

# PRESIDENT'S CABINET MEETING

May 14, 2019

## MINUTES

### CALLED TO ORDER

9:00 am

### ADJOURNED

10:50 am

### MEMBERS PRESENT

Bob Austin; Kevin Ball; Cara Crowley; Cheryl Jones; Denese Skinner; Steve Smith; Mark White

### MEMBERS ABSENT

Tamara Clunis, Russell Lowery-Hart

### OTHERS PRESENT

Joy Brenneman

### DISCUSSION:

<b>1. EMPLOYEE COMPENSATION STRUCTURE</b>	<b>Jones</b>
<p>Ms. Jones has been working on simplifying the compensation structure for non-faculty positions. She discussed her proposal and asked for Cabinet feedback on recommendations presented:</p> <ul style="list-style-type: none"><li>• All non-faculty positions would be assigned within one pay grade structure. This would simplify the process and encompass a broad range and depth to accommodate all job codes, whether administrative, salaried, or hourly. She provided an example of a draft detailed pay grade table. Data Sources such as CUPA-HR salary surveys, CompAnalyst Market Data, job descriptions, job information, and internal comparisons will be utilized to analyze and classify all positions. Job positions will be placed in a pay range based on this external and internal data. Ms. Jones provided an example of data from CUPA-HR. She also noted that no current salaries would be reduced based on these changes.</li><li>• Cabinet agreed with Ms. Jones's recommendations to move to a new compensation structure and agreed to presenting the proposal to the Board of Regents in a future Board meeting.</li><li>• Pending Board approval, HR will develop a rollout and communication plan with the assistance of Marketing &amp; Communications.</li></ul>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None at this time.</li></ul>	

<b>2. WEATHER CLOSINGS</b>	<b>Skinner</b>
<p>Ms. Skinner led a debrief discussion about the weather closing which occurred the week prior to this meeting. A copy of the policy, which lists all decision makers, was reviewed. On the day of the closing, Wes Condray was informed by the weather service that the likelihood of tornados, hail, and torrential rain was extremely high and precautions should be taken. AISD did not close but encouraged parents to pick up their children early. Mr. Smith sent his staff out to protect assets, by moving vehicles, etc. to covered locations. As Hereford and Moore County had different weather forecasts, the closures were not clear and were inefficient for them.</p> <p>Although Cabinet members were communicating via text messages, a clear consensus had not been reached before some departments decided to send employees home while others did not.</p>	

An unintended consequence of this was inequity among employees. Cabinet determined that, in the future, policy should be followed and employees should wait until an official notice is sent out from Communications and Marketing. Even if individual exceptions are made, all offices should remain open until official word is received.

**Action Items:**

- None

**3. POVERTY SUMMIT**

**Crowley**

Ms. Crowley reported on the two Poverty Summits taking place next week. Monday, Tuesday, and Wednesday will be Summit I and Wednesday, Thursday, Friday will be Summit II. In all, there will be 161 attendees from 60 colleges and 17 states. She is grateful to all who will be helping, especially the Physical Plant staff. Cassie Montgomery helped organize Blue Blazers to guide the attendees. She invited Cabinet to join the guests at lunch on Monday in the Amarillo Museum of Art and reminded them of the Sod Poodles game on Monday night at the Left Party Patio.

Wednesday is the Donna Beegle training in the Regency Room of the Civic Center. Cabinet members should plan to attend. The Kresge Foundation is coming to the Summit and would like to talk to the College about the student transportation being discussed with the City.

Ms. Crowley noted that the Bradley family of AutoInc donated \$50,000 to the Advocacy and Resource Center at the ARC Banquet on May 13. The student speakers were very good and well-received.

**Action Items:**

- None

**4. BOND PROCESSES (2007 BOND)**

**Crowley  
Austin**

Mr. Austin and Ms. Crowley discussed what was learned from the construction funded by the 2007 bond. The most difficult thing is to remain focused and have clarity of the needs. One of the main focuses of that bond referendum was to increase the numbers in Nursing and build Jones Hall. As time went on the list of projects changed and other projects crept in. The college started out with a clear plan, but after a while only 3 or 4 people were making the decisions with limited involvement from faculty, staff, and community and little outward communication. There was a lack of collaboration and non-academic people made decisions regarding classroom space.

The challenge with the 2019 bond construction projects will be structuring them over the next few years and designing them to go in sequence. After the 2007 bond referendum was passed, the multitude of purchasing requirements put a huge strain on the staff in that department and Ms. Crowley suggested that consideration be given to adding additional help this time.

Mr. White noted that the passing of the bond referendum will create fundraising issues. There are \$120M in projects that need to be done but the bond is only \$89M. Prioritizing needs and creating the AC story for donors will be required.

**Action Items:**

- None

<b>5. BOND IMPLEMENTATION COMMITTEE</b>	<b>Smith</b>
<p>Mr. Smith stated that he will be scheduling the first meeting of the Committee that will oversee the bond projects. This committee is made up of the following:</p> <ul style="list-style-type: none"> <li>• Russell Lowery-Hart (Direction/Vision)</li> <li>• Steve Smith (Process Management)</li> <li>• Mark White (Major Gifts/Donor Involvement)</li> <li>• Becky Easton (Washington St. Campus Academic Program Needs)</li> <li>• Amanda Lester-Chisum (West Campus program and faculty needs)</li> <li>• Shane Helper (Technology Infrastructure)</li> <li>• Kyle Arrant (Multi-media Infrastructure)</li> <li>• Denese Skinner (Student Service Needs)</li> <li>• Bob Gustin (East Campus Academic Program and Faculty Needs)</li> <li>• Ruth DeAnda (Employee Needs)</li> <li>• Kevin Ball (Facility Branding)</li> <li>• Jim Baca (Construction and Plant Planning)</li> <li>• Carolyn Leslie (Keep Minutes and Records)</li> <li>• Shannon Gonzales (Fixed Asset and Project Cost Accounting)</li> <li>• SGA (Student Perspective)</li> </ul> <p>The minutes of these meetings will be published on the website. This committee will plan the order of projects, while specific projects will use subcommittees made up of those familiar with the building/space to be renovated.</p> <p>Construction in Amarillo over the next few years will be a problem. Amarillo College will have to compete with Amarillo ISD and Canyon ISD who recently also passed bond referendums. If the City passes a bond referendum later this year, competition for construction companies and crews will increase more. This could drive up costs and hinder timelines. Dr. Lowery-Hart, Mr. Smith, and Jim Baca will discuss the need for a construction manager. Different architecture firms may be utilized depending on the project and a bid process will be utilized.</p> <p>This plan is preliminary and changes can be expected as conversations begin and adjustments are made. The design committees will also include community stakeholders related to individual projects.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Preliminary priorities list for Board Meeting, May 28, 2019 (Smith)</li> </ul>	

<b>6. YOUR BIGGEST PRIORITY</b>	<b>Cabinet</b>
<p>Dr. Russell Lowery-Hart would like Cabinet members to begin discussing their biggest priorities at Cabinet meetings.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>7. ENROLLMENT UPDATE</b>	<b>Austin</b>
<p>Mr. Austin reported that Fall enrollment is currently up, but it's hard to determine where it will end up at this point in time. Summer head count is down but contact hours are flat. Summer enrollments should be increasing because every student who is on a plan has summer courses built in. Cabinet discussed some of the reasons this might be happening:</p> <ul style="list-style-type: none"> <li>• Students may not understand the importance of taking summer courses even after messages were sent out to remind them,</li> <li>• Possible burn out after two semesters of 8-week courses, or</li> </ul>	

- Most Summer courses are online, don't start for another three weeks, and students have not yet enrolled.

Communication to students is better this year than in the past and yet students are still not enrolling for summer. A suggestion was made to put together a focus group of students to determine why they are not enrolling for summer.

Former dual credit students have received invitations to enroll for summer even if they are attending a university elsewhere.

**Action Items:**

- None discussed.

**8. BRAGGING ON EMPLOYEES**

**Cabinet**

Not covered

**Action Items:**

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**9. COMMUNICATION POINTS**

Not covered

**10. POSITION JUSTIFICATIONS**

**Cabinet**

None

**11. OTHER DISCUSSION**

**Cabinet**

Mr. White informed the Cabinet about the deaf truck driving student who received national attention when he was the first deaf person to receive his CDL after graduating from AC's truck driving program. The EEOC has filed a lawsuit in Nebraska because Werner Trucking refused to hire him after learning of his disability. The question is whether this was unlawful discrimination.

Lawyers for the EEOC have inquired whether Jerry Terry would consider assisting with the case by providing testimony about how these drivers are trained. The question brought to Cabinet is whether the college has an obligation to get involved with the case which could result in more attention being placed on the truck driving program. Mr. White would recommend that Mr. Terry assist the EEOC, but will continue the discussion with Dr. Lowery-Hart.