

PRESIDENT'S CABINET MEETING
November 24, 2015
MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Cara Crowley and Deborah Vess

OTHERS PRESENT:

Brenda Sadler

Discussion:

EVALUATION SYSTEM FOR EMPLOYEES – Forrester said the current evaluation system is broken. She received feedback from the Classified Employees Council and Administrator's Association; they overwhelmingly voted for 100% merit pay; no across-the-board. Plan A will roll out in January; plan B will line up with the FY. Forrester shared a matrix which showed high, medium and low performing criteria. She said it is a good time for reorganization. Job descriptions need to correlate with evaluations. Lowery-Hart urged Cabinet to decide what commitments are going to be included in job descriptions. Employees will sign their commitments during their evaluation and their job descriptions will be shared at the same time. If employees refuse to sign the commitments they risk being terminated. Lowery-Hart believes the regents will support these decisions. Forrester brought up the question as to how to budget for the merit pay; it was suggested to allocate money to Cabinet members for their areas. There has to be a grid in order to place employees on to determine high, medium, or low performances.

OVERTIME – Forrester reported that there was \$240,000 paid in overtime this last FY. There is a trend; other compensation structure needs to be looked into; custodial and grounds employees will be looked at first. There will always be some overtime. Forrester spoke of the Fair Labor Standards Act which will go into effect in 2016; businesses will be paying overtime to non-exempt employees on payroll making under \$50,440 per year and working over 40 hours per week. There is a need to cross-train people, their duties and responsibilities.

PRINT SHOP UPDATE – Green will bring a full report in January. Letterhead will be carried in inventory; employees will order through College Relations. Zip Print will offer us an online solution; staff will be able to go online to order; a price list will be compiled; all departments will have a billing number. Tammy Hughes, Copy Center team leader, took the open Central Services position. Zip Print will have a central location for employees to pick up their orders; the mailroom was suggested.

BRAGGING ON EMPLOYEES – Forrester bragged on Stacey Herman, Human Resources Generalist, Payroll, has worked hard to get everyone their paycheck; she had to learn what was necessary after the senior payroll specialist position was vacated. Ina Fiel is helping Stacey and is cross-training. Green bragged on Brian Frank, content producer, Panhandle PBS, and how he has stepped up since he changed positions at KACV. Green bragged on Mike Fuller, KACV-FM program director, who has helped raise money with Yellow City Sounds, which is a series of live concerts. Susan Gibson, along with four other performers and song writers from the Hill Country will

give a concert on January 22 at 6:30 p.m. Colaw bragged on Vijay Serrao, network engineering specialist, who installed the malware and anti-virus packages on 1,500 computers.

POSITION JUSTIFICATIONS – Berg requested 1) a night custodian at West Campus; the position was put on-hold. 2) Sandy Thomas, staff assistant, physical plant, will be leaving in January; Forrester suggested looking at internal employees to pick up her duties and reclassify Sheri Frederiksen and Delynn Chidester's positions and give them more money. 3) Vickie Shelton, Director of Purchasing, will be leaving in December. The position replacement was approved.

Announcements:

- Board of Regents meeting tonight.
- There are 400 applications for Aspen fellowships; there are 50 finalists of which AC is one; 15-20 will be selected.
- Lowery-Hart reminded Cabinet that on December 10 there will be a special Cabinet meeting to discuss those who took the retirement incentive buyout and their positions; the Cabinet will devise a RIF plan which will be presented at the January 26 Board of Regents meeting; a second special Cabinet meeting will be held on December 15.

Next regular meeting: December 1, 2015
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