

PRESIDENT'S CABINET MEETING
August 24, 2021
MINUTES

CALLED TO ORDER

9:07 a.m.

ADJOURNED

10:37 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman; Shane Hepler

DISCUSSION:

1. COUNCILS & COMMITTEES	Clunis
Dr. Clunis asked Cabinet to look over the lists and let Toni know of any changes. This document is updated on the web in real time. She pointed out that she and Kevin Ball have been added as permanent members of the Commencement Committee and Faculty Senate is still working to fill some of the empty positions. There are no major changes.	
Action Items: <ul style="list-style-type: none">Mr. Sharp moved, seconded by Mr. Ball, to accept the Councils & Committees list provided with the ability to make changes as necessary. The motion passed unanimously.	

2. PERFORMANCE EVALUATION PLATFORM DEMONSTRATION	Jones
<p>Ms. Jones provided a demonstration of the new evaluation which will be accessed through AC Connect. Supervisors will need to select 5 competencies related to their departments from 40 options before staff will be able to access their self-evaluation. Sections 1 and 2 will be worth 25% each and Section 3, more specific to individual departments, will be worth 50%. Each question will include a text box and if a ranking of 5 is selected by either the employee or the supervisor the text box must be completed. There is a custom option for supervisors to add a different question with Cabinet approval. After employees finish their self-evaluation, the supervisor will do their part, meet with the employee, and then mark complete it complete. The evaluations should open around October 1 and be due sometime around Thanksgiving. The questions are similar to what was previously in Cornerstone but simplifies the process.</p> <p>HR has worked with Frank Sobey, Becky Burton, and the Evaluation Committee on the faculty evaluation which will include 3 sections – professional development, teaching effectiveness, and service. Faculty will score themselves on a scale of 1 to 5 and will be able to attach a narrative.</p> <p>Everything will be preloaded with direct reports and will only include full-time employees for this timeframe. Evaluations for part-time faculty/staff and up line evaluations will be done in the Spring.</p>	

Action Items:

- Create a process for SACS evaluators to get in the system if requested.
- Let Ms. Jones know if a Cabinet member would like to be a pilot for the program. Ms. Skinner is piloting and Mr. Sherrod asked if he could pilot as well.
- Will find a way for SACS evaluators to get in the system if they request.

3. ELLUCIAN AUDIT**Jones
Hepler**

Mr. Hepler provided information from Ellucian for Strategic Alignment Planning. They propose doing this around Fall break but Cabinet will need to determine if this is the best option and time for this. Ellucian requests executive sponsorship and commitment. The hope would be that Ellucian would interview staff and suggest better ways of using the current system but it is likely they will want to suggest additional modules the college would need to implement and fund. Ms. Jones noted that HR has purchased consulting hours with Ellucian and has learned much about optimizing the screens and options already available. This might be a better option to allow divisions to be more thoughtful when working with consultants on their specific needs. IT would not necessarily need to be involved with each department but could rewrite some code as needed to make some things easier.

Action Items:

- Cabinet decided the better option was to use consultants to work with individual departments, spending money on targeted help.

4. ARP STUDENT EMERGENCY AID FUNDING/TIMELINE**Crowley**

Ms. Crowley had previously provided a revised timeline for students to apply for ARP funds. The application will be open Monday, August 30. through October 1. After the students answer five questions, they will be sent to the online assessment so that ARC staff may follow up where necessary. The college has \$10M to distribute. All students who qualify will receive \$3,000 for Fall and \$3,000 for Spring (if they enroll for Spring). They do not have to be FAFSA eligible or have academic standing. These funds do not count against their Financial Aid.

Ms. Crowley has talked to faculty will help get the word out to students about the availability of these funds.

Action Items:

- None.

5. CAREER ACCELERATOR LAUNCH & ANNOUNCEMENT**Lowery-Hart**

Dr. Lowery-Hart noted that the press conference announcing the Career Accelerator programs would be at 10:00 on Thursday in the Ware Underground. He and Alex O'Brien will be speaking. Mr. O'Brien will support the programs and help identify local companies that might mentor these students. The first cohorts will be chosen by September 13 with the programs launching on October 11. Mark Nair has been hired to be the full-time consultant for coding and will begin teaching the sprints after the first one that Central New Mexico will teach under the Deep Dive contract while training AC staff. The college is still working with Todd McLees to find a full-time instructor for the Cloud Computing program. The coding cohort will include 16 students and the cloud computing program, 20 students. The first cohorts will finish by Fall graduation and 100 students will new skill sets will have completed the programs by the end of next year. Using funds from CARES, the Scott gift, and/or a grant from the Thoma Foundation, Amarillo College will pay tuition and fees plus a \$2,500 stipend for these first cohorts. Eventually, these programs are expected to generate substantial revenue for the college. Taylor Bingham and Barbara Wahi are building a database of local and national employers to interview and hire AC's students as they complete these programs.

Action Items:

- None.

6. OTHER**Cabinet**

Dr. Clunis reported that the college has its first class in quarantine. 42 radiography students are affected due to one student testing positive after the orientation session. Most students were unmasked but the teachers wore masks and social distanced. Health Science students must wear masks for clinicals and will be serving COVID patients as they get in hospital settings. It is hoped that the hospitals will encourage and support masking in the classroom.

Student activities will continue with in-person events that are scheduled and encourage masks and social distancing. Rather than quarantining large groups of students, contact tracing will be used.

Ms. Jones reviewed the Flexible and Alternate Work Arrangements for Staff on the HR web page. It is still under development.

Dr. Clunis asked Cabinet to review the QEP document she gave them. The QEP should close the loop on some of the things mentioned during the Aspen feedback meeting.

Action Items:

- Add the QEP discussion to the Cabinet meeting after General Assembly.