

PRESIDENT'S CABINET MEETING
February 16, 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:

Joy Brenneman and Brenda Sadler

Discussion:

CHAIN OF COMMAND & COMMUNICATION/WORK FLOW – Green indicated that most employees have told her that they need to go through a chain of command to place orders with them. This was the way it has been handled in the past. Supervisors should be sharing decision-making and communication with their employees. There needs to be trust to let their employees make decisions.

ARC (ADVOCACY & RESOURCE CENTER) – Crowley said that on April 1, Jordan Herrera will move to the first floor of the Ware Student Commons and she will manage the ARC.

ELLUCIAN – Crowley has received some Cabinet comments; these brought up many questions; some were in HR. There needs to be some Ellucian demos. Crowley said she will forward Austin and Colaw the comments. Lowery-Hart indicated the biggest issue to him is to get clear on how and when to use the programs we have; there needs to be training on the ones we already have. Austin spoke with Charles Hendrick who said there is a problem that people do not know that training is available. Crowley told that we are not even aware of which programs we are not utilizing; we pay maintenance fees on some programs we have that we do not use. Austin suggested we get the “work flow” program; this program connects all programs and could save us time.

GOOD NEWS LIST – Lowery-Hart asked that Cabinet share news from their areas. He said it is time to move beyond fear, doom and gloom. He requested a good news list via email; he wants the Board and community to be aware that AC is doing well.

REORGANIZATION PLANS BY AREA – Cabinet needs to know what each other's reorganization looks like. Engage employees in your areas in conversation and send out an organizational chart. The biggest changes seem to be in Berg's and Vess' areas. Berg indicated that he thought reorganization in his area should wait for implementation until after his replacement is hired. Cabinet needs to be aware of all areas changes.

EXECUTIVE VICE PRESIDENT – Mark White starts on March 1 and he and Crowley have put together an intense orientation. This position has been in the works for 2-1/2 years. White will be a good addition to the Cabinet and Amarillo College. There will be a community-wide reception for White on March 8, 5:00 – 6:30 p.m., Amarillo Club 31st floor. Lowery-Hart will present a “State of the College” speech at that time, also.

EMPLOYEE MEETINGS – Lowery-Hart talked about Cabinet having conversations in their areas. He said the point is to listen, assure, and acknowledge. The meetings have been affirmed that employees are willing to get on-board. These meetings will minimize rumors and fear-mongering. This is the time to open up to dialog and recommit to kindness. He plans to have 12 group meetings this semester; the biggest issue is communication. Lowery-Hart said Cabinet must reconnect to employees. There will be a different approach to job audits with a new process; it will be Cabinet driven. EOD will meet with every supervisor to discuss the job audit process. Forrester said she will not tell supervisors how to handle their areas. Lowery-Hart has yet to find a school in Texas that gives merit pay who does not have to give a cost-of-living raise every few years. The onus for Cabinet is to figure out how to reorganize when staff retires. Another issue employees are asking about is computer replacements. Colaw said the computer replacement plan is starting again after a two-year hiatus. He is working on West Campus areas and looking at computers on East Campus. Microsoft will end assistance in January 2017; some computers are 4-1/2 years old and are being used for data gathering. Colaw has replaced 150 computers this past year.

CALENDAR OF EVENTS – Lowery-Hart reported that the Board requested a calendar of events highlighting events specific to them. He asked Austin to work with Sadler on these events through the end of the fiscal year.

NO EXCUSES 2020 – Lowery-Hart asked for a Strategic Plan update. Austin will ask Beck Burton and Vess to come to the No Excuses Committee and share information on what they have done to-date. Forrester said it is the time for the City to come in to do some table-top drills. Colaw is working on retention software. Crowley said we need to capture information for SACS reaccreditation.

BRAGGING ON EMPLOYEES – Austin bragged on Maury Roman-Jordan, Director of Outreach Services, and Danette Fenstermaker, Community Link instructor, for their work with Jodi Lindseth. They are working to get McDonald's employees credit for work experience. They are working with PRPC to get funds to pay for the employees to come to AC to take classes. They will work with Toot 'N Totum employees, also. Colaw bragged on Sarah Bruce, systems analyst, for creating the sign-in program at General Assembly.

POSITION JUSTIFICATIONS – Berg requested to replace the Executive Assistant position at the Physical Plant; the East Campus Housing administrative clerk; and painter's helper at East Campus – it was suggested to combine the two East Campus positions in Housing.

Next regular meeting: March 1, 2016

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