

PRESIDENT'S CABINET MEETING
April 6, 2021
MINUTES

CALLED TO ORDER

9:07 a.m.

ADJOURNED

10:58 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. BUDGET PROCESS & TIMELINE	Lowery-Hart
<p>Mr. Sharp will bring a proposed budget to the April 27 Cabinet meeting. Discussions regarding use of CARES Act funds for technical dual credit are ongoing. Reagan Hales and David Shapiro are working with Mr. Sharp on a funding model for launching the online VFX program which is expected to increase enrollment. It appears the college will lose funding this year, but CARES Act funds will be used to grow enrollment for the next base funding year.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• n/a	
2. COMMUNITY INVESTMENT FUNDS	Lowery-Hart
<p>Congressman Jackson's office has contacted Dr. Lowery-Hart. Although, the Congressman is philosophically opposed to earmarks, he wants to use these tax dollars for the Panhandle area. He plans to put forward 10 projects for funding and asked Amarillo College to submit a proposal. Proposals are due next week and AC will submit the First Responders Academy. The college will gather input from area first responders, collect letters of support, and ask for \$12M. If funded, this could offset other costs and free up funds for other projects including fixing the fire tower at the East Campus. There is also a need for updated vehicles for first responder training.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Cabinet agreed to pursue the funding for the First Responders Academy and seek letters of support.	
3. CARES ACT & PROFESSIONAL DEVELOPMENT	Lowery-Hart
<p>Dr. Lowery-Hart will attend a webinar with AACC and ACCT today to learn more about the Biden relief act and how those funds might be spent. One-half must be used for student aid, but other possibilities could include:</p> <ul style="list-style-type: none">• New program development and growing enrollment<ul style="list-style-type: none">○ Earn and Learn, for example○ Train faculty to teach new curriculum – solar, cloud computer○ Leading for transformation model	

- Build leadership teams and create a foundation for sustained professional development
 - New PLI
 - Supervisor training
 - Gallup and Clifton Strengths training

The college could have two years of funding to purchase, contract, and build out this training, but should also consider cost after the initial two years. Dr. Lowery-Hart asked Cabinet to think about what is needed to change the culture and train good managers and transformational leaders.

Action Items:

- Ms. Jones and Skinner will obtain cost estimates for Gallup and/or Clifton Strengths training
- Dr. Lowery-Hart and Dr. Clunis will obtain cost information for Leading for Transformation training
- Dr. Lowery-Hart will discuss a new PLI with Don Cameron
- This item will be placed on a future Cabinet agenda

4. COVID VACCINE INQUIRIES

Lowery-Hart

Some employees have expressed concern that they feel pressured to get the vaccine.

Action Items:

- Ms. Jones will email managers to remind them that the vaccine is encouraged, but not mandated, and that employees should not feel pressured either way.

5. GRANTS

Crowley

Ms. Crowley discussed the possibility of contracting with Hanover Research for one year to provide grant writing services for the college. It has been difficult to find quality candidates for the position left vacant by Teresa Clemens. For a flat fee, Hanover will write unlimited grants for the year, however only one grant may be in one of four phases at a time – research, development, writing, or implementation. Ms. Crowley does not know the cost yet but CARES funds could be used for two years. Historically, AC does well with DOE grants, but Hanover could help with large DOL, NSF, and health care grants. AC does not have the capacity to write these grants. This could change the college's funding stream for federal grants and change its net position in grants by \$20M.

West Texas A&M has used Hanover for the last three years. AC would still need to contract with grant writers for local small grants. Ms. Crowley will do the packaging of the grants for now.

Action Items:

- Ms. Crowley and Dr. Clunis will talk with their contacts at WTAMU.
- Ms. Crowley will bring this item back to Cabinet once the costs are known.

6. FLEXIBLE/REMOTE WORK POSITION ANALYSES FEEDBACK

Jones

Ms. Jones asked that this be moved to next week's agenda and requested that Cabinet report back on how the conversations are going with their managers. The anticipated start date is still September 1, 2021. Prior to that date, some jobs could be remote as needed. Managers still want to have flexibility in these decisions. Multi-functional, small office/touch spaces could be provided for those working remotely. Shane Hepler is researching a cloud-based app that would allow employees to log in from remote locations.

Action Items:

- Move to next Cabinet meeting.

7. ANTI-RACISM STRATEGY	Clunis
<p>Dr. Clunis reported that she and Will Ratliff are working on a conceptual framework for the entire Anti-Racism Strategy for the next five years. In addition to the anti-racism team, some faculty are going through training and a presentation is being put in place to ensure that everyone is on the same page. She will bring additional information to Cabinet in the future and requested that Cabinet be engaged in all of the learning.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	

8. OTHER DISCUSSION	Cabinet
<p>Dr. Clunis reported that faculty had requested updates on recommendations from the COACHE survey.</p> <ul style="list-style-type: none"> • A voting seat for a faculty person at Cabinet will not be added. Dr. Lowery-Hart and Dr. Clunis meet routinely with the Senate officers who will be invited to attend Cabinet when necessary. • Faculty salaries are at market currently compared to the college's cohort in Texas. • Adjuncts are underpaid. • Expect pay increases in overload, but not base pay. <p>TASB update on non-faculty salaries revealed that some areas may be low while others are high and there is little consistency. Ms. Jones has asked for more granular level data to look further at individual positions.</p> <p>Mr. Sherrod noted that the Comprehensive Campaign steering committee met to strategize on a major gift to name the Innovation Outpost. Charlie Shepard with Gonser Gerber will be at the college next week and will interview committee members to ascertain what role they will play in the campaign. A \$1M commitment has been received and Sherrod sees this as the beginning of the momentum building for the campaign.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	