

PRESIDENT'S CABINET MEETING
May 26, 2020
MINUTES

CALLED TO ORDER

9:03 am

ADJOURNED

11:45 am

MEMBERS PRESENT – VIA GOOGLE MEETS OR IN PERSON

Bob Austin; Kevin Ball; Tamara Clunis; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

MEMBERS ABSENT

Cara Crowley

OTHERS PRESENT

Joy Brenneman, Nancy Farren

DISCUSSION:

1. SPRING II CALLING CAMPAIGN	Nancy Farren
<p>Nancy Farren reported on the calling campaign for Spring II and thanked Cabinet for supporting this program. She and her team spent 4 days preparing for the campaign. 200 volunteers signed up and spent time and effort to connect with more than 5,000 students several times during the 2nd 8-weeks when the college moved to tech-supported learning due to COVID-19. Volunteers reported that they were able to offer support and provide answers to students and that over the four calls that were made students went from being nervous to finishing strong. Ms. Farren believes that these connections positively impacted AC students and helped many to stay in class. Some volunteers are choosing to stay in contact with their students. A few students who were in dire circumstances were connected to the supports and assistance they needed as well. Collecting answers to questions over the course of the semester has provided a resource of FAQ's that can now be used. She is hopeful that this program will continue.</p> <p>The college has had variations of this in the past but never at scale. It is a big job to manage the program at scale but worth pursuing. Cabinet discussed possibly incorporating AskAC training for new employees.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Ms. Skinner will work to find a way to continue this program. It will run again for the summer which will have fewer students.	

2. REMOTE WORK PROTOCOLS	Cabinet
<p>Ms. Jones reported that the group assigned to this task met to brainstorm. Mr. Austin stated that there is much to consider and the first challenge is to determine what the college wants to accomplish with remote work. They did discuss how spaces, work stations, office arrangements, and buildings might change in this format but made no decisions or recommendations.</p> <p>It is noted that some employees do well, or better, working from home but others do not. Guidelines will need to be set for supervisors to use when determining if someone can or should work remotely or in a hybrid work situation. Opportunities for social interaction would</p>	

also need to be made available. These decisions should be based on positions rather than specific people.

Taking into consideration that these changes will affect spaces, Cabinet again agreed that the Master Plan should be revisited. There was concern that there is not a central person responsible for ensuring that all projects fit together and do not overlap going forward since different committees make decisions and recommendations for the projects. Mr. Sharp and Danny Smith plans to keep the same committees for projects to collect input. As the scope of some projects change, other projects will be affected. Dr. Lowery-Hart reiterated that all projects will go through Cabinet and the Board for approval, and Cabinet will have the oversight to be the guiding pillar for Master Plan projects. Cabinet will set aside the afternoon of June 4 from 2:00 to 5:00 to revisit the Master Plan and determine if any changes might be made to the plan.

Action Items:

- Determine how to systematically use the feedback provided by the architects as they revisit some projects.
- Ask for architect input and ideas based on the desired purpose for a space.
- Ms. Brennenman will schedule the Cabinet meeting on June 4 (postponed to June 15)

3. RETURN TO CAMPUS PROTOCOLS

Cabinet

Ms. Jones reported that a small group (Ms. Jones, Ms. Skinner, Mr. White, Cindy Lanham, Frank Sobey, and Maria Juarez) is working on return to campus protocols. A document is being prepared and will be ready after a few edits. It will be fairly simple and will put the responsibility on the employee to agree not to come to work if they do not feel well or have any symptoms. Employees will be required to complete a training prior to returning to work. Ms. Jones and Ms. Lanham will be working with supervisors over the next two weeks. This should then allow supervisors time to work with their departments to determine staffing and appropriate physical needs prior to the return to work date of July 6.

Determining which employees should return on July 6 and what modifications to work space might be necessary is in process. All requests for purchases such as Plexiglas should go through the Physical Plant. Additionally, locations for hand sanitizers and disposable masks need to be decided. Communications and Marketing will provide signage for individual departments based on needs and requests.

Action Items:

- Mr. Ball will provide signage recommendations to Ms. Jones and Mr. Austin will send pictures of signs that are currently in place.

4. BOARD AGENDA

Lowery-Hart

Dr. Lowery-Hart reviewed the agenda for the Board meeting tonight to assign who would be presenting each item and the topics to be covered in the COVID update. The preliminary budget will take into consideration decreases in tuition and state funding and Cares Act funds. The new slate of officers for the Board will be Johnny Mize-Chair, Anette Carlisle-Vice Chair, and Patrick Miller-Secretary.

Action Items:

- None

5. OTHER DISCUSSION	Cabinet
<p>Mr. Austin noted that summer enrollment is down 6% which is less than 100 students and he is optimistic about Fall enrollments. Dual credit enrollments are down but testing has not yet been done by AISD. Becky Burton is looking at ways the college could assist with that. Cabinet discussed the possibility of waiving the TSI for a year or if other measures might be used. Mr. Austin and Mr. Ball will work on marketing for high school students to encourage tech supported learning and to demonstrate that it can be engaging and fun. Cabinet also discussed the role the Hagy Center can have in helping AC students stay in school. Dennis Sarine was able to work with one student recently to provide a solution to her child care needs through the Hagy.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Ms. Skinner requested that Cabinet provide her with the names of student workers who may need work assignments this summer. 	