

**PRESIDENT'S CABINET MEETING**  
**October 20, 2015**  
**MINUTES**

**MEMBERS PRESENT:**

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

**OTHERS PRESENT:**

Brenda Sadler

**Discussion:**

**WINTER WEATHER CANCELLATION/PROCEDURE** – Green discussed the winter weather cancellation procedure. AC follows AISD's lead. Rita Wilson, Associate Director of Enrollment, changes the main phone message; Joe Wyatt and Green call the media; David White puts cancellation announcements on the website. The decision for cancelling night classes is made by 3:00 p.m. Renee Vincent and Daniel Esquivel, Executive Directors of the Moore County and Hereford Campuses, make the decision for their campuses. Green will send out an email explaining how cancellations will be communicated to students, faculty and staff.

**FOUNDATIONS OF EXCELLENCE DIMENSIONS COMMITTEE** – Vess distributed a committee list. There are nine foundational dimensions committees. The committees include: Philosophy, Organization, Learning, Campus Culture, Transitions, All Students, Diversity, Roles and Purposes, and Improvement. These committees will help the college pin-point where we have gaps regarding First Year Experience. There is a meeting at the Concert Hall Theatre scheduled for November 19 and 20. Vess requested Cabinet involvement on Thursday afternoon, 11/19. Lowery-Hart will be in Austin on November 19 and 20, but will be a big supporter. Vess involved staff and faculty across all divisions. Vess would like to finalize the groups by the end of the week. Lowery-Hart wants to serve on the Steering Committee; he learned a lot from which Achieving the Dream was launched. This will be training as No Excuses 2020 and a part of Achieving the Dream. Vess said the goal is to increase retention rates. This needs to be a college-wide approach. The Title V grant will pay for this initiative. Vess indicated that in the second year there will be a need to implement the five goals of the No Excuses 2020. Some committees will overlap; and all meetings should be completed in six weeks and then committee members can begin implementation. There was discussion regarding committee memberships; some changes were made.

**PAPERLESS INITIATIVE UPDATE** – Forrester said we are making internal strides. Within one month, the Employee and Organizational Development Department has saved \$800 in printing costs. They are working on a digital effort.

**PRESIDENTIAL LEADERSHIP DEVELOPMENT PROGRAM** – Lowery-Hart will develop the future leaders of AC and will host a Presidential Leadership Institute January 11-14. All employee groups are eligible to apply to this program; Lowery-Hart will select 20 candidates to work directly with him. The Presidential Leadership Institute will help develop skills and position those to take a proactive role in AC's future. Don Cameron, Lowery-Hart's past mentor, will facilitate training along with two others. Lowery-Hart asked for Cabinet support.

**RETIREMENT INCENTIVE** – Forrester said if there are those at the college who believe they are eligible to take advantage of the retirement incentive and who have not been contacted, they need to communicate with the Employee and Organizational Development Department. If every eligible person takes the \$1.7 million retirement incentive, AC will save \$3.5 million. Lowery-Hart requested Cabinet to look at non-critical positions that will not need to be replaced and then eliminate those positions. The final list will be completed December 7. An email from the Office of the President will be sent this evening informing employees of the retirement incentive. There will be a town hall meeting on Wednesday at 2:00 p.m.; then meetings at 3:00 and 5:00 p.m. with persons eligible for retirement. Those who take the buyout will need to retire January 31- August 31. Lowery-Hart said the mission is to save the institution and as many jobs as possible.

**CULTURE CHANGES** – Lowery-Hart set December 9 for Cabinet to meet to discuss not filling open positions; the retirement incentive; and reorganization and reclassification of positions. He has to reorganize the college as a leadership unit; and needs to define the expectations. The reduction in force needs to be in process by the end of January.

**SPRING GENERAL ASSEMBLY** – Spring General Assembly will be held at the Civic Center on Friday, February 5, 2:00 – 4:00 p.m.

**FALL 2015 ENROLLMENT REVIEW** – Austin distributed a handout of the fall 2015 12<sup>th</sup> class day enrollment report. There has been a decline in enrollment from fall 2011 (11,474) to fall 2015 (9,945). Since fall 2011, students over the age of 24 have declined; in the ethnicity group, white students are decreasing; those majoring in technical programs have declined. Students which are ACE active are on the increase. Vess said they will look at 8-week classes in the technical core and decide what to do the second 8 weeks. Vess and Austin will work options for those in 8-week classes who fail their classes and what information to convey to advisors.

**POSITION JUSTIFICATIONS** – Vess: There was only one advisor at the Hereford Campus and he resigned; his position needs to be replaced. Cabinet approved. The director of child Development lab school; the former director moved into a grant-funded line. The director position is crucial to ensure the lab school runs effectively and meets licensure standards. Cabinet approved. The director of the Radiography Program, Becky Burton, will move to Title V, Perkins and dual credit full-time in January. The director of Radiography position needs to be filled. Cabinet approved. The director of physical therapy has resigned effective December 11, 2015; this position needs to be replaced; this department will have 1 FTE but there must be two full-time employees to fulfill SACS requirements. Cabinet approved. The dean of technical education position needs to be filled. Cabinet approved. Berg: (1) custodian at the Downtown Campus; (3) maintenance mechanics (one was approved); Johnny Chandler, Materials Handler Assistant, will retire soon; Berg was told to offer the job within the college.

**BRAGGING ON EMPLOYEES** – Green bragged on Tricia McGuire, physical education instructor, who received a letter saying her position would end at the end of August 2016 and she continues working hard and being positive. Austin bragged on the askAC counter staff on the first floor of the SSC who decorated for Halloween. Berg bragged on Lee Colaw and his staff for hosting the Southern Regional Colleague Users Group and Texas Association of Community Colleges, Chief Information Officers meeting at the AC Washington Street Campus.

**Announcements:**

- Cabinet will have a team at the Chili Cook-off, Thursday, 10/22, at East Campus. Colaw will make the chili and he communicated work assignments for Cabinet members.
- At the October 27 Cabinet meeting, Mark White, AC attorney, will discuss public information and open records training.
- Cabinet will decide on a fun event for the evening of December 9.

Next regular meeting: October 27, 2015

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