

# PRESIDENT'S CABINET MEETING

June 29, 2021

## MINUTES

### **CALLED TO ORDER**

9:03 a.m.

### **ADJOURNED**

11:08 a.m.

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Mark White

### **OTHERS PRESENT**

Joy Brenneman, Cindy Lanham

### **DISCUSSION:**

<b>1. CLOCK HOUR PAYROLL AND TIMESHEET CONVERSION</b>	<b>Jones Lanham</b>
<p>Cindy Lanham discussed the merging of clock hour and bi-weekly payrolls. This change was scheduled for January 2022, but TRS has shortened their reporting timeframe requiring this timeline to move to this month. Also, making the change now coordinates with the new self-serve time entry implementation. Clock-hour employees include professional tutors and supplemental instructors, not adjuncts. They are currently paid monthly on the 10<sup>th</sup> of the following month requiring a second report to TRS after end of the month reporting. This change will require more frequent time entry by clock hour employees. These employees will receive their normal check on August 10, then beginning August 13 will be moved to bi-weekly pay. Communication of these changes will need to go out quickly.</p> <p>The change to bi-weekly for employees paid monthly at the end of each month will happen in January 2022. This will be communicated at Fall General Assembly to give plenty of notice in order that employees may adjust their automatic drafts and other monthly payments. HR will work closely with Regina Woods in Academic Affairs on the effect this will have on Faculty Work Assignments (FWA).</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Ms. Lanham will prepare communication to go in this week's HR Digest.</li><li>• Ms. Jones will present an overview of these changes at the Board Budget Retreat.</li></ul>	
<b>2. ANTI-RACISM STATEMENT</b>	<b>Clunis</b>
<p>The Statement was produced by the broader Anti-Racism team in April working together with consultants and <i>Language of Healing</i> author Wayne Jacobsen. Dr. Clunis created a smaller group to work through some of the finer details. It has not yet been released. Once it is released, it will be a broad statement that the entire college is making this commitment. Cabinet agreed with the statement but added the word "more" in front of "engaging" in paragraph 1.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	

<b>3. BOARD/BUDGET RETREAT</b>	<b>Lowery-Hart</b>
<p>Dr. Lowery-Hart shared the agenda for the Board Retreat with timelines:</p> <ul style="list-style-type: none"> <li>• White – Board Operating Procedures, 10 minutes</li> <li>• Collin Witherspoon – Data Report, 15 minutes (Crowley will follow up with him)</li> <li>• Danny Smith – Bond Update, 30 minutes, to update on progress of current projects and explain cost increases and the possibility of pausing of some projects</li> <li>• Jones – Compensation Study and Payroll Merges, Market Adjustments already approved by the Board, 15 minutes</li> <li>• Austin – Enrollment Update, Parent Plan, and Motimatic, 15 minutes</li> <li>• Sherrod – Comprehensive Campaign, 5 minutes</li> <li>• White – Athletics, 5 minutes</li> <li>• Lowery-Hart &amp; Clunis – No Excuses 2025, 30 minutes</li> <li>• Sharp – Budget, including state funding and plans for CARES/ARP funds</li> <li>• Lowery-Hart – CARES/ARP funds drawdown <ul style="list-style-type: none"> <li>○ Professional Development</li> <li>○ Technical Dual Credit (need amount from Becky Burton)</li> <li>○ First 7 hours of credit courses for AEL students</li> <li>○ Web Development</li> <li>○ Upgrade to phone system and SAN</li> <li>○ Greenlight</li> <li>○ Police Radios</li> <li>○ HVAC</li> <li>○ Pay off student debt, at credit bureau and internally</li> </ul> </li> <li>• MacKenzie Scott gift <ul style="list-style-type: none"> <li>○ \$13M in an endowment fund</li> <li>○ \$2M to be used to move two part-time positions to full-time (a mental health counselor and a career counselor) and perhaps launch an Earn &amp; Learn coding academy (Dr. Clunis working on this)</li> <li>○ Fund a social worker position</li> </ul> </li> </ul>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Next Cabinet meeting finalize the CARES/ARP funds list including amounts</li> <li>• Next Cabinet meeting finalize the proposal for Scott gift</li> </ul>	
<b>4. PRESIDENT’S LEADERSHIP INSTITUTE</b>	<b>Lowery-Hart</b>
<p>This PLI will target those who are not supervisors but might want to be. Employees will apply for a spot in this training. It will take place during Fall break.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>5. CABINET DIRECT REPORTS COACHING</b>	<b>Lowery-Hart</b>
<p>Discussion of professional development for supervisors/leaders: Jody Holland contract will go to the Board for approval in August. The cost is \$120,000 over two-years. Training for those in the program will require 4 hours each month for a year. Other trainings being planned include an agreement with Gallup and a 3-day leadership retreat for 75 to 100 leaders at an off-campus location.</p>	
<p>Dr. Lowery-Hart is working with Don Cameron on a training for 10 to 15 mid-level leaders. This group would be selected by Cabinet and meet 4 times over a year. Dr. Cameron would complete a 360 assessment of each one, provide one-hour of coaching, and ask them to read 3</p>	

books: *Relationomics*; *Flex: The Art and Science of Leadership in a Changing World*; and, *Leadership Gold*. The topics covered will help these leaders build relationships, break down silos, connect with others, build trust with supervisor, and understand budgeting. Cabinet agreed with this plan.

**Action Items:**

- Dr. Lowery-Hart will obtain a cost estimate from Don Cameron for the training for mid-level leaders
- A separate training will be considered for Deans and Directors at a later time

**6. ENROLLMENT UPDATE**

**Austin**

Mr. Austin provided an update on the CARES funds used to pay off student debt. A total of \$180,000 has been paid to date. 164 students have taken advantage of this, 24 have re-enrolled, and several others are in the pipeline. His staff continues to search for these students. He is working with a company to locate students and message them on social media. This has resulted in 60 enrollments in 30 days.

Mr. Sharp noted that there is \$7M in collections and the credit bureau notifies the college if a student comes to pay off the debt so that AC can connect with the student and pay off the debt. There have been a few of these students so far.

Mr. Austin reported that Summer enrollments is 1% ahead of the 5-year average head count and credit hours are at the 5-year max. Fall enrollment is just below the 5-year average and the trend line indicates enrollment is where it should be at this point in the enrollment process. His expectation is that enrollments will be up for the Fall. Financial Aid applications are up due to work done by Trellis. An evaluation of the communication plan will be done to identify what might be missing and how to improve the process.

**Action Items:**

- None.

**7. OTHER**

**Cabinet**

None

**Action Items:**

- None