

# PRESIDENT'S CABINET MEETING

August 04, 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:

**CLOTHING AND FOOD PURCHASES POLICY** – Berg reminded the Cabinet that this policy was revised a couple of years ago; it was patterned after the Texas Tech University policy. Currently, if Amarillo College employees are having a meeting, any food served should be taxable for employees; if an external person is involved in the meeting, the food will not be taxable. Berg read aloud two IRS regulations; Lowery-Hart read the inclusions within the regulations which are coffee and soft drink purchases. It was discussed that AC find a balance especially when training is involved. Cabinet members need to decide on what is appropriate when training for all or the majority of employees is involved and how employees can be compensated. Lowery-Hart would like to have a policy with some flexibility and yet provide a directive. Berg requested that a clothing policy be separate from the food policy. Berg requested that more research be done on a clothing policy. Lowery-Hart said that each new employee should receive a shirt. Crowley suggested giving one t-shirt to new employees at orientation. Green told that some classified and faculty members still have not ordered their shirts. Austin said that AC shirts send a positive message to employees and students. For some AC jobs it is helpful to have special shirts to help people identify where individuals work. Green suggested receiving Cabinet approval for the requirements for official functions and entertainment; have a general agreement policy; and leave the changes she made to the policy which are marked in red in the revised version. Colaw moved; seconded by Forrester to approve the Clothing and Food Purchases Policy along with the discussed changes. The motion passed. Green stated if there are any exceptions to the written policy they need to be brought to Cabinet. A clothing procedure which will be approved by Cabinet and the wording/logo by College Relations and will be on the AC website;

**SUPER HERO NOMINATIONS** – The super hero recommendations were furnished for the five areas: Family, Fun, Yes, Wow, and Innovation. The awards will be presented at General Assembly on September 11.

**“STOP DOING” LIST UPDATE** – Lowery-Hart and Berg met with Print Shop employees to refute any rumors regarding immediate closure of the center. Lowery-Hart requested Berg, Green and Vess meet to devise a plan/timeline for the Print Shop to continue or stop doing business as has been done in the past.

**GENERAL ASSEMBLY** – AC employees will meet on September 11 from 12:00 noon – 5:00 p.m. in the Civic Center Heritage Room; this needs to be communicated to all employees. It will be posted on the AC website and College Relations will make posters announcing the closing of the campuses from 12-5 that day. The values and goals of the Strategic Plan will be presented at General Assembly.

**MISSION STATEMENT** – Lowery-Hart distributed a handout with a proposed new mission statement for Amarillo College: *Help learners identify and achieve their educational goals*; the current mission statement is: *Enriching the lives of our students and community*. There was discussion that if the mission statement is to be changed, we have to work with SACS and submit a substantive change.

**POSITION JUSTIFICATIONS** – Vess requested replacing the advising specialist at Moore County Campus; the employee in the position has resigned. Crowley moved; seconded by Austin; the position passed.

**BRAGGING ON EMPLOYEES** – Crowley bragged on Jamie Perez and Jennifer Ashcraft, both Grants Administration Coordinators, for their hard work on the grants single audit. Vess bragged on Cheryl Oldham, administrative specialist, for her hard work and how she has faced the many challenges of a new job and new supervisor. Green bragged on Brian Nixon, Director of E-Learning, for his good job on a recent video he produced. Forrester bragged on Diane Brice, Director of Enrollment Services and Registrar, for her help with General Assembly and the Wow Team.

**ENROLLMENT UPDATE** – Austin reported that headcount is running behind from where we were this time last year by 1-1/2% (100 students). Credit hours and contact hours are just below even. Extra sessions may have to be added in some areas; core and general education classes are the biggest issue.

**Announcements:**

- Signage has arrived; not certain on timeframe for displaying them.
- If an area plans to reorganize or restructure, please make Jeanette Nelson and Carol Bevel in the Business Office aware.
- A group to include: Michele Fortunato, Lowery-Hart, Austin, Crowley, and Vess will travel to Odessa College on Monday, August 10. The group hopes to garner some ideas and implementations from the college on class terms and advising.
- Lowery-Hart stated that the Board of Regents will discuss filling the Vice President of Advancement position at its August 17 meeting.

Next meeting: August 11, 2015

bs