

PRESIDENT'S CABINET MEETING

January 5, 2016

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, and Russell Lowery-Hart

MEMBER ABSENT:

Deborah Vess

OTHERS PRESENT:

Brenda Sadler

Discussion:

ACADEMIC CALENDAR – Austin distributed the latest version of the academic calendar. Discussion ensued. General Assembly on February 5 was added. Summer 2016 – classes will begin June 6. Lowery-Hart requested a budget reflecting how much money will be saved or lost by offering 8-week classes. He asked to see data for the switch from two 8-week summer terms to one 8-week summer term; he asked for information pertaining to how many students took Summer I and how many took Summer II and how many took more than six hours in Summer I and II. Lowery-Hart wants closure on the summer term soon. A fall break was discussed, possibly toward the end of October. Lowery-Hart asked to place on the calendar the college closing half a day on the Wednesday before Thanksgiving. Lowery-Hart suggested that students schedule a degree plan two years out and that faculty get their class plans two years out. Students may be offered a guarantee for the same tuition cost if they make and stay with their two year schedule. Lowery-Hart asked that Austin check into holding fall commencement on a Friday evening instead of Saturday morning. He liked the concept of the calendar, but wants to see data and requested Austin and Vess talk with Faculty Senate. Austin was asked to bring the calendar back with information on how to build a two-year schedule for students and faculty.

BUDGET – Lowery-Hart reminded Cabinet that prior to Christmas break Amarillo College needed \$30,000 to get AC to the \$3.0 million; \$3.65 million will get AC to that point. There will be very few people to terminate now. Those employees targeted for termination or reorganization were discussed. Lowery-Hart designated those who need to communicate to those employees. EOD will work with those who will communicate termination; Lowery-Hart wants to have the terminations communicated the morning of the Town Hall meeting.

BUDGET TOWN HALL – The Town Hall meeting will be held on Thursday, January 14 at 3:30 p.m. in Ordway Auditorium. David White will send out an email on January 7 and 12 announcing the Town Hall. Lowery-Hart asked for savings numbers to include benefits and wants all who will be leaving the college to be broken down by classification and by divisions. In his presentation, Lowery-Hart will stress that this is a new beginning and not the end.

Crowley distributed parking lot items from the December 15 leadership training. Cabinet was asked to create a priority list from the existing list.

BRAGGING ON EMPLOYEES – Austin spoke of Mitch Parker, the new Director of Career and Employment Services, who started on Monday. Parker came from Sam Houston State. Crowley bragged on Olga Kleffman, Accounting Supervisor, Income, Business Office, who handled the donor-given money for the students travelling on the presidential scholars' trip. The donor gave \$1,700 and each student received \$150. Forrester bragged on Ina Fiel, EOD Analyst, Employee and Organizational Development, who has been filling in on many jobs in the EOD office; she is being cross-trained. Lowery-Hart bragged on Cabinet members for all the hard work done in the fall semester. He said Cabinet stepped up and did an incredible job of managing resources and determining the six FTEs for the RIF. Lowery-Hart requested Cabinet have the Strategic Plan in place in 18 months.

Next regular meeting: January 19, 2016
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