

PRESIDENT'S CABINET MEETING

June 7, 2016

MINUTES

CALLED TO ORDER:

8:58 am on 6/7/2016

MEMBERS PRESENT:

Bob Austin, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Steve Smith, Mark White

OTHERS PRESENT:

Chris Hayes

MEMBERS ABSENT:

Joy Brenneman and Deborah Vess

ADJOURNED:

11:22am on 6/7/2016

DISCUSSION:

PLI PRESENTATION – ENGAGING PART-TIME STUDENTS OUTSIDE THE CLASSROOM

Presentation by Pam Madden, Beth Rodriquez, Bill Netherton, and Alan Kee. Recommendations on how to engage part-time students included:

- Information Stations – table/kiosk in each building that would be manned by faculty and staff. Stations will provide information to students from AC services to connecting with AC resources things that are happening on campus. This would be an extension of greeter program. Would be the entire semester.
- AC Internships/Career Experience – focus on activities inside the classroom that include class presentations, discuss career plans with an instructor and/or advisor, and work on collaborative projects with peers outside of the classroom. Connect students to career experiences. Work with AC Career Center in a more intentional way.
- Coffee/Snack Bar – organize a coffee talk where faculty and staff host a topic and connect students to faculty/staff on a continual basis.
- Incorporate coffee within the greeter program at the very minimum. Put the coffee bar near the clock tower.

BUDGET WORKSHOP ASSIGNMENTS

The workshop was encouraging and shows the support of the board. Several board members expressed their pleasure with the direction the college is moving and are very encouraged by the workshop.

Per Mark White, Johnny Mize would like information about the benefits for a typical retired employee – what do the benefits look like for an individual who retires.

The board has requested follow-up information regarding:

- Detailed information about the miscellaneous income category
- Detailed information about the benefits category
- Detailed information about MCC and Hereford A&I 10-year plan
- Salary breakdowns comparing AC with the state. Have TACC data but CUPA data is available for \$400. Lyndy Forrester will purchase the CUPA data.

By law, AC will be required to hold tax hearings, even if we do not have a proposed tax increase. AC will organize the tax hearings for August 2016.

BOARD RETREAT AGENDA

The retreat will be on June 18th. Dr. Gregg Williams, President of Odessa College, will be facilitating the retreat. The items covered in the retreat will be board evaluation, then strategic plan KPIs, and finally the 25 Steps to Success connection to the No Excuses 2020 plan.

ELLUCIAN TRAINING

Moved for discussion at next week's Cabinet meeting.

NO EXCUSES 2020 KPI

Crowley reviewed the key performance indicators attached to the five strategic plan goals (Completion, Labor Market, Learning, Equity, and Financial Effectiveness). The Learning KPIs will be developed by Dr. Vess. Per Dr. Lowery-Hart, Cabinet will be realigning committees and Cabinet structure to maximize success and impact across the campus.

ADULT OUTREACH NIGHT

Express enrollment night. Cabinet will be required to work the June 16th evening event.

ENROLLMENT UPDATE

Enrollment headcount for Fall 2016 is down less than 1%. Contact hour enrollment is down approximately 2%. The enrollment numbers are low for the programs that are being advertised. We are advertising for 6 different programs. Based on the 3-year average for enrollment, we are making progress and approximately 3% down.

NO EXCUSES 2020

No action

OVERTIME ANALYSIS

Overtime is down significantly after continual conversations with leaders. When comparing this year and last year, overtime has been drastically reduced. Forrester will provide detailed information to Smith about the overtime costs associated with his division.

BRAGGING ON EMPLOYEES

- Smith – Ina Fiel saved the college funds by successfully defending against an unemployment compensation claim.
- Austin – Tim Hicks and Stacey Herman for implementing the online timesheets for students.

COMMUNICATION POINTS

Forrester will send an email out to Supervisors email list based on the communication points.

- How do we get to the 70% - guided pathways, accelerated degrees, and stackable degrees
- Vending contract will be up in 2017 and cabinet is looking at other food/coffee options
- Cabinet will look at dual credit scholarships with the AC Foundation
- Fall of 2017 is the starting semester for determining the 3-year graduation and transfer cohort
- Student web time entry is live. No more paper timesheets and step towards our paperless initiative.
- Overtime has been significantly reduced
- Express enrollment will be June 16th from 5 to 7pm

POSITION JUSTIFICATIONS

None