

SOUTHWEST REGION ACPE
LEADERSHIP COUNCIL
CONFERENCE CALL MINUTES

Friday, September 26, 2008

9:30 AM (CST)

Present: Theo Stewart, Carlos Bell, Doug Watts, Jenny Lannom, Lee Ann Rathbun, Mark Hart, Bill Carpenter, Michael Doane, Carolyn Barksdale

- I. Call to Order—Carlos Bell
Carlos called the meeting to order at 9:30am.

- II. Strategic Planning Task Force Report—Carolyn Barksdale
The Strategic Planning Task Force met on Sept. 23rd to discuss whether the Task Force needed to continue as an entity or to become a part of the responsibilities of the Leadership Council. Two recommendations are proposed for consideration:
 - 1) The Strategic Planning Task Force was originally created to do a task and so now that the task is done, we can summarize the accomplishments of the Task Force & be folded back into the Leadership Council.
 - 2) We could continue as a separate group to be used to make recommendations about how to implement the strategic plan & to make recommendations to the Board but then we would need some defining of the role of the Task Force and we recommend that the Chair of the Task Force be appointed as a member of the Leadership Council.

The Leadership Council affirmed the work of the Task Force and expressed appreciation for their time and success in completing their task. It was agreed that the work of the Strategic Planning Task Force is complete and that there is no further need for the Task Force to continue at this time.

- III. Personnel—Lerrill White (Mark Hart presented the report in Lerrill's absence)
(The Leadership Council went into Executive Session for this report & Bill Carpenter left the room.)

The Council reviewed the report that Lerrill had sent as follows:

One year ago this month, the Personnel Committee met with our Regional Director, at his request, so that he might receive feedback regarding his job performance and establish improved communication with those charged with providing support and review for his position and his functioning. It was a helpful and enlightening conversation that was a reminder of the work that awaited us in order to establish

performance baselines, procedures to provide accountability, communication, and feedback on a regular basis. We received Bill Carpenter's report of his activities for the previous year, and listened as he laid out goals and direction for his work in 2008.

The Personnel Committee is made up of: Jenny Lannom, Mark Hart, Michael Doane, and Lerrill White, Chair. All but Jenny were present at last year's meeting, and we provided her a follow-up report and the documents we had received. The committee did not generate much activity following this promising start. We touched base informally at the Regional Meeting in Corpus Christi in February, and then didn't return to our conversation until Michael asked about budget figures and issues to be addressed in anticipation of this meeting today.

As Chair of the committee, I am responsible for reviewing and signing off on reimbursement requests that I receive from Bill, which are then passed on to Roman Gomez, Jr., our CPA and SWR-ACPE Financial Coordinator. Bill is very prompt in turning in his requests, provides me with the appropriate paperwork and documentation, takes initiative in emailing me regarding issues that impact his work as RD, and phones me when he has a question or just wants to bounce an idea off of me. While I have been responsive to his initiative, I'm also aware that I haven't initiated much conversation or provided feedback and encouragement like I need to. I have apologized to Bill for my not having taken greater leadership in this regard, and have asked the members of the Personnel Committee to work with me to provide a more consistent, standardized, and supportive environment for the RD.

Over the past several weeks we, as a committee, have had several conference calls to explore, plan, gather data, and converse with Bill. In our conversation, it became clear that the goals Bill had set with us had been addressed. That included pursuing new sites for CPE Centers in the Region; working with seminaries to create greater dialogue; promoting an increase in Supervisory Trainees in the Region; securing an administrative assistant; switching our webpage to a new provider and updating it - including adding new components; and turning out quality quarterly newsletters.

As a result of our conversations, we are recommending the following actions:

- 1) That we renew Bill's Contract as Regional Director (which expires in February)
- 2) That we increase his compensation by 4% for the next fiscal year

- 3) That we put into place a consistent process that provides accountability, feedback, and communication between the RD and the Personnel Committee
 - A) The Memorandum of Agreement between the Region and RD may need specificity regarding reporting accountability for an Administrative Assistant (or any other contract employee) & the reporting relationship between the RD & the Personnel Committee
 - B) The Job Description may need to be adapted and updated annually, with measurable goals and outcomes that would be reflected in the committee's annual performance evaluation
 - C) A suggested quarterly report form to facilitate the capturing and communicating of key information will be made available for review
 - D) A quarterly conference call between the RD & the Personnel Committee would seem beneficial to all concerned
 - E) At least every two to three years it would be helpful to have a 360 review by the membership of the Region in order to gain a broader perspective of how they perceive the RD's performance and their suggestions for improving our process with regards to the RD
 - F) We want to explore with the Leadership Council how we might best clarify or quantify the number of hours or the amount of work that needs to be accomplished on a regular basis by the person in the RD's position. We also wanted to honor and reward the quality of work currently being done (anyone who has done contract work or part-time work knows that having some sort of time frame makes it much easier to set boundaries and to practice an economical use of time and energy).
- 4) We found a reference in our Regional Policy regarding the Regional Director's position that stated we were to keep a set-aside in the Annual Budget of \$1,000 for mediation in response to ethics violations. Because the National organization has recently changed the Ethics/Grievance process, we might want to align our Policies with those of the National organization, thus also eliminating the \$1,000 annual set-aside.

I'm sure there were some other issues that may need some conversation as well, and I will rely on my colleagues on the Personnel Committee to raise them up. I appreciate the hard work that Bill Carpenter does on behalf of the Region as well as the time and investment by members of this committee. Thank you!

Mark Hart has agreed to draft questions for a survey to send to SW Region members regarding Bill's performance as Regional Director. Bill's contract is renewed in February and so it would be essential to receive feedback prior to that time in case there is a need to make any amendments to his job description. An initial survey can be done through Survey Monkey for free. Mark will send out a draft survey to the Leadership Council before distributing it to the regional membership.

Jenny Lannom is working on drafting a Memorandum of Agreement to specify the reporting accountability for the Administrative Assistant to the Regional Director and to specify the reporting relationship between the Regional Director and the Personnel Committee. Michael is developing a quarterly report form for the Regional Director to utilize to report his activities to Personnel on a quarterly basis.

There has been an issue about timely payment of the Administrative Assistant's salary that will be followed up on. Lerrill will do more investigation on this matter (*item #4*) and will report back.

Motion #1

I move that the SW Region Leadership Council renew Bill Carpenter's contract from Feb. 2009-Feb. 2012.

Made by Carlos Bell, seconded by Theo Stewart and passed unanimously.

- IV. Governance Manual—Carlos Bell
Carlos will work on the section on Page 4 regarding the Strategic Planning Task Force to indicate that it will no longer be in existence since the planning task has been accomplished. He will also make the changes proposed by RANC and will send out a revised draft for approval from the Leadership Council.
- V. Unfinished Business
- a. Fall 2009 Regional meeting location & dates—Doug
Possible locations for the Fall 2009 SW Region meeting are Austin or around the time of Balloon Fiesta in Albuquerque. The dates suggested are 1) Sept. 30-Oct. 3rd or 2) Sept. 23-27, 2009. Jenny will do some initial fact-finding in Albuquerque and will report back at the Richmond meeting. Bill has made contact with a local arrangements person in Albuquerque who suggested the above dates as our 1st and 2nd choices to research. Doug is proposing a retreat-type theme and suggested speakers from the Leadership Council so far are David Whyte and Renita Weems. Doug welcomes any other suggestions.

b. Distinguished Service Award for ACPE

Julian Byrd was nominated originally in 2001 but there were several nominations submitted so he was not chosen by the ACPE Board. Nominations will be received at Richmond for the ACPE Distinguished Service Award recipient so we only have 3 weeks to prepare now or to decide to wait until next fall. The Leadership Council made the decision to proceed this year with the nomination and Jenny Lannom will follow up with retrieving the 2001 file of support letters and get the ball rolling on sending out an announcement to the region for additional supporting letters.

c. Proposed 2009 Budget

Michael did work last night & discovered that the deficit in student unit fees due to a breakdown in processes between the Regional & National offices is not as big as previously thought. He presented an amended budget in light of the above information which reflected adjustments that are just under a 10% reduction. He did clarify with Mary Stewart that she is requesting at least \$1000 for the Professional Ethics budget line.

Motion #2

I move that the Leadership Council approves the amended proposed 2009 Budget presented today.

Theo Stewart made the motion, Carolyn seconded, and it passed unanimously.

d. REM Chair

We need a Chair-Elect for REM to be in place by Jan. 1. Bill will be in touch with folks on the national REM Committee to get more information about our responsibilities as regional hosts for the 2010 REM Conference.

e. Supervisor Emeritus Nominations

These names were approved by the Leadership Council for Supervisor Emeritus status to be presented to the ACPE Board for approval:

Homer Bain

Don Bratton (Bill Carpenter did clarify with Don that he still wants to be a member of this region.)

Sherron Hughes-Tremper

Andy Lester

David Richards

Wendell Russell

VI. Adjournment

Motion #3

I move that the Leadership Council meeting be adjourned.

Made by Theo Stewart, seconded by Carolyn Barksdale and passed
unanimously.
The meeting was adjourned at 11:15am.

Respectfully submitted,
Lee Ann Rathbun