

PRESIDENT'S CABINET MEETING
May 25, 2021
MINUTES

CALLED TO ORDER

9:16 a.m.

ADJOURNED

11:20 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Joe Bill Sherrod

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. COMPREHENSIVE TRAINING PLAN	Lowery-Hart
<p>Dr. Lowery-Hart, Dr. Clunis, Ms. Jones, and Ms. Skinner are working on a plan for professional development. It will incorporate Clifton Strengths Quest, Gallup's Q12 employee engagement survey, and Jody Holland Training. Groups to be included might be Advanced PLI participants, supervisors, managers, and future leaders. The trainings will be costly but CARES/ARP funds can be used.</p>	
<p>Ms. Jones noted that Mike Mirarchi has been rescheduled after being put on hold through COVID and will continue the foundational manager/leadership training started pre-pandemic. This training provides good basic legal training for supervisors.</p>	
<p>The Gallup Q12 engagement survey of all employees will be deployed in the Fall followed by use of Gallup resources for helping leaders plan. The two-year cost is \$110,000 and Gallup will train the trainers through this process.</p>	
<p>Jody Holland's training would take place once a month for 12 months and provide basic leadership skills and management philosophies for all levels of leadership. The two-year cost for this is \$150,000.</p>	
<p>Long-term financial sustainability for training will need to be determined.</p>	
<p>This year, foundational training will be provided. Beginning in the Fall, the two-year training plans above, at a total cost of \$260,000, will teach supervisors to better lead their teams, talk about and measure expectations, and to look at the college both holistically and by department. Cabinet had no concerns with this plan.</p>	
<p>A second part of this needs to be leadership for transformation training different from supervisor training. No Excuses 2025 will be mapped out this year followed by a time to train leaders on what it means to lead for transformation, manage the process of change, and determine their role in the institution. Dr. Lowery-Hart proposed a three-day retreat for 75 to 100 of those who are leading something centered on the 2025 plan. Trainers might include Dr. Lowery-Hart and Cabinet along with outside speakers who will guide attendees to a better understanding of No Excuses 2025 and how to become a transformation leader for the college not just individual</p>	

divisions. This trip could be paid for using HELN funds, Poverty Summit revenue, and Dr. Lowery-Hart speaker fees.

Action Items:

- Cabinet agreed that the three-day retreat was something to explore
- Put on Cabinet agenda once a month to begin creating an agenda
- Best date option is May 16-19, 2022- Monday through Thursday of the week following graduation
- Locations suggested: Lake Granbury Conference Center, Granbury, TX; Sandia Resort & Casino, Albuquerque, NM; Glorietta Conference Center, Glorietta, NM; Buffalo Thunder Resort Casino, Santa Fe, NM; Gaylord Texas Resort & Convention Center, Grapevine, TX
- Bring back options to Cabinet

2. CARES/ARP FUNDS PLAN

Lowery-Hart

Dr. Lowery-Hart asked Cabinet to review the list from the previous meeting and determine which are priorities.

- Use the \$1.2M student aid funds to pay students in the Earn & Learn programs
- Data Center – build up technology
- Don't need Radius CRM
- Greenlight – have made commitments for \$200,000; all of P16 has agreed to participate; there may be DOE or other grant funds for this
- Website – positions have been created; will contract with local people; will develop website focused on retention, not recruiting
- Leadership training over the next two years
- Technical dual credit (AISD can use their CARES funds for this as well)
- Placeholder for EduNav – planning product for students
- Equipment – update police radios; \$90,000

The institutional CARES funds may be used to discharge debt. Could use a portion to discharge past debt and free up some funds for other needs.

Cabinet discussed ways to use the additional \$9M in emergency aid the college will receive. There are fewer requirements for use of this money than there were with CARES funds.

- Boost enrollment by offering to pay off student debt to the college and encourage them to re-enroll. Must have student's permission to do this. There are about 400 students on this list and Mr. Austin's team will begin contacting them next week. Will need a signed waiver from the student.
- Find ways to provide child care, housing, transportation, books, food, and cover tuition and fees (also requires a signed waiver).
- Outreach to single parents and PELL students in the Fall
- Provide summer scholarships

Action Items:

- Develop a concrete plan for the Board/Cabinet Retreat on July 21.

3. BOARD ORIENTATION

Lowery-Hart

Dr. Lowery-Hart explained that this orientation will include budget information from Mr. Sharp and legal information on Board Policy and roles from Mr. White followed by tours of West and East campuses. During their travel time, Dr. Lowery-Hart will discuss the importance of Aspen and explain No Excuses 2025.

Action Items:

- Have Cabinet members discuss their division during the Status Update over the next six months to provide further orientation to the new members and updates for the other Board members.

4. OTHER	Cabinet
None	
Action Items: <ul style="list-style-type: none">• None	