

PRESIDENT'S CABINET MEETING
May 5, 2020
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

11:28 am

MEMBERS PRESENT – VIA GOOGLE MEETS

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. VACATION LEAVE CARRYOVER & PAYROLL	Jones
<p>Ms. Jones stated that some employees have asked about carrying over more than the allowed vacation hours next year as they have been unable to take planned vacations due to COVID-19. Cabinet discussed the very generous leave policy of Amarillo College and was not in favor of making any changes to the vacation carryover policy. It was noted that it is healthy for employees to use their vacation time and that employees who handle cash are required to take a full week at one time each year to meet auditing requirements.</p> <p>Ms. Jones and Cindy Lanham have met with department supervisors over the last two weeks to clarify that they can require their employees to work while at home. They are encouraging professional development for all employees and especially those who cannot do their normal work from home during this time.</p> <p>Ms. Jones reported that Human Resources is working to streamline processes including reducing the number of payroll runs from four to two each month.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Mr. Sharp, Ms. Jones, and Dr. Lowery-Hart will discuss these items further and propose a plan at the next Cabinet meeting.• Mr. White suggested asking a tax lawyer to review any proposals.	

2. MASTER PLAN AND SPACE UTILIZATION	Cabinet
<p>Mr. Sharp suggested that, given the current realities facing the college and the community caused by the pandemic, it might be wise to revisit and re-imagine the master plan. Mr. White noted that plans for the Innovation Hub continue to move forward as will street safety and parking projects. The committee for the First Responders building is meeting today and this project will continue as well once a location has been determined. Plans for Carter Fitness Center could be expanded to use the space for many things including practice courts, fitness, and meeting space. Classroom space could be made flexible to accommodate different size classes. Cabinet held a robust discussion on many areas of campus and what might best suit students and faculty going forward. No decisions were made. For some projects in the beginning stages of contracts and MOU's, the architects will revisit those projects, video the space, and provide 3D renderings to aid in decision making.</p>	

There is redundancy in registration and other areas between academics and continuing education and Mr. Austin is working to combine and streamline those processes.

It was reiterated that the Master Plan is not set in stone; modifications may be made to meet the changing needs of students, faculty, staff and the community, especially since the plan was formed before the pandemic.

Action Items:

- Place on a future Cabinet agenda once the architects have provided their video and renderings.
- Seek student feedback on space usage and needs.

3. COVID-19

Lowery-Hart

Dr. Lowery-Hart noted that next week the college will begin planning for the Fall.

Action Items:

- Place on next week's Cabinet.

4. THECB CHECKLIST FOR REOPENING

Lowery-Hart

Dr. Lowery-Hart will be receiving a checklist from the Co-Board which may be used to determine when colleges may re-open. His Aspen colleagues are reporting that most colleges have a Fall plan that is 70% online and 30% face-to-face which are hybrid labs. Mr. Austin suggested that hybrid classes might meet only once a week rotating the days on campus for the students. This space is already scheduled in the system for the Fall but safety protocols will need to be put in place. Decisions should be made sooner rather than later with the caveat that they are all subject to change if the situation warrants. Should a resurgence occur, stricter constraints may be required. Political issues are in play and even if students are not at risk, many employees are. Both must be protected. Until the college knows the situation locally, decisions must remain cautious.

Dr. Lowery-Hart asked Cabinet to let him and/or Dr. Clunis know what faculty and staff are thinking and saying. Summer is down 8% which is less than 100 students. Students aren't concerned that the courses are tech-supported rather than face-to-face. Providing labs will still be a problem through the summer.

Ms. Crowley will ask Collin Witherspoon to survey students to determine their technology needs. The special internet rates by companies like AT&T and T-Mobile for students over the past few months were targeted mainly for K-12 and will likely return to normal rates over the summer. Students on SNAP can get internet service for \$10/month but others will not. The college plans to give \$100 to students who complete the FAFSA for Fall and this might be used to offset some of those internet costs. Ms. Crowley and Dr. Lowery-Hart will review the survey to determine needs.

Action Items:

- Dr. Lowery-Hart will meet with Dr. Clunis and her team to craft a decision and determine marketing for re-opening/return to campus.

5. POSITION JUSTIFICATIONS	Skinner
<p>Ms. Skinner discussed the two positions she has open. One is a part-time counselor to replace Kristen Barrick who is going into private practice. It may be necessary to pay a bit more to get a qualified person. The other is a part-time position in Career & Employment Services. This position will assist the new coordinator and had been previously approved but put on hold after the departure of prior director, Mitch Parker. There is a need for both of these positions and they are core to the mission of Student Affairs.</p> <p>Cabinet approved Ms. Skinner's requests.</p> <p>Mr. Sherrod requested input on filling the Director of Grants position left open when Teresa Clemons resigned. In his view, a replacement position would spend time seeking out and writing grants in the private, state, and federal sectors in addition to completing grant applications for AEL, Title V, etc. This new hire would generate some salary savings as it would be hired at a lower level than the Director of Grants position.</p> <p>Cabinet approved refilling this position with a full-time employee.</p> <p>Mr. Austin had two position requests. One is for a part-time staff in the Registrar's Office to replace a person who took a full-time position in the Physical Plant Department. The other is a full-time replacement for an employee who transferred to another department as well. The Registrar's Office has a small staff and both of these positions are in the budget.</p> <p>Mr. Austin's requests were approved by Cabinet.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	

6. OTHER DISCUSSION	Cabinet
None.	
<p>Action Items:</p> <ul style="list-style-type: none"> • n/a 	