

PRESIDENT'S CABINET MEETING
February 2, 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:

Brenda Sadler

Lowery-Hart distributed a book, *What School Boards Can Do*.

Discussion:

UPCOMING TRAINING FOR EMPLOYEES – Forrester said training will begin this month; she requested Cabinet support. A pilot for compliance training was recently conducted. Camp WOW will be done in new employee orientation; every current employee needs to take the training as well. Forrester will make sure the training is communicated to every employee; a record will be kept on each employee and their training.

TRS SURCHARGE – Forrester said if a retiree comes back and works more than 19 hours, Amarillo College pays a surcharge for them; it cost AC \$47,580 last year. She distributed a list of retirees who work for Amarillo College again and the amount it costs in payments to TRS for each of them.

FACULTY REACTION TO CALENDAR – Vess reported that the fall block scheduling was supported unanimously. She said overlap of 8-week classes in summer generated a lot of feedback. However, no one balked at an 8-week summer term and some said they would be interested in offering a three-week mini term. There was discussion as to when a mini-term might be offered. It will be placed on the calendar between the spring semester and summer term.

SAVINGS DUE TO DUTTON HALL CLOSING FOR THE SUMMER – Austin confirmed that Ordway Hall will be closing for the summer; no classes will be taught in that building for the summer. In Dutton Hall all of the first floor's temperature control is provided through one large unit; there are offices on the second floor; 16 people office in the building. It was suggested to close classrooms in Dutton Hall for the summer.

INSTITUTIONAL REVIEW BOARD – This will be moved to Vess' area and was approved unanimously.

PARKING LOT/PROCESS MAPPING – Crowley will set up meetings with Vess' and Berg's areas. She will send a list to Cabinet of Ellucian modules. The question was how many modules we own of which we are not utilizing. Colaw will take the list of Ellucian modules to the ACT committee. Any module that we keep or use needs to have training provided. Forrester said that the 340 leave form for bi-monthly will not have to be completed any longer since they report vacation and sick leave online. EOD is working on something for monthly employees to use for reporting online. Working on a new online leave form could be integrated into the compliance training.

PRESIDENT'S LEADERSHIP INSTITUTE QUESTIONS AND ASSIGNMENTS – Lowery-Hart will send Cabinet ten questions relevant for 28 employees to answer. Each team voted on ten questions. Each team is doing research. They are working on engaging employees that might not see themselves as a leader. There are five teams working on these ten questions. They will spend the semester researching and will spend the summer on action plans to integrate on what we are doing. Lowery-Hart said he received good feedback when the PLI activity was producing a paper airplane on a production line. In the morning they worked on the airplane in the manner things have been done at AC in the past; in the afternoon they redesigned the airplane and worked with each other. The next PLI offering will be in January 2017.

BUDGET REVIEW – Berg reported that Jeanette Nelson made salary changes to everyone's budget; Cabinet may want to double check the changes.

RUMORS WITH THE PRESIDENT – Lowery-Hart heard much feedback during the leadership training; he received emails and phone calls reflecting on his transparency.

Lowery-Hart distributed a No Excuses 2020 handout and Aspen Prize for Community College Excellence list. Cabinet perused and discussed the list of institutions that were named Aspen schools for 2016-17. Amarillo College has a 45% in first-year retaining rate. A three-year graduate rate for AC is 16%. There was discussion of what the winning colleges are doing that AC is not. Vess said she believes that this time next year AC should be able to say we are doing more than most of these colleges with block scheduling, guided pathways and 8-week classes. Accelerated programs are impacting graduations. Crowley suggested dividing up the list of colleges for Cabinet to research. Jarrod Madden will create a leadership report card. By establishing a drop policy in the fall made a huge impact. In fall 2016, degree mapping will be implemented; there needs to be a way to help students on their pathways without Civitas; AC cannot wait three years for degree-mapping to work. By the end of the spring semester, we need to integrate financial aid, academic advising and career pathways. Lowery-Hart asked Austin and Vess to bring back a plan to get advisors on board with clarity on pathways. Vess said 25 students were piloted in block scheduling this semester. No Excuses 2020 work will need to be done and will be discussed at every Cabinet meeting for a while. Lowery-Hart said a system needs to be in place from recruitment to graduation.

BRAGGING ON EMPLOYEES – Vess bragged on Derek Witherspoon who won an Addy award. Vess also bragged on Becky Burton, as she is doing a good job in her new position. Green bragged on the work Kyle Arrant did on General Assembly.

POSITION JUSTIFICATIONS – Vess requested to fill a two grant-funded positions in AEL and a developmental education position; AC received allocations from TWC funds for these positions. Berg requested replacing a custodian for the Downtown Campus; there is only one custodian position at that campus. Vess approved. Berg asked for a senior staff assistant position in Physical Plant. Austin and Vess approved. James Jackson, custodial foreman, retired; Dustin Fuller, custodian, will fill this position; his position will not be filled. Berg told of the ACBP accountant, Lauren Cazares, has accepted a position at WTAMU; filling this position was approved.

Next regular meeting: February 16, 2016

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