

PRESIDENT'S CABINET MEETING

May 23, 2017

MINUTES

CALLED TO ORDER

9:05 am on 05/23/2017

ADJOURNED

10:50 am on 05/23/2017

MEMBERS PRESENT

Bob Austin, Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Steve Smith, Mark White

MEMBERS ABSENT

Kevin Ball

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. VPAA CANDIDATE, DR. TAMARA CLUNIS, INTERVIEW	Cabinet
Cabinet interviewed Dr. Clunis for the VPAA Position. She answered questions from Cabinet members and shared her goals and vision for Academic Affairs.	
ACTION ITEMS: None	

2. COUNCILS AND COMMITTEES	Clunis
Dr. Clunis stated that the committee lists have been revised and are ready for Cabinet approval. Committee assignments have been spread out to utilize more faculty and have a better distribution of members. Faculty recommendations were received from Faculty Senate. Still waiting on other employee groups to provide a few names.	
Mr. Smith noted that the Benefits Plan Investment Committee can be disbanded. Employees now choose their own investment plans which are managed by Amarillo National Bank and ANB provides investment advisors to help.	
Ms. Forrester moved, seconded by Dr. Clunis to disband the Benefits Plan Investment Committee.	
Cabinet discussed the need for the Wellness Committee. Ms. Forrester will work with Toni Gray and Craig Clifton to re-strategize this committee and develop some measurable results.	
Dr. Clunis noted that the Testing and Remediation Committee and Developmental Education Council have been combined in to the DevEd Council.	
The Mead Award Committee will be added as an Institutional Standing Committee to be consistent with the other employee groups' annual awards. Its criteria and committee membership will be reviewed and revised.	
Dr. Clunis will talk with the administrator and classified employee groups about ideas for more effectively honoring staff.	
Mr. Austin moved, seconded by Mr. Smith, to approve the Councils and Committees list after it has been updated. Dr. Clunis will distribute the list once it has been finalized.	

ACTION ITEMS Add Mr. White, or another Cabinet member, as an ex-officio member of the Employee Award groups (Mead, Classified Employee of the year, Outstanding Administrator).	Tamara
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3. CABINET RETREAT	Lowery-Hart
The Cabinet retreat will be held at the Bar Z Winery on June 26 th from 11:00 – 6:00. It will be a relaxed meeting with no formal agenda. Cabinet will travel together in an AC van or Dr. Lowery-Hart’s vehicle. Dr. Lowery-Hart asked each cabinet member to talk for approximately 20 minutes about: <ol style="list-style-type: none"> 1. Their 3 true “norths” for the coming year 2. The biggest barrier they see in their division 3. The biggest barrier they see at the College Cabinet members will then ask questions and discuss ways in which to support each other. There will not be technology provided.	

ACTION ITEMS Cabinet members to come prepared as stated above.	Cabinet
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4. ENROLLMENT UPDATE	Austin
Not covered	
ACTION ITEMS: n/a	

5. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
ACTION ITEMS	

6. COMMUNICATION POINTS	Forrester
ACTION ITEMS	
Lyndy Forrester will send email.	Forrester

7. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS	

Other Discussion and/or Action Items –

Mr. Smith reviewed the budget framework to be presented to the board at tonight’s meeting. The budget included a 1% anticipated increase in enrollment as well as the increased tuition and fees. Budget was presented in a manner which matches the monthly financial statements and audited financial statements for increased transparency and ease of readability. The budget reflects a decrease in the biannual state appropriations of \$550k. Budget included cabinet priorities for raises for all employees including part-time, Increased A&I and updates to campus technology in the regular budget. The current budget has a surplus which will allow the college to make investments in technology and should allow the college to pay back the reserve for the 2016 retirement incentives in the current fiscal year.

Mr. White discussed an \$89,000 funding request through the Bivins Foundation for furnishings for the Hagy Center. He expects that it will be funded but won’t find out until September. The Cabinet discussed the opening date for the Hagy Center and Dr. Lowery-Hart has a meeting scheduled at a later date regarding this. No decision was made.