

PRESIDENT'S CABINET MEETING
November 16, 2021
MINUTES

CALLED TO ORDER

9:08 a.m.

ADJOURNED

11:20 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Joy Brenneman; Marcella Bombardieri

DISCUSSION:

1. HR DEPARTMENT STRUCTURE/PROJECTS UPDATES	Jones
<p>Ms. Jones provided Cabinet with the payroll calendar postcards to help explain the transition from monthly to bi-weekly. It shows pay periods, pay dates, and the 20 paid holidays AC employees receive. She and Cindy Lanham have visited with departments who requested meetings, and Ms. Lanham will be the go to person for individuals who may have more specific questions. Ms. Lanham will also be taking care of payroll while Vanessa Rangel, Senior Payroll Specialist, is out on FMLA. Ms. Jones will handle employee relations issues during this time. All employee records are being updated and entered with a January 1 start date and will be tested during the Christmas break. Ms. Jones noted that one of HR's biggest challenges is trying to hold employees and supervisors to a structure and accountability for time entry and approval.</p> <p>HR's project list includes:</p> <ul style="list-style-type: none">• Getting a new recruiting team trained• Improving the timeline for job postings• Improving the 310 process• TRS and ERS benefits entry• Upcoming payroll merge• Using contract labor to rewrite job descriptions• Updating Faculty Handbook	
<p>Action Items:</p> <ul style="list-style-type: none">• Cabinet was asked to meet with Ms. Jones with any concerns they have or hear about.• Set guidelines for employees and supervisors who do not complete or approve time entries. Pay will not be withheld from employees.	

2. STUDENT LIFE PROGRAMMING AT THE LUNCH HOUR	Skinner
<p>Ms. Skinner led a discussion regarding the class schedule during the noon hour. Students get out of class at 11:45 and many have to be to their next class at 12:30 limiting their participation time to less than 15 minutes of engagement during the lunch hour.</p> <p>The 8-week schedule has added to the complications of the student life activities scheduling block. Other conflicts at the noon hour include honors programs, music and science labs. Data</p>	

will need to be collected to determine how many students might attend if they did not have this conflict at the lunch hour. The college will need to be careful not to create scheduling that will hurt a majority of students in order to serve a few hundred. Evening events and those including family are growing but are still struggling. Other colleges are struggling with these issues as well. Athletics may increase student engagement.

Action Items:

- Determine if there is a way to reach this group of students without disrupting others
- Ms. Skinner will gather additional information and data
- Test some events – e.g. mass advising event, financial events, Hispanic Chamber of Commerce event in January
- Ask faculty to encourage students
- List information in Blackboard
- Ms. Skinner and Dr. Clunis will partner on this

3. COMPENSATION

Lowery-Hart

Dr. Lowery-Hart reported that the college leadership recommended a 3.5% across the board raise with .5% in a merit pool. Instead, the Finance Committee will recommend a 3% cost of living adjustment with 1% in a merit pool.

In an effort to help with the transition from monthly to bi-weekly, a proposal was brought to allow employees to buy back vacation and/or sick leave. Since faculty do not accrue vacation, it was decided to allow an either/or option and employees could select either option. The buyback will be bought back at 90% and will be offered twice in the next year, once in January and once in September. The college set aside \$1M in CARES funds for employee support and a portion of these funds will be used for the buyback.

Action Items:

- Mr. Sharp will bring finalized numbers to the next Cabinet meeting.

4. CONVERSATIONS WITH THE PRESIDENT

Lowery-Hart

Dr. Lowery-Hart reported that he has met with all but two of the non-academic departments. The meetings have been fun and honoring, but he noticed that employees are stressed and are wanting COVID to be over and things to get back to normal. He discussed the probability of COVID re-emerging and the need to acknowledge that this is the new normal.

Employees have experienced trauma outside of their jobs and are grateful for the stability AC has provided but still need emotional support. After listening to employees, and because we have funds available from CARES and the Aspen prize, a workplace chaplain will be hired for a period of time to meet with and support employees. He will be out and about at all of the AC campuses.

Dr. Lowery-Hart noted after visiting the East Campus that the wraps on some buildings need to be redone and Mr. Ball will work on that project.

Dr. Lowery-Hart asked Cabinet to send him information for any accomplishments across campus that can be acknowledged and celebrated at the next Town Hall.

Action Items:

- Listed above.

5. TRUCK DRIVING AND INFRASTRUCTURE BILL	Lowery-Hart
<p>The Build Back Better Plan will change the CDL requirements to allow 18-year old students to train to be truck drivers. This will increase the demand for AC's program which already has a waiting list. Some for-profit programs will probably begin to emerge and the college should be prepared to grow its truck driving program by purchasing an additional truck and hiring a full-time faculty. The truck could be purchased with CARES funds or through the rolling stock fund with an 8-year payback schedule.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Ask Jerry Terry to have a proposal by December 7. • Mr. Sharp will check with PRPC to see if they have funds available for the purchase of an additional truck. 	
6. OTHER	Cabinet
None	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	