

PRESIDENT'S CABINET MEETING
October 15, 2019
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

11:07 am

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tiffani Crosley; Cheryl Jones; Russell Lowery-Hart; Denese Skinner

MEMBERS ABSENT

Tamara Clunis; Mark White

OTHERS PRESENT

Joy Brenneman; Collin Witherspoon

DISCUSSION:

1. SUPERVISOR TRAINING	Jones
<p>Ms. Jones provided an update of plans for supervisor training. She met with Frank Sobey and Becky Burton to determine the best dates for a faculty training with Mike Mirarchi. The first training is 14 hours over two days and will be mandatory. This training will cover legal matters, employee relations, hiring practices, etc. A date in the Spring will likely work best. Mr. Mirarchi's cost is normally \$15,000, but he is discounting it to \$12,000 for the college since we are doing three sessions. This amount has been budgeted, but funds could be requested from the AC Foundation grant program to cover part, or all, of the cost. She is also working to create non-mandatory trainings to include leadership topics and team building. Other trainings her team is working on might include working through a book or lunch and learn sessions. There is much content to be put together over the next year. These sessions and trainings will fill a vacuum in this area.</p> <p>Ms. Jones has met with an HR consultant concerning payroll. She discussed the issues and complexities of the college's current payroll system. There are four different payroll cycles which are time-intensive and may lead to errors and confusion. Best practice is to move to a single payroll system, and she asked for Cabinet input regarding the possibility of moving everyone to a bi-weekly payroll. Ms. Skinner suggested that Ms. Jones talk with WTAMU as they have recently done this but had a major hiccup with a substantial cost. No decisions were made. Ms. Jones will write up explanations, present to focus groups, and bring to Cabinet at a later date. There are many issues to consider including employee deductions, funds sent to the state, insurance, child support, overload pay, etc. She will specifically look at how moving to bi-weekly will effect employees who are paid monthly.</p> <p>Ms. Jones also discussed the Amarillo College Benefit Plan which is very complex and outdated. Several documents related to the plan exist which contradict each other. Her office is working with Amarillo National Bank and July Services. Jason Detman, with ANB, has been researching another online platform for this plan. To simplify the plan, she is recommending that the current plan be frozen and a new plan written that does not include disability and survivorship. Disability products are available through TRS. She would also like to consider providing life insurance and AD&D for full-time employees.</p> <p>Another topic she is looking at is the 2.5% fringe. Full-time employees can elect to put the 2.5% fringe benefit in their ACBP or use it towards their insurance premiums. Those who do not participate in the ACBP lose this benefit. She is considering ways to apply this benefit. Because it is applied differently for all employees, it causes auditor questions each year.</p>	

Ms. Jones explained the catastrophic illness provision, CIP, provided to employees after all vacation and sick time have been used. This provision will pay an employee 60% of their salary for up to three months. She discussed the possibility of a sick leave bank which would allow employees to donate sick leave into a pool. Employees in need of this could apply and receive 100% of their salary. There would be a need for maximums or caps but exceptions might be made.

Ms. Jones will provide Cabinet something in writing, with examples, on these topics.

Cabinet briefly discussed faculty pay schedules and stipends.

Action Items:

- Cabinet was in favor of Ms. Jones moving forward to explore the topics discussed and provided additional information at a later date.

2. TRANSFER

Witherspoon

Mr. Witherspoon will have completion numbers once transfer information is received from WTAMU and Texas Tech. It will be over 50% for the 2016 cohort.

Mr. Witherspoon provided information on students in the 2017 cohort who are in a transfer program but still enrolled at AC. There are approximately 200 of these students. Most are in business and general studies programs. Cabinet discussed strategies to get these students graduated or transferred. Dr. Lowery-Hart will provide up to \$5,000 for transfer parties and vans for travel to transfer institutions. Students on the Destination WT list already have their application fees waived. The students will be grouped together by community and the Deans will be asked to get involved with these students. Ernesto Olmos and Melody Graves are working individually with students who could be moved to General Studies and transferred on.

Action Items:

- Schedule meetings with the Deans and their assistants to determine what help they need to help get students to transfer by Fall 2020; include the WT advisor, Candace, Jamie Perez, and an advisor.
- Work with the 2017 cohort first, then begin to work with the 2018 cohort and shorten the timeframe.
- Mr. Witherspoon will meet with Becky Burton and Frank Sobey and then with the Deans to review the data and come up with a plan.
- Schedule Deans to come to Cabinet at the October 29 meeting – Becky Easton, Carol Buse, Kim Crowley, Edie Carter – along with Ms. Burton and Mr. Sobey.

3. BRAGGING ON EMPLOYEES

Cabinet

- Mr. Austin attended the Experimental Theatre production of “Dial M for Murder” and talked about how good it was
- Ms. Jones noted the great job that has been done by Scott Acker after the departure of Chief Birkenfeld
- Ms. Skinner – Cindy Lanham for her great work managing “hot spots” in addition to her regular duties

4. OTHER DISCUSSION

Cabinet

None