

# PRESIDENT'S CABINET MEETING

August 23, 2016

## MINUTES

### CALLED TO ORDER

9:05 am on 08/23/2016

### ADJOURNED

10:30 am on 08/23/2016

### MEMBERS PRESENT

Bob Austin, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Steve Smith, Deborah Vess, Mark White

### MEMBERS ABSENT

None

### OTHERS PRESENT

Joy Brenneman, Chris Hays

### DISCUSSION:

1. CORNERSTONE TIMELINES	Forrester
<p>Timelines will be incorporated into leadership training. Also, should relate to 70% goal. Projected timeline:</p> <ul style="list-style-type: none"><li>• Launch on September 1</li><li>• First training in early September</li><li>• Training for Cabinet on August 30 or September 6</li><li>• Rollout at General Assembly</li><li>• Provide multiple trainings for supervisors and all staff</li></ul> <p>The initial Cornerstone rollout will be the performance piece:</p> <ul style="list-style-type: none"><li>• Goal setting, job duties, skills, behavioral descriptors</li><li>• Pre-populated, measurable goals are included<ul style="list-style-type: none"><li>○ Include reason for the goal</li><li>○ Supervisors can approve, assign more, reject, or create new goals</li><li>○ Need to be intentional, related back to 70%, and tied to the Strategic Plan</li><li>○ Minimum of five goals; goals are optional but that will define the employee</li></ul></li></ul> <p>The next rollout will include 310s, applications, peer review, and a way to leave messages about an employee with their supervisors. The pilot group includes Classified and Administrators but not faculty. The annual review period will be June 1 – July 13. Lyndy reviewed the options available in Cornerstone for intentional leadership training, for example - soft skills, cross training, ethics, corporate social responsibility, etc.</p>	
ACTION ITEMS	Forrester
<p>Lyndy will let Joy know what works for Cabinet training.</p>	

2. AUGUST 26 <sup>TH</sup> NO EXCUSES 2020 MEETING	Austin
<p>This meeting is canceled. Most faculty/staff will be at Foundations for Excellence at Region 16 and the retiree cookout is the same day.</p>	

**Update on the cookout:** Mike Fuller will be playing and will have a microphone where announcements can be made. Picture frames and photographer are arranged. Anyone may have their picture made with friends and retirees get a frame. Amarillo National Bank is providing all the food, drinks, plates, utensils, etc.

<b>3. ENROLLMENT UPDATE</b>	<b>Austin</b>
Bob reported that we are up 5% in headcount and 3.9% in contact hours. Dual credit is up almost 700 students. His office is working to get some students back who have decided not to come because they didn't pay or are withdrawing this first week. There are still openings in the 2 <sup>nd</sup> 8-week classes. With additional dual credit enrollments we could reach over 10,000. September 7th is the 12 <sup>th</sup> class day. Cabinet discussed dual credit enrollments. Bob will send out an update to all AC family that enrollments is up 5%.	
<b>ACTION ITEMS</b>	Steve
Analyze effect on dual credit if fees are reduced or eliminated	
<b>4. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
N/A	
<b>ACTION ITEMS</b>	
<b>5. COMMUNICATION POINTS</b>	<b>Forrester</b>
N/A	
<b>ACTION ITEMS</b>	
<b>6. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
N/A	
<b>ACTION ITEMS</b>	

**Greeters:** Cabinet left to assigned locations to be greet students.