

**PRESIDENT'S CABINET MEETING**  
**August 25, 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:**

**NO EXCUSES COMMITMENTS** – Lowery-Hart distributed a handout for the faculty, student, employee, and leadership commitments. These will be rolled out at General Assembly along with the *No Excuses 2020*.

**REPORT CARD ROUGH DRAFT** – Crowley distributed a handout. The AC profile: 70% part-time students; 71.9% enrolled in developmental education; 55% receive financial aid; 61% are transfer-focused; 74% are first generation; 63% are female; 48% are minorities; 61% work 21+ hours a week; and the median age is 23 years. There was discussion to report the average age instead of the median age; Crowley will modify some of the items discussed and send changes to College Relations to complete the report card.

**MISSION STATEMENT SURVEY** – Green distributed a handout. A survey was sent to employees regarding the current mission statement: “Enriching the lives of our students and community” and the proposed mission statement: “Help learners identify and achieve their educational goals.” There were 287 employees who took the survey; there were 115 comments. There was discussion about combining the two mission statements; only one comment received was in favor of the new mission statement. Cabinet had consensus to combine the two to read: “Enriching the lives of our students and community by helping learners identify and achieve their educational goals.” Lowery-Hart is looking at a leadership report card to target where we want to be by 2020.

**BOARD RETREAT** – The date is still not set; it has changed several times and Chairman Fortunato wants all or the majority to be in attendance. The retreat will focus on the Board, team-building, Lowery-Hart and his evaluation. It is not necessary for Cabinet to attend.

**CABINET TRAINING AND RETREAT** – Forrester will send out training notices. She and Lowery-Hart will work with Don Cameron, Lowery-Hart’s mentor, to leverage the student success contingency. Forrester will set up two-day training sessions in October, November, and December for Cabinet, VPAA Council, April Sessler, Associate VP of Student Affairs, and Sharon Doggett, Associate VP of Finance and Administrative Services.

**BRAGGING ON EMPLOYEES** – Green bragged on Penny Massey, Marketing Coordinator, for the hard work she accomplished in College Relations and marketing AC. Austin bragged on Sammie Pierce, Customer Services Specialist, on her reliability and said she is a great role model. Colaw bragged on Tim Hicks, Systems Analyst III, IT, he stepped up to make changes online for Janet Barton. Green bragged on Kyle Arrant, Senior Broadcast Engineering Technical Specialist, Panhandle PBS, for his hard work on General Assembly. Berg bragged on the bookstore staff for

doing an awesome job during the beginning of the fall semester and dealing with the long lines. Lowery-Hart bragged on the Greeter Program; and said the computer set up in Badger Den was a great addition. Everyone has figured out that they want and need to help students. Terry Hawthorne, Energy Management Coordinator, jumped in to help during the greeter program. Colaw bragged on Pam Madden, Classroom Scheduler, she made certain Dutton Hall was unlocked for the students today. Vess bragged on Dr. Claudie Biggers, Biology Department Chair, for her involvement in faculty training.

**ENROLLMENT UPDATE** – Austin said unduplicated headcount was down 5.2%; contact hours are down 2.0%; credit hours are down 3.4%. There should be approximately 1,200 more dual credit students enroll.

**POSITION JUSTIFICATIONS** – Lowery-Hart said we cannot keep coming to the table and requesting to fill positions; there have not been any positions denied. Our Strategic Plan makes us rethink how we function and how to improve. When positions become open Cabinet cannot just rubber stamp and approve them all. Lowery-Hart asked Cabinet to bring a list of which jobs are truly critical to replace.

Forrester suggested making fewer additions and replacements and adjusting or realigning job duties to spread duties around to others and paying them a little more. Lowery-Hart asked Cabinet to find out how to cover job openings. The leadership team has to make tough decisions.

Vess requested three full-time TxDot full-time positions; there are 20 part-time employees who may be exceeding the part-time status. She said we need to convert two part-time to full-time which will mean a difference of an additional \$1,000. Berg moved, seconded by Forrester for Vess' request; Colaw abstained.

### **Announcements:**

- Twitter – Lowery-Hart asked Cabinet members to create a Twitter and/or Instagram account on their phones in order to assist at General Assembly.
- The ASPEN Institute and Achieving the Dream are hosting a conference featuring guided pathways by the Gates Foundation; 25 presidents, including Lowery-Hart, have been invited to the workshop. AC has been discussing what we will work with to make the ASPEN team. We might use the systemic approach to poverty for ASPEN.
- Lowery-Hart will have a conversation with the Board regarding the Strategic Plan at tonight's meeting.
- This fall, Cabinet has to commit to a series of days to develop specific planning around the Strategic Plan and specific skills of how to lead and structure changes. He said each member has to hold each other accountable.
- Lowery-Hart will set up a lunch in January to include the leadership team and those identified (around 20-25 potential attendees at the associate dean level or lower). The lunch will focus on how to move the plan forward.
- Lowery-Hart is working on the selection process of the branch campuses Board reps.
- Lowery-Hart will create a focus group to include ten students to find out what does and does not work on scheduling; he asked Austin, Colaw, and Crowley to head up this group.

Next meeting: September 1, 2015

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