

PRESIDENT'S CABINET MEETING

September 21, 2010

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, Danita McAnally, and Damaris Schlong

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action:

INSTITUTIONAL THEME – A handout was distributed. The theme for 2011-2012 is “Reconstructing 9/11: Where are we now?” Our goals include understanding our roles both individually and as a community in reconstructing the unity to respond to future confrontations; creating a deeper understanding of the issues surrounding the actual events of 9/11 and how they continue to affect our lives; breaking down social barriers about religion, ethnicity, race, and economics; developing fundamental skills for productivity in the workplace concerning issues of culture and diversity; and creating a campus culture of respect and an appreciation for difference. Students are vocal and involved in caring about establishing AC as a community leader and want to have a big celebration next year to commemorate the ten year anniversary of 9/11. Potential application of the theme include Common Reader; Distinguished Lecture Series; Creative Mind Series; flash mobs; wall mural; quilt; course curriculum activities and assignments; Student Success course theme-specific; CE/Academic special topic courses; AC sponsorship and leadership on community responses to remembering 9/11; student organizational involvement; and community-wide interfaith memorial services. All of these events will increase students’ voices. Austin moved to support the institutional theme; Schlong seconded. The motion carried.

THREAT RESPONSE TEAM – Two training sessions have been completed with three more to be offered this semester. At the next Threat Response Team meeting, November 5, results will be furnished of the evaluations of each training session; roles and responsibilities will be assigned. It was discussed to include Dr. Shawn Fouts for the East Campus and Alex Chancia for the West Campus on the Threat Response Team. Schlong moved to add Fouts and Chancia to the TRT; Lowery-Hart seconded. Bob Austin will be the Washington Street Campus and Community Link representative. The motion carried.

Discussion:

FINANCIALS – Berg distributed a copy of the preliminary budget status report as of August 31, 2010. Revenue total is \$51,138,072 which is \$2 million more than this time last year. There was \$945,816 used in retained earnings. There was \$1.9 million from undesignated local maintenance reserve used.

ALIGN ACADEMIC AND CONTINUING EDUCATION PROCEDURES – Lowery-Hart met with Berg and Colaw to delineate what part of each area that has to do with academic and CE. It was discussed to look at all the “nuts and bolts” of these procedures and issues to make both programs work well.

DATATEL BUSINESS ADVISORY SERVICES THREE-YEAR PLANNING INITIATIVE – Colaw distributed a Datatel Business Advisory Services on-site survey schedule. They will conduct an on-site visit on September 22; sponsors for this initiative include members of the President’s Cabinet. Datatel Business Advisory Services is coming to help AC leadership develop a three-year plan. It will be a written plan identifying specific actions that support the short and long-term strategic objectives at AC. Datatel will suggest ways to meet students on their technology level for the future. It was suggested to involve deans and supervisors in the on-site visit. Datatel will visit AC annually to guide us in a Strategic Plan and evaluate what we have accomplished in the past year. The Three-Year Plan will enable AC to more effectively manage current resources, deal with change, achieve desired outcomes, better understand future funding requirements, and build a more efficient and effective organization.

SURVEY OF ORGANIZATIONAL EXCELLENCE & FACULTY SURVEY – It will be necessary to determine how we will use the analysis from the CCSSE Survey and the Employees Organizational Excellence Survey. A survey analysis of the Fourth Annual Faculty Senate Survey was distributed. The potential respondents of the faculty survey include 234 full-time faculty and some part-time faculty. The total number of respondents to the 2010 faculty survey was 82 or 35%. The top three categories in 2010 which appeared as things that work well at AC were Employees (faculty & general); Technology; and Leadership. The top three categories which appeared as things that need improvement at AC include Leadership; Employees; and Facilities/Grounds. Recommendations included 1) The Class Climate software had significant bugs in it when it was used for the Faculty Senate Survey. There is still a perceived issue of anonymity. Such problems need to be corrected before the next Senate Survey is administered. 2) The current DL-Faculty email list still includes employees other than full-time faculty; these individuals need to be purged from this group. 3) The Faculty Senate Survey should be administered earlier in the school year, prior to the Organizational Excellence Survey, to reduce survey fatigue among faculty and to ensure the results of the Senate Survey can be seen by faculty during the school year in which the survey is taken. 4) The Faculty Senate Survey results should be used as a basis for discussion of faculty concerns between the Senate and the Vice President for Academic Affairs.

Responses from the spring 2010 Employees Survey (Organizational Excellence) were discussed. Strengths: mission; goals – exceed them and all are given an opportunity to participate in setting them; external influences that create the strategic directions; partner well with external entities; consistently improving our service; provide high quality program and services; President displays respect for others – providing hope for College to improve. Areas for Improvement: discontent with salaries/wages; pay does not keep pace with cost of living; job grades need updating for long-time employees; AC is not competitive in pay; unclear on what Employee Assistance Program (EAP) benefit is; hiring and promotions not equitable or handled based on policy of the College; perceptions of gender inequity and favoritism; outstanding work is not recognized; lack of alternative work schedules; lack of ethics displayed at work; ethical violations including harassment are not properly handled; distrust of Human Resources; efforts are unappreciated; opinions and ideas do not count; lack of opportunity or encouragement to learn from mistakes; lack of communication between divisions; perception that only the faculty members’ opinions count; rude behavior is tolerated; low level of respect displayed among employees; AC web site not user friendly; and lack of sufficient procedures for safety in the workplace.

Matney asked Cabinet to devise a plan after visiting with employees in each Cabinet area of responsibility to determine how to deal with the responses to this survey; early November was suggested to bring back with recommendations from each Cabinet member.

FACILITIES MASTER PLAN UPDATE – Berg distributed a list of items which have changed or come to the forefront since the consultants were at AC in early 2007; also included were bond projects that have yet to be started. Cabinet was reminded to add areas of interest to the list if they have any.

Announcements:

- A handout for fall enrollment for the 50 community colleges in Texas was distributed. Amarillo College showed a 5.2% change in headcount from '09 to '10. There were 11 institutions that reported less percentage change in headcount than AC.

Next meeting: October 5, 2010

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