

**PRESIDENT'S CABINET MEETING**  
**February 2, 2021**  
**MINUTES**

**CALLED TO ORDER**

9:05 a.m.

**ADJOURNED**

11:16 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman; Shane Hepler

**DISCUSSION:**

<b>1. IT CURRENT PROJECT LIST</b>	<b>Jones</b>
<p>Ms. Jones had provided Shane Hepler's list of IT projects to Cabinet prior to the meeting. She and Mr. Hepler talk through this list each month. She asked Cabinet to look through the list and notice the number of projects in process being worked on by the IT staff campus wide. Mr. Hepler explained that he determines how requests are prioritized but invited Cabinet input. The purpose of this agenda item was to provide Cabinet an update.</p> <p>Cabinet had discussed setting aside some CRRSA funds for contract work for IT projects. Mr. Hepler will talk about this with his team and determine if a temporary contractor might be able to handle any projects on the list or proposed for the future.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None.</li></ul>	

<b>2. MERGING MONTHLY &amp; CLOCK HOUR PAYROLLS</b>	<b>Jones</b>
<p>In the Summer of 2020 HR was able to combine the student and bi-weekly payrolls into one payroll as both groups were paid on the same day. Ms. Jones would like to move monthly paid and clock hour employees to the same pay date as well, but this will be more difficult. Currently, clock hour employees are paid on the 10<sup>th</sup> and exempt employees on the last day of the month. The discussion centered around moving the monthly payroll to the 10<sup>th</sup> with the clock hour payroll. This would allow HR to close out vacation, sick time, etc. incurred in the previous month and more accurately report this information on pay stubs. Cabinet realizes the difficulty this will cause for some exempt employees who will need to plan ahead for the first month that this takes effect when they must wait 10 additional days for a paycheck and may need to adjust some automatic draft payments with their bank. The projected date of this change would be September 2021, so employees will have 7 months to plan.</p> <p>Ms. Jones also noted that IT is working to move some forms, such as leave forms, to self-serve so that they may be submitted more timely.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Ms. Jones will check to see if moving the payrolls to the 7<sup>th</sup> rather than the 10<sup>th</sup> would give the Payroll Department adequate time each month. She will also check TRS rules to see if</li></ul>	

the monthly payroll has to cover an actual month or could cross months (e.g. from the 20<sup>th</sup> to the 19<sup>th</sup>).

- Announce this change in the Town Hall at the end of February and follow up with an email.
- Ms. Jones will provide talking points for supervisors and work with IT on the date and Mr. Ball on messaging.
- Ms. Jones will also get with the college's financial partners to provide some budget training. Employees will be encouraged to attend these and to take advantage of opportunities to prepare for the delay in September (IRS refunds, stimulus checks).
- Update the HR webpage to include resources.

### 3. CRRSA DISTRIBUTION PLAN

**Lowery-Hart**

Dr. Lowery-Hart asked Cabinet for a list of needs/priorities for the \$8.7M the institution will receive in the CRRSA distribution. The list was to include big projects that will move the college forward and support the Strategic Plan, the Earn & Learn Program, racial integration, innovation, and enrollment growth of adult students. The funds will be used for projects and contractors but not additional personnel. After a robust discussion, the following list was proposed and Cabinet members were assigned to research and bring back proposals that include the justification, cost, and timeline.

- Webpage (Ball) – Update, replace, or remap the webpage and complete before the accreditation visit; think long term and train someone to maintain it.
- Child Care Solutions (Skinner) – Ms. Skinner stated that students have been asked to complete a survey regarding child care. The survey should close this week and she will bring the results to Cabinet. So far, students have expressed an overwhelming need for affordable, drop-in child care. Child care for students' children could increase enrollment and retention but must be sustainable after CRRSA funds are expended. Partnerships with other entities were discussed.
- Phone System Upgrade (Hepler) –The phone system has not been upgraded in more than 10 years and is inconsistent across the college.
- Ellucian/Colleague Module for grant management (Crowley) – This module can track time and effort and simplify the reporting processes for grants.
- Ellucian Audit (Hepler) – Mr. Hepler noted that he is meeting with Ellucian this summer to audit the AC's Colleague system to determine if the college has modules that are not needed or if there are others that might be needed. Cabinet discussed the need for Colleague cross-training to broaden the knowledge base across campus and possibly training super users.
- Campus Safety (Sharp) – Fix automatic doors that use batteries and often don't work; install fire alarms in buildings that don't have them. Mr. Sharp will check with Jim Baca on the automatic doors. He thinks there is already a cost projection for those.
- Transitional Housing for homeless students (White) – The college has a working system with the City for housing vouchers but students still have to wait, sometimes for long periods, before getting into housing. Cabinet discussed some options including using the East Campus, but students might have transportation issues with this location.
- Greening the Campuses (Sharp) – Ramp up zero scaping, consider recycling rain water, add solar panels
- Greenlight (Austin) – A company working with Dallas College and multiple school districts in the metroplex to upload student credentials from high school and college and storing them in a block chain format to allow students to have control of their credentials accessible on an app. This would automate the application process but would need to work with local ISD's and Region 16 to get them onboard in order for it to work in this area.
- Innovators X4 for the Innovation Outpost (Sherrod) – Visiting innovators would include guest lecturers, contractors who would work with local businesses to implement technologies such as coding and robotics, and experts to inform curriculum.

- Innovation Outpost Equipment and Building (Sharp) – Most equipment for teaching will be leased in order to stay current
- Earn & Learn launch (Lowery-Hart/Clunis) – Will need one to two years of funds to pay student workers to work as interns with local businesses. Once employers are confident this program works, they should have confidence to begin paying these interns. Consider hiring a contractor for 5 years to get the structures and academic pieces in place.
- Purchase of other property as needed for programs. (Lowery-Hart/Sharp)
- CRM App module (Austin) – The app would combine the applications for Foundation scholarships and Financial Aid
- Upgrades to instructional classroom technology (Hepler)
- Diversity (Clunis)
- STEM Academy tied to ISD's (Clunis)

**Action Items:**

- Cabinet will present their proposals at the February 9 Cabinet meeting, total the projected costs, and make decisions for using the CRRSA funds.
- The proposed projects will be presented to the Regents at the February 23 meeting.

**4. OTHER DISCUSSION**

**Cabinet**

CRSSA student emergency aid funding opened on Monday in 24 hours AC had over 970 applications for \$850K in awards. Of the students, 65 were homeless. Leslie Hinojosa in the ARC is working directly with the homeless students to connect them to housing. The ARC has the ability to change funding limits per student award. Panhandle Community Services also received a bunch of COVID money is a referral sources for AC students who qualify.

**Action Items:**

- None