

PRESIDENT'S CABINET MEETING

September 6, 2016

MINUTES

CALLED TO ORDER

9:11 am on 09/06/2016

ADJOURNED

11:30 am on 09/06/2016

MEMBERS PRESENT

Bob Austin, Cara Crowley, Lyndy Forrester, Chris Hays, Russell Lowery-Hart, Steve Smith, Deborah Vess

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. MASTER CALENDAR	Hays
<p>AC has three events scheduled for October 13th: Yellow City Sounds, AC Foundation's Celebration of Education, and the Common Reader author lecture. Although, the Common Reader event has been rescheduled, this highlighted a problem with how events are calendared. Currently, anyone who has access in the CMS can add events to the calendar although most don't know how to do this. Those who use it do so to calendar student activities and large events. There is a need for coordination of information. Cabinet discussed some possible solutions including expanded use of the "Use of College Property" form, internal calendars, using AC Connect, and displaying more information on the monitors around campus. Not everything submitted should go on a calendar but can still be marketed by Communications and Marketing, e.g. club fundraisers. In the meantime, faculty/staff should email David White with information if they are not able to post directly to the master calendar.</p> <p>Communications and Marketing should know everything that is happening and be able to watch the calendar and promote events. They will work on a submission system and Tommy deJesus is working on the calendar in the CMS. Need to build a process where anything that goes on the calendar goes through Communications and Marketing, but will need to create a system that ensures the process does not create a bottle-neck and delay reservation of rooms and set up for events.</p> <p>Timeline on new CMS:</p> <ul style="list-style-type: none">• Three new CMS applications have been considered and compared with our current CMS• Need to include EOD and others in the process• The current CMS requires coding; in a new CMS, all applications are built and only need activation and implementation; more user friendly• One time up-front cost with manageable yearly fee• Waiting until new manager is hired to make a final decision	
ACTION ITEMS	Chris
<p>Communication and Marketing will take ownership of the process. For now, they will send out an email to All-AC Family letting them know to contact David White with events for the calendar. Will also talk about social media at General Assembly.</p>	

2. INTERNAL COMMUNICATION FOCUS GROUP RESULTS	Forrester
<p>This group met last Friday to discuss improving internal communication. Ideas from the meeting included:</p>	

- From the Aspen Institute – a digital suggestion box where innovative ideas may be submitted and once a month the top five are selected, and after a vote, the top idea is implemented
- Yammer – a social media platform for work available for free in Microsoft 360 where employees may post topics and ideas; find suggestions; share files
 - Caution: it can become a complaint board and should be implemented correctly
 - There is Lynda training available for this
- Centralize minutes – all minutes could be available for employees to review; could prevent redundancy between committees; or, send all minutes to DL-All AC Family
- Communication page in the portal
- Blackboard entry put inside the portal
 - This is a project in process
- Managers lead by example; attend more committee meetings; don't sit together; get to know other employees
- Get employee buy-in by encouraging them to know they have the ability to find solutions
 - Cornerstone will help with this
- More events like the retiree cookout
- Open supervisor training to all so those seeking leadership opportunities may take advantage of this training now
- Consider speed meetings; standing meetings; 30 minute meetings; weekly Cabinet and/or leadership meetings in one location and open to all

Feedback reflects that people like the notes sent out weekly by Lyndy from the President's cabinet meetings.

ACTION ITEMS

No additional action needed.

3. CORNERSTONE

Forrester

Good feedback was received after the first Supervisor training with additional goals and tasks that may be added to the goal library. Supervisors/employees may add their own department specific goals and tasks as well. There will be three areas of training for Cornerstone: Goals, Job Performance, and Behavior.

Cabinet discussed changing the names of the goals, aligning them to match the No Excuses 2020 Strategic Plan, and integrating terms such as "outcomes" into the goals and tasks so that they may be mapped to SACS. This would allow easy reporting when it is time to submit the year five SACS report.

Lyndy requested feedback on requiring a minimum number of goals and tasks. A minimum number of three was suggested but there was concern that some might want to concentrate of subtasks within one goal or that others would pick three relatively easy goals. Steve suggested that supervisors be allowed to make those determinations.

The implementation of Cornerstone should be smooth and great during initial rollout.

ACTION ITEMS

Lyndy will find out if it is possible to add a third level in Cornerstone. She will also bring some best practices from Cornerstone before Cabinet decides if a minimum number of tasks will be required.

Forrester

4. ENROLLMENT UPDATE

Austin

Enrolment is up 1.5% at 10,083 today. There are 2,299 dual credit enrollments which is up 165 over last year at this time. Credit hours are up 2.37%. Target is to be up 5% on October 24 which is the first day of the second 8 weeks. The goal is 10,360 students. Students are continuing to enroll and the message needs to be that we are open for enrollment this semester. There are still seats available. Another registration date in October will be scheduled and marketed. Bob's area has a list of 4,000 students who

have applied but not enrolled and is working to contact/recruit this group if the student is not already enrolled somewhere else.

Cabinet discussed dual credit enrollments. State has a new grant that might be available for dual credit.

ACTION ITEMS Steve will determine income received from dual credit. Bob's area will continue recruiting students.	Smith Austin
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5. BRAGGING ON EMPLOYEES	Cabinet
Chris – Steve Smith, Mark Rowh, Penny Massey did a great job on Marketing Director hiring committee	

6. COMMUNICATION POINTS	Forrester
<ul style="list-style-type: none"> • Get your events on master calendar • Internal communication focus groups • Cornerstone goals • Enrollment update 	
ACTION ITEMS Lyndy will send email.	Forrester

7. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS N/A	