

**PRESIDENT'S CABINET MEETING**  
**September 10, 2019**  
**MINUTES**

**CALLED TO ORDER**

9:04 am

**ADJOURNED**

10:32 am

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Denese Skinner;  
Steve Smith; Mark White

**MEMBERS ABSENT**

Tamara Clunis

**OTHERS PRESENT**

**DISCUSSION:**

<b>1. SSS GRANTS (MCC, WC, HHC)</b>	<b>White</b>
<p>Mr. White provided information for these grants. Following discussion, the decision for HHC to apply will be dependent upon the removal of prior experience points. If this item is included in the RFP, HHC will not apply for the grant. MCC and WC will apply for the grant. Teresa Clemons will write the proposals, and the writing will not be outsourced.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Unanimously approved by Cabinet for the submission of these grants. Submission for HCC is contingent upon the removal of prior experience points in the RFP.</li></ul>	
<b>2. POLICY CHANGES IN NUMBERING VS. LETTERING</b>	<b>Jones</b>
<p>Ms. Jones presented the plan to revise the AC Policy system with a numbering system rather than lettering. She provided a cross-walk reference guide. After a healthy discussion, the majority of cabinet that came from outside education finds the current TASB based lettering process for policy confusing and confounding. Cabinet liked the Alamo College letter and numbering system and found it easier to search, navigate, and organize. The TASB model seems to have been developed pre-computer, and the Alamo model seems to be more current and easier to use. Mr. White talked with the TASB lawyer and this new system will not hinder AC's policy to engage with TASB policy system.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Unanimously approved by Cabinet to recommend to the Policy Committee the new numbering system versus the lettering system.</li></ul>	
<b>3. GENERAL ASSEMBLY REVIEW</b>	<b>Lowery-Hart</b>
<p>Mr. Austin discussed his groups approach to the data discussion. While the technology and sound was not ideal, he would have liked to have better interaction between his team and Marketing in follow-up discussions. The big 3 from Enrollment Management/Marketing was Social Media outreach, AC Website and its out-of-date content, and Communication between the two divisions. Ms. Skinner discussed the Student Affairs approach and thought it would be better to have a single leader at each table rather than an overall leader. The 3 big things were data profiles for Health Sciences and General Studies; Transfer students and approaches; and, how there needs to be a team approach for Health Sciences, General Studies, and Transfer so that work is not duplicated. Ms. Skinner will take the lead on this team approach. The HR/Business Affairs divisions discussed the employee culture, its challenges, and</p>	

communication. Their 3 big things are professional development; communication, and respectability. Ms. Jones would like to set up job shadowing opportunities. Mr. Smith felt it would have been better to divide the tables rather than allow colleagues to sit together. Conversations were too siloed. Mr. White discussed the Advancement discussion, which centered on how the ACF and AC would coordinate funding approaches going forward.

**Action Items:**

- Ms. Crowley will work with Marketing to obtain Pigeonhole data and distribute it accordingly.

**4. ENROLLMENT UPDATE**

**Austin**

None

**Action Items:**

- None

**5. BRAGGING ON EMPLOYEES**

**Cabinet**

For all the work on General Assembly

- AC Cook Team
- Sadie Newsome
- Kyle Arrant
- Catherine McGovern

**6. COMMUNICATION POINTS**

Not covered

**7. POSITION JUSTIFICATIONS**

**Cabinet**

None

**8. OTHER DISCUSSION**

**Cabinet**

None

**Action Items:**

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