

PRESIDENT'S CABINET MEETING
July 28, 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

Announcements:

Lowery-Hart distributed a copy *Texas Success* from the Texas Association of Community Colleges and Community College Association of Texas Trustees regarding the 84th Texas legislature session summary. This document and its contents will be presented to the Board at the August 25 Status Update.

Michele Fortunato, Board Chair, added two additional committees for which the regents to serve: Financial Committee and Legislative Committee.

The AC Food Pantry will place blue trash bins around campus for can food collection.

Cabinet was reminded about the nomination deadline for the Outstanding Administrator award and told members they are not eligible.

AC Cares Volunteer Day will be held on October 24; members were requested to encourage their employees to participate.

43 classified employees and some faculty members have not ordered shirts from College Relations.

Leadership Amarillo/Canyon participation resulted in Cabinet nominating Sharon Doggett and Jerry Terry to participate; Mark Rowh and Terry Kleffman served this past year.

Green shared a silver eagle host award that the Boy Scouts of America gave to Amarillo College; she will write thank you notes to Bob Altman and Johnny Mize.

Austin stated that a Smoke-Free Campus proposal might be ready to present to the Board of Regents in September.

The AC Foundation annual meeting and ground-breaking of the library will be on September 29.

Discussion:

REORGANIZATION – Forrester gave an update regarding reorganization in certain areas. Patsy Lemaster will retire August 31, 2015. Forrester will post a training job position. Kay Taylor will change from faculty to administrator status. With confidential material in her office, Forrester worked with Mark White, AC legal counsel, on a confidentiality agreement; all her employees have

signed one. Green reported that two full-time master controllers were laid off; two other employees resigned; she will post and fill three of the positions. Panhandle PBS hire student producers which benefit the college. Forrester requested that if any Cabinet member is looking to reorganize their area she is willing to help in this undertaking. She will start tracking those receiving unemployment benefits and will also track turnover trends in areas. In one quarter, \$15,000 was paid in unemployment benefits. Lowery-Hart said after looking into merit pay to college employees, there seems to be only one community college participating in merit pay (San Jacinto). Forrester will create a committee to include members from the three employee groups to look into merit pay for employees; come up with a proposal; and present to the Board of Regents.

“STOP DOING” LIST UPDATE – Cabinet will check into the efficiency of the Print Shop and devise a plan. There was discussion that there are faculty who print manuals at the Print Shop and place in the AC Bookstore for student purchase; some commented that manuals could be placed on BlackBoard. There was discussion comparing AC Print Shop costs versus outside printing. This item will be brought back to the next Cabinet meeting. Software Package Purchases – there have been a few software packages purchased that were never used; software purchases need to be watched, checked for usage, and shared if possible. Centralized Developmental Education – Vess told that Edie Carter, will work with Dr. Tamara Clunis to oversee Developmental Math. This change should help students in getting through their developmental education classes and get them in line with national trends. Students need more successful experiences which is what they are being taught in the First Year Experience class. This new attitude will help in aligning with the New Mathways Project in helping students succeed and will be built around the career clusters. Community Link – is operational and is currently hosting GED, ESL and Developmental Education classes and will remain open for the foreseeable future. Lowery-Hart requested that Vess, Austin and Tamara Clunis meet with him and in January revisit Community Links numbers. Berg said that faculty who are hired after the beginning of the semester need to have their salaries prorated. Lowery-Hart asked Berg, Forrester, and Steve Chance to meet and bring back a Risk Management Plan.

ENROLLMENT UPDATE – Austin discussed fall enrollment (with 27 days remaining) for the past couple of years. Headcount from fall 2013 to fall 2014: -10.6%; and from fall 2014 to fall 2015: -.08%. Credit hours from fall 2013 to fall 2014: -11.8%; and from fall 2014 to fall 2015: 1.0%. There are 2,000 dual credit students. Ongoing summer enrollment efforts include: “Enroll Now!” phone calls to 2,514 students who were enrolled for spring 2015 and are expected to re-enroll for fall 2015; the conversion rate is 54% or 1,370 out of 2,514. “Enroll Now!” postcards mailed to follow up phone calls to 1,775 students who applied but have not registered; the conversion rate is 16% or 286 out of 1,775. “Please Come Back” calls to 426 students who withdrew from all spring 2015 classes; the conversion rate is 4% or 18 out of 426. Extended services hours for August which include Advising, AskAC, Registrar, Testing and Financial Aid are Monday-Thursday, 8:00 a.m. - 7:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m. Beginning on Monday, August 3, two people in two hour time slots will be used as greeters between Dutton and Durrett Halls; others will answer phones and help ID cards and assist in Financial Aid. Kelly Prather will train people on financial aid; Lisa Gray will train people on AskAC subjects. Those wanting to work as greeters around the start of the fall semester will be able to sign up during the first week of August for a time slot.

CLOTHING AND FOOD PURCHASES POLICY – Green distributed the Requirements for Official Functions and Entertainment. She wrote proposed changes to the policy in red. Green wants to ensure the use of these funds are appropriate based on fulfillment of AC’s mission and core values. AC averages 68 new employees per year; they receive orientation and training. There are also business meetings which require food. When food is purchased everyone needs to furnish documentation of names of employees or external names when on official AC business. Clothing

items need to be approved by Cabinet. Lowery-Hart asked Cabinet to take a look at the proposed changes to the policy and bring back thoughts to the next meeting.

SUPER HERO NOMINATIONS – There were several names discussed for each of the five super hero nominations. This item will be brought back to the next meeting; Cabinet members were asked to furnish names.

POSITION JUSTIFICATIONS – Austin requested replacing Renee Weiss who vacated the Director of Career and Employment Services position. Colaw moved; seconded by Berg; the position carried. Vess requested a Nursing Tutoring Coordinator to coordinate and manage the West Campus Tutoring Outreach Center to promote retention and completion. This position is Perkins funded. Colaw moved; seconded by Austin; the position passed.

BRAGGING ON EMPLOYEES – Colaw bragged on Alex Pham, IT Field Support Tech I, and said in the short time he has been employed he has been a hard worker and shown promise. Austin bragged on Renee Weiss, Director of Career and Employment Services, and said she did a great job with Career and Employment Services. Renee has accepted a position at Texas A&M, Kingsville. She will be missed. Crowley bragged on Sarah Davis, Administrative Specialist/Planning and Advancement, said how pleasant and adaptable she is; she has great work ethics. Green bragged on Kyle Arrant, PBS Senior Broadcast Engineering Specialist, on his help with the two who were laid-off and assisted them in looking for jobs. Forrester bragged on Stacey Herman, Human Resources Assistant I, on her positive attitude in the face of change.

Vess asked for approval for submitting the THECB Work Study Student Mentorship Program Grant proposal. The maximum amount given for a two-year period would be \$300,000. Crowley said there should not be any in-direct costs due to AC's Title V eligibility. Work study funds will be used to provide wages to 8 eligible college students; they will work 19 hours/week; 40 weeks/year at \$10 an hour. Application is due August 21; the grant start date is September 1. Cabinet approved.

Next meeting: August 4, 2015
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