

PRESIDENT'S CABINET MEETING

June 21, 2016

MINUTES

CALLED TO ORDER

9:05 am on 06/21/2016

ADJOURNED

10:25 am on 06/21/2016

MEMBERS PRESENT

Bob Austin, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Deborah Vess, Mark White

MEMBERS ABSENT

Steve Smith

OTHERS PRESENT

Joy Brenneman, Chris Hays

DISCUSSION:

1. APPROVAL OF PRIOR MINUTES	Cabinet
Minutes from May 31, June 7, June 14, 2016 were reviewed Motion by Bob Austin 2 nd by Lyndy Forrester All minutes approved	

2. IT UPDATE ON NETWORKING PORTS	Kleffman
<p>The 2007 bond allowed us to build an extensive network of ports for connectivity for the campus. Most buildings and rooms have ports that are not currently used but still "hot" which results in a cost to the institution. Leaving only the ports being used and turning off the others would reduce the number by approximately half and result in considerable cost savings which could be used for future replacement and contract costs. Anticipated costs over the next 2 – 3 years may include:</p> <ul style="list-style-type: none">• Replacing management switches• Maintenance contracts• Increase in AT&T contract cost• Phone system replacement (phase in)• Replacing network switches• Computer replacement <p>IT is currently focused on the Cornerstone implementation which includes three modules (Performance, Compensation, and an Applicant Tracking System), so other requests may take a little longer. Civitas timelines will also need to be considered and projects prioritized.</p>	

ACTION ITEMS:	
Terry and his team will proceed with turning off unneeded ports.	

3. CORNERSTONE/PAY FOR PERFORMANCE	Forrester
<p>The first Supervisor training is today at 3:30. Supervisors will be asked to look at and update all job descriptions using a maximum of 8 bullet points rather than a narrative description. The AC No Excuses 2020 commitments and values will be integrated into job descriptions. Today's training will include a mini-training on how to be a better boss followed by open discussion.</p> <p>The first TED talk on Monday, June 20th went well.</p>	

4. FOE UPDATE	Vess
<p>Deborah Vess updated the Cabinet on the work of the Foundations of Excellence Committees. Nine committees -120 employees - have spent the last year working on the different dimensions. She provided a copy of the 90 recommendations from the committee work which were broken out thematically into nine categories. These recommendations will be shared with the steering committee today who will then meet the first week of school to prioritize the recommendations. Following the prioritization, the selected recommendations will be brought back to Cabinet for approval and John Gardner will return in the Fall.</p> <p>Dr. Vess, Richie Garza, and Frank Sobey attended the FOE Summit in Asheville, North Carolina recently where they shared the 90 recommendations and received kudos from summit attendees for the excellent work being done at AC.</p> <p>The need for better communication became one of the main themes coming out of these committees. They felt the process was meaningful in bringing “silos” together, and serving on a committee gave faculty and staff a voice and input into our No Excuses 2020 plan. Other themes included classroom policies, data, and institutional policies and procedures. They determined that there was a need for a philosophy statement that encompassed all of our students.</p>	
<p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Steering committee meets in the Fall • Recommendations brought back to Cabinet • Integrate FOE information with a Strategic Plan website currently being worked on by Chris Hays and College Relations • Share with faculty at Fall meetings • Showcase what came out of these committees, who was involved, and how these recommendations link to the Strategic Plan 	<p>Vess Hays College Relations</p>
5. BOARD RETREAT UPDATES	Lowery-Hart
<p>Most of the discussion centered around the Board evaluation, communication with each other, and discussion of their processes.</p> <p>The Board supports No Excuses 2020 and the direction of the college. It was a very positive meeting. The facilitator, Dr. Greg Williams of Odessa College, affirmed the things we have been doing and expressed that his college experienced similar challenges when changes took place. The Cabinet also discussed Odessa College’s focus on keeping student in the classroom rather than on their drop rates. Their focus is on finishing what you start. Their drop rates are tied back to faculty where mandatory relationship professional development training is required for both part-time and full-time faculty with high drop rates. Improvement plans are created and implemented for faculty as needed.</p>	
<p>ACTION ITEMS: None</p>	
6. CRSM & PERKINS GRANTS	White
<p>Mark White presented two grants for Cabinet approval</p> <ol style="list-style-type: none"> 1. A standard pass through federal funding Perkins grant in the amount of \$584,000 from THECB. There was no discussed and the grant was approved unanimously. 2. College Readiness and Success Models Grant Proposal from THECB <ul style="list-style-type: none"> • \$50,000 initial funding and estimated performance funding of \$240,000 per year for two years based on student success • Funds will be split 50% to the general revenue and 50% to Academic Success and departments partnering to serve these students • Funding is based on successful Level I completers and would require no additional reporting other than what is normal 	

- Funds will be used for supplemental instruction/stipends/faculty
- Funding is received on the back-end, not up front
- Only change to request is that the funds cannot be in an unrestricted account.

After discussion, Lyndy Forrester made a motion to approve the grant request with the word “unrestricted removed”. Dr. Deborah Vess seconded the motion and it was approved unanimously.

ACTION ITEMS: Inform Teresa Clemons and ask her to remove the word “unrestricted.”	White
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7. BRAGGING ON EMPLOYEES	Cabinet
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Deborah – Dr. Tamara Clunis. The data on last year’s work is phenomenal reflecting increases in success rates, especially in Math, but in English as well. In some areas she has 100% pass rates and is highly effective.

Lyndy – Steve Chance is making real efforts to engage his team in the AC values. He did a jelly bean contest and shooting competition for his team.

8. COMMUNICATION POINTS	Cabinet
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- IT updates, networking ports
- Pay for performance meeting
- TED talks
- FOE update
- Strategic plan on web and integrate FOE
- Board Retreat
- Wyoming university funding challenges
- Grant updates
- Reminder: all fundraising efforts must be approved by Mark White’s office (not including student fundraising)

ACTION ITEMS: Lyndy will draft an email to be sent	Forrester
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9. POSITION JUSTIFICATIONS	Cabinet
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Bob – Nola Bartling will be leaving earlier than planned and her position will be posted. It is already in the budget.