

PRESIDENT'S CABINET MEETING
September 19, 2023
MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

11:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Jenna Welch and Will Ratliff

Carolyn Leslie – Recorder

DISCUSSION:

1. STAFF COUNCIL CHARTER & BYLAWS	Welch/Ratliff
<p>Cheryl Jones introduced presenters, Will Ratliff and Jenna Welch, to the cabinet. Ms. Welch gave a brief history of the previous Classified Employees Council and Administrators Council. In an effort to form one employee group within the college, the Classified Employees Council and Administrators Council were both dissolved and the Staff Council was formed. The Staff Council was a strong employee group a year or two before Covid, then no one continued the group. The mission of such a council was to give the staff a voice and communication outlet. Mr. Ratliff and Ms. Welch worked on the bylaws for the Staff Council during the last year and a half with Ms. Jones.</p> <p>Over the next few years, affinity groups may be developed. This will give employees a way to socialize or voice their concerns. Ms. Crowley will know by the end of the first eight week term if the affinity groups could be given funds for activities or speakers from the remainder of the Aspen winnings.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Ms. Skinner requested that the bylaws for the Classified Council be kept in case an interest arises for this group to be reorganized.• Cabinet thanked Mr. Ratliff and Ms. Welch for their hard work in preparing the bylaws for the Staff Council.	
2. Q 12-LEADER ORG CHART	Skinner/Jones
<p>Cheryl Jones discussed the results of the Q12 Survey that was sent to employees in spring of 2022. Cabinet looked at the questions asked on the survey as well as the college results, and the results of each cabinet member's employee group. Ms. Jones received feedback from Gallup concerning the number of responders to the survey. A low participation rate the first time the survey is given is normal. Clarification to employees as to the survey's importance and purpose was encouraged in preparation for the next time the survey is given. Ms. Jones prepared a span of control and analysis which was broken down into levels according to supervisors. The cabinet level was listed first. As the levels of the chart went</p>	

<p>down, it was clear that there were areas in the middle range where leaders are responsible for a large number of direct reports. Cabinet discussed the need to work with the leaders and supervisors of the college in order to instruct them on how to best encourage their areas to participate in the survey, and to use the results for effective employee training.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Ms. Jones will email the cabinet the results for their area of responsibility from the 2022 survey. • Ms. Jones will reach out to supervisors in order to get their feedback on using Q12. • Cabinet will receive instruction at the end of October on how to effectively use Q12 in their areas and will work on sample action plans. 	
3. COUNCILS AND COMMITTEES	Clunis
<p>Dr. Clunis brought the lists of council and committee assignments before the cabinet for annual review. Personnel changes in committee and council assignments were discussed. Committees and councils no longer functioning were removed from the list.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • The ARC Advisory Committee was removed from the list as well as Cara Crowley and Jordan Herrera from the Advisory Committees list. • Consideration will be given whether the Honors Committee needs to continue to function, or undergo a name change and repurpose. • Master Plan/Bond Implementation Committee is no longer needed, so will be removed. • The Staff Council is no longer meeting, so will be removed. • Dr. Clunis will update the changes discussed by cabinet, and finalize the committee assignments. 	
4. OTHER DISCUSSION	Cabinet
<p>Bob Austin inquired about the Distinguished Alumni Luncheon to be held on October 3, 2023 at 12:00 p.m. at the Amarillo Country Club Ballroom. Job Bill Sherrod asked that all of those planning to attend, please RSVP to Katie Niegos.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	