

# PRESIDENT'S CABINET MEETING

January 26, 2016

## 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:**

Janine Goode, Terry Kleffman, Penny Massey, and Brenda Sadler

### **Discussion:**

**NEW PRINT PROCEDURE** – The print shop will close on Friday, February 29. Zip Print will be who we use on a daily basis. Cenvéo will print larger jobs. Penny Massey said that Kathy Pruitt was hired temporarily to help in the transition. There will be an online process to complete forms. Zip Print will pick up orders from the mail room daily at 8:30 a.m. and 2:30 p.m. The order form will require the account number and contact person. Staff will need to print internally anything less than 500 copies. Letterhead and envelopes will be ordered online the same as copy paper. The plan is to get all forms online; forms will go through Cenvéo. Zip Print will inventory and work directly with the AC Business Office. Individuals will receive the online request; a link will be on the College Relations site to place orders. Vess said there will be a faculty meeting on Friday; she invited Massey to address them regarding the new print procedures. Lowery-Hart requested that Cabinet disseminate this information to their areas. Massey will address the leadership group to include VPAA Council and Executive Directors of Moore County and the Hereford Campuses.

**ATTENDANCE RETENTION ALERT DEMONSTRATION** – Janine Goode reported that faculty mostly uses AC Connect for tracking students. Retention alert will enable faculty to take daily attendance; list all classes for instructors; and obtain full attendance details for the entire semester. When students scan 15 minutes prior to or 30 minutes after class they will be counted as present. Vess requested Goode show BlackBoard class tools and grade book. Crowley said there needs to be parameters on attendance and grades. Most students will need more than an email to notify them when there is trouble. Vess indicated that faculty use of early retention alert will be reflected on their evaluations. She also said that there should be a policy that mandates grades be scrutinized earlier in the semester.

**ACADEMIC CALENDAR** – Austin distributed the 2016-2017 AC Calendar with the changes discussed at the last meeting. The fall 2016 session will begin on August 22; student fall break is scheduled for October 17-23. Austin will check out the availability of the Civic Center coliseum on Friday, December 16 for the fall commencement. Austin said there was no negative feedback from the Administrators Association regarding the 8-week courses discussion; he will take to the Faculty Senate. Lowery-Hart said he was still concerned with financial implications with offering only one summer term. Austin will update the master calendar with the fall and spring changes and leave summer as in the past until he has addressed the all-faculty meeting and will bring feedback regarding the summer proposal. Vess brought up the possibility of a 3-week mini term between spring and summer.

**SICK LEAVE** – Forrester distributed a handout regarding employees donating sick leave to other eligible employees. Cabinet passed the procedure unanimously. Forrester distributed a handout regarding an overtime analysis through 12/31/15 broken down by Cabinet area. The Department of Labor changes will affect who is eligible for overtime. Anyone who makes \$52,400 or less is eligible to be paid overtime; employees will have to meet certain criteria and go through a duties check list. Individual areas need to budget for overtime. Lowery-Hart said there needs to be a cap of overtime for each division. He asked Cabinet to look at the data and be accountable.

Vess reported on the possibility of starting an agriculture program at AC and asked if we would be violating an agreement with Frank Phillip College. Lowery-Hart said before anything could be done, we would have to alert the Board and Jud Hicks, President of Frank Phillips College.

Lowery-Hart said the partnership and leadership panel was rated the best at the Leadership Scholars Institute. Cabinet needs to be more intentional in communicating state legislative information to their employees.

Lowery-Hart asked Cabinet to set divisional meetings and make Brenda Sadler aware of when they are scheduled and if he can make the meeting he will. Austin has been meeting with his division; some have asked what processes will happen after all the eligible people retire; they had questions regarding the budget; and wanted to know how safe their jobs were.

Lowery-Hart asked Cabinet to be aggressive and have conversations with employees and community people. He said it will take at least a year for the college to heal after the reorganization.

There was discussion regarding summer building closings. Austin will bring a report to the next Cabinet meeting regarding closing Dutton Hall in the summer.

**BRAGGING ON EMPLOYEES** – Forrester said her student mentee is a dedicated student who just had a baby and came up to school after giving birth to take a test. Vess said that Dr. Steve Weber, Music Department Chair, accepted a position with Wayland Baptist University; she said he will be missed. Green bragged on Penny Massey, marketing manager, and her work managing the print shop closure and the outside printing companies. Colaw said Pricha Thephaphine, Field Support Team Leader, took over the technical information center. Crowley bragged on the greeter program; Joy Brenneman, Change Management Officer, worked long hours managing the greeter program. Lowery-Hart bragged on Green and her team for the Yellow City Sounds series; he said the recent concert was amazing. Lowery-Hart said social services along with the food pantry and clothes closet, will now be under the President's Office; the office will be housed on the first floor in the Ware Student Commons.

**POSITION JUSTIFICATIONS** – Vess requested to fill a TxDOT position and one paid for by the SSS grant. Colaw requested filling a database specialist position.

#### **Announcements:**

- Austin distributed a spring enrollment trend from 2011-2016 on day seven; spring 2016: contact hours are up 1.7%; headcount decreased by 2.04%.
- Crowley hired two former AC employees, Dr. Kara Larkan-Skinner and Jessica Smith, to work on a contract basis to work on contact hour and headcount data.

- Austin and Vess will present a report on 8-week classes; block scheduling, and communicating such in the Status Update at tonight's Board meeting.
- Green's area sent out postcards, featuring the Fast Focus theme, stating that it is time to apply and register.
- Lowery-Hart received an email from TACC's new president and CEO, Jacob Fraire, regarding the need for branch campus representatives for community colleges.
- The JET Grant requires recipients to receive their purchased equipment in the first six months and show use in the subsequent six months.
- Some of TACC's core policies will focus on dual credit, funding, and workforce solutions.
- Mark White, AC legal counsel, is working with the attorney who is representing two AC faculty members.

Next regular meeting: February 2, 2016

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