

**PRESIDENT'S CABINET MEETING**  
**September 18, 2014**  
**MINUTES**

**MEMBERS PRESENT:**

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, and Danita McAnally

**MEMBER ABSENT:**

Jerry Moller

**OTHERS PRESENT:**

Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

**Discussion:**

**STRATEGIC PLAN DEVELOPMENT TIMELINE** – McAnally distributed a Strategic Plan 2014-2015 Development Timeline. The focus groups will meet on October 10, 2014. In October – November 2014, the focus groups will work on values, core purposes, mission, and vision. The goals, strategies, and tactics will be worked on November–December 2014 with final edits done in January – February 2015. In March – April 2015, McAnally will seek Board approval for implementation of the developed Strategic Plan.

**12<sup>TH</sup> CLASS DAY ENROLLMENT REPORT** – Austin distributed the fall 2014 12<sup>th</sup> class day enrollment report and discussed some of the categories. AC is down 537 students from fall 2013. Contact hours are down 7% and credit hours are down 5.7%. AC's enrollment has closed the gap with dual credit students. Full-time students are down 129; part-time are down 408. The core-team has focused on enrollment and looked at incentives on getting students to take at least 12 credit hours a semester. AC will market to students concerning attending college full-time. It was discussed that AC might take an enrollment hit to get people to go full time; and there is a need to move completion dates to three years rather than six years. Focus on something other than accelerating every class; map out functional schedules for part-time students. Pell grant funds don't go as far as they used to. It was discussed to research offering weekend-college; we may be affecting students' ability to complete their degrees by not offering classes at the best time for them. McAnally distributed a handout of Carnegie Instructional Program (CIP) Codes regarding career technical education programs.

**NON-STUDENTS ON AC CAMPUSES** – Austin said that AC changed the delivery model for adult education with the Adult Education and Literacy (AEL) grant. There is a different arrangement for those receiving instruction through AEL; the way everything is set up now; these students are not counted as students but are considered visitors. Diane Brice, Registrar, suggested registering these student in zero-credit continuing education classes to make those people count as a student, to make known who we have taking classes and at what time. If these students are placed in the Colleague system, we will be able to get information to them regarding classes, timelines and deadlines. Austin, Berg, Moller, and Tamara Clunis will meet to discuss ways to make these students identified.

**CLASSIFIED EMPLOYEE MERIT AWARDS** – Berg distributed a handout regarding the classified employee merit awards which included the number of employees eligible in each cabinet member area. Also attached were the qualifications of employees to be eligible, dates for nominations, and the date for the award to be implemented. There is \$20,000 earmarked in the budget to allow for up-to 40 employees to receive a \$500 award. The 2013 classified merit award recipients were also listed.

**STATUS UPDATE/REGULAR BOARD AGENDA** – Lowery-Hart spoke about the 2014-2015 target list for grants and those we plan to target and those for which we will not reapply. When the High School Equivalency Program (HEP) grant and Science, Technology, Engineering, and Mathematics (STEM) individual grant expire, we will not be reapplying. We, however, plan to work on a coop grant with Frank Phillips and Clarendon Colleges. The STEM-SSS grants at the Moore County and Hereford Campuses, along with the Health Sciences SSS grants will remain.

**ANNOUNCEMENTS:**

- On October 23, 2014, the East Campus will host a chili cook-off; Lowery-Hart encouraged Cabinet to have people in their areas submit entries and/or support this event. Proceeds will help to support a United Way/SECC charity.

Next meeting: October 7, 2014  
bs