent Bigman recommends including verbiage defining an employee's responsibility for notifying DHR of any employment changes. The second suggestion included a recommendation for internal salary thresholds in advertising thus promoting fairness to external talent.</li> </ul> <p><b>5. Hiring, Grievance and Termination Policies</b> REDW was consulted to address the hiring, grievance, and termination policies. The policies provide guidance and are most effective when administration and Board work together to ensure the college is in compliance.</p> <p><b>6. Professoriate and Evaluation</b> Faculty taskforce has been established for the fall semester. The Faculty Association voted on extending current 2-year contract until faculty ranking is implemented. The Faculty Ranking Task force chairs' next step is to present to the Faculty Association. Dr. Garrity, Provost, informs the Board of Regents she's developing a committee to make assessments of traditional knowledge and will review recommendations by REDW. Dr. Garrity plans to have an appeals process.</p> <p><b>7. Board Report</b> Regent Bigman would like to establish a process or action steps for the board during a student tragedy/loss. The initial immediate action was a cleansing ceremony then proceeded with a protection prayer. Vice President Haskey updated the board of regents the cleansing ceremony is scheduled to take place after meetings held today.</p> <p>Regent Bigman mentioned the retiring of ACCT staff Ahas caused a slight delay but has begun communication with the replacing ACCT representative.</p>	<p>On-boarding process requested for new employees.</p> <p>Protection Ceremony before April 13<sup>th</sup>, 50<sup>th</sup> anniversary ceremony. Include steps taken into the emergency response planning.</p> <p>Process/ Action steps for Board of Regents and Administration during the loss of a student.</p>	<p>DHR</p> <p>President and Administration</p> <p>President and Administration</p>
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<p>The 50<sup>th</sup> Anniversary reporting should be sent to all involved and currently is not occurring. Regent Bigman informs that Regent Adams will be taking the lead. A small stipend has been approved for committee meetings and recommendation to hold every 2 weeks.</p>		
<p><b>VI. Executive Session:</b>          Regent Hatathlie motioned to enter executive session at 10:09 a.m.          Seconded by Regent Adams. Vote: 6-0-0.</p> <p>Exited executive session at 11:17 a.m. by consensus.</p>		
<p><b>VII. Next Meeting:</b>          Board of Regents Regular Meeting          Friday, January 12, 2018, 10:30 a.m.          Proposed Location: Tsaille Campus, 620C Conference Room          Tsaille, Navajo Nation (AZ)</p>		
<p><b>VIII. Adjournment:</b>          Motion to adjourn by Regent Hatathlie. Seconded by Regent Hoskie          There was no discussion.  <b>Vote: 6-0-0.</b>  <b>Meeting adjourned at 11:19 a.m.</b></p>		

*Respectfully submitted by: Michelle Cury, Diné College Board of Regents Executive Assistant*