

PASO Meeting
Friday, August 25, 2017
Macon Cove Campus, ML 254
10:00 a.m.

Present: Edward Ashworth, Tujuana Douglas, Lana Harris, Barbara Helton, Acting Secretary, Margaret Hillman, Robert Jackson, Clinton Norwood, Kariem-Abdul Salaam, Amy Shead, Brenda Williams, Elizabeth Wilson.

Absent: Nikita Ashford-Ashworth, Joshua Conway

Invited Guests: Vice President, Anita Lockridge; Director Michael Neal

The PASO Meeting was called to order at 10:03 a.m. by President Ed Ashworth. President Ashworth turned the meeting over to Clint Norwood, Vice President of PASO. Mr. Norwood asked all participants to introduce themselves for the benefit of our guests, Vice President Anita Lockridge, Financial and Administrative Services, and Michael Neal, Director of Budgeting and Financial Planning. President Ashworth thanked the members and guests for their presence. Mr. Norwood opened the floor for Vice President (VP) Lockridge to provide information regarding the state of the College and address the list of questions previously submitted to VP Lockridge on July 18, 2017. President Ashworth explained to our guests that the questions were a compilation of concerns submitted on behalf of the PASO staff as an entity.

The six questions were:

1. How has the lack of employees in critical areas (Purchasing, Grants, Accounts Payable) impacted the College? When should we expect those positions to be filled?
2. SciQuest has been a challenge for Purchasing and other areas, in regards to implementation and training of those who use and administer the system. Will there be proper training for the administrators and staff?
3. Can you give a brief overview of the recent audit? What is being done to resolve the findings?
4. What type of professional development can be funded for employees?
5. What is the status of the compensation plan? New employees seem to be receiving higher salaries.
6. Is this institution financially sound?

Vice President Lockridge and Director Michael Neal interchangeably answered the questions.

Q1: Two open positions in Purchasing (Director and Purchasing Agent). An offer has been made and accepted for the Purchasing Agent to start September 1, 2017. In

reference to the Director, resumes have been received. The individual has not been identified as a deeper applicant pool is needed.

Grants has one position open. A counselor is stepping in to do grant billing. Marla Brown is the new Director of Grants Management. Antoinette Barton is on the accounting side. There is a post award and a pre-award side, which need a lot of focus. Grant money has been left “on the table” and this is not what we want. When grant money is left over, grantors can conclude the grant was not needed. When a request is submitted, an award sheet is needed with the required approvals. The Grant Director has to create a budget to determine what should be spent. Without this compliance piece, monies should not be spent. A Grants Coordinator is being considered.

Accounts Payable – There is no knowledge of openings. Kathy Archer’s position, (Director of Fiscal Operations), is open. Tim Dellinger’s position, (Associate Vice President Finance), is open.

Q3: Vice President Lockridge informed the committee that her department is undertaking the task of completing the TBR mandated Annual Financial Statement which is due the first week of September, 2017. She requested that we all do our part to ensure compliance.

Ed Ashworth suggested the College incorporate cross-training so that when employees leave, another employee can step in. According to President Ashworth, cross-training will allow interested employees to become more marketable and inquired about the feasibility of this taking place.

Vice President Lockridge informed that cross-training will be a possibility and administration is looking at cross-training. Director Neal added that a lack of institutional knowledge impacts the College, and that employees can do a much better job at the College. Director Neal also remarked that we have to change the culture and advance through sharing, developing, and leading.

Tujuana Douglas mentioned the new administration allowed knowledge to “get away”. Clint Norwood mentioned how some individuals “protect their area”, as they do not want to provide the needed information – keeping it to them, thinking this makes them valuable. Information Technology (IT) has ideas of offering professional development to the entire staff. He asked what the Finance area can offer on these lines.

Vice President Lockridge responded that in Accounting, data is available in a certain way through Banner. Banner training has started with the Senior Leadership. The purpose of the data would need to be known, as she is protective of data, and may give the individual what they need, dependent upon the reason it is needed. Sometimes, data may be available through a phone call, however, a visit to her office may be easier.

Q4: Regarding professional development, the following training opportunities may be available: Microsoft Office, Excel (especially), Word, PowerPoint, Banner training, Sci-

Quest (new employees, dependent upon their responsibilities), faculty, training and development that HR can monitor. This training is in the beginning stage. Also, online training is being looked into for future reference. Michael Neal added that data can be broken into three parts, and it can be better displayed using Power Point presentation:

- Big data – how to take and analyze large data; the College is lacking at not having IT to pull big data
- Tell a story – Power Point tells a story - means you know it (data) well, using it to its full extent
- Analytical – dealing with complex issues; allows you to see data in one area and place it in another area, i.e. connect the dots with major complex-related issues. Analytical is a skill set.

Q2: Sci-Quest: Elizabeth Wilson inquired about the possibility of a form of document that walks staff through this system to alleviate calling Ms. Lana Harris in Purchasing for assistance. She also stated the information received through training does not match the computer. Tujuana Douglas added the Sci-Quest training provided by the vendor trainer was poor. Clint Norwood inquired about the possibility/availability of 2-minute videos.

Q2: and Q4 Revisited: Ed Ashworth remarked that when training is offered, it should be mandatory and offered once a quarter. Also, it should be incorporated to make it part of one's Performance Review. Training staff in other areas make staff more knowledgeable. Therefore, when we are looking at changing the culture, we should look at ways to enhance staff knowledge. Elizabeth Wilson added it is beneficial to understand what exists in other departments/areas. Michael Neal proposed the following challenge: Develop your own professional development plan and include what you want to accomplish - goals for you- and share it with your manager. Without the academic plan, it is hard to see the success if you do not have a road map. Ed Ashworth stated that professional training gives individual personal and professional knowledge to allow one to "plug-in" where needed and can change the attitude/morale of our culture. He also added that support is needed from all of our managers. Mr. Neal also made a statement that positive talk about the College from PASO is important.

Elizabeth Wilson inquired whether money for professional development is available for use. Mr. Kariem Salaam stated that for grants, professional development is usually available as a line item, as is in his M.O.S.T. grant. Margaret Hillman remarked that TBR schools offer non-credit courses. Robert Jackson also stated that professional development is also offered as continuing education courses through Southwest. Brenda Williams also added that in the past, staff was allowed to attend a conference, and the request was reviewed before a Committee.

Vice President Lockridge responded that this year's fiscal budget has allocated money towards professional development; however, all guidelines have not been worked out for each Vice President. She also remarked that "when we talk about what someone has not done, let's be sure we have done what we should have done. Let's not throw stones."

Q5: Vice President Lockridge stated there was a committee, but it is not active, since the departure of Steven Massie (H. R. Director). We are in the process of hiring a Human Resources Manager. When this individual is hired, we will pick back up with the compensation plan. Mr. Neal commented that this year's budget is a step in the right direction. Vice President Lockridge added that last year eligible employees received a one-time bonus, even though Southwest lost over one million dollars in our budget. This year eligible employees received a cost of living allowance. Southwest is also looking at a multi-year budget.

Q6: Vice President Lockridge stated the College is financially strong. She also reminded this information was shared at the Convocation. The College needs to generate more revenue. We must grow revenue through students, retention, being more competitive with state appropriations. Mr. Salaam voiced his concern that his grant has dollars in the budget to provide competitive salaries, but an increase cannot be provided if the College does not get an increase. Vice President Lockridge responded that grants must follow what the College has as an increase. Grant salaries should closely align with what the College is doing. Mr. Salaam stated that he hopes the College can disperse that practice, especially since grant money is considered "soft money" and sometimes it is difficult to get good people.

Vice President Lockridge stated that we all have a fiduciary responsibility. Those who are in the role of being responsible for ordering through SciQuest, you are responsible for receiving the products. Please let Purchasing know if the item(s) is/are no longer needed. Time cards should be approved by managers in a timely manner. Contracts should be sent one month in advance. After the department initiates the contract, Purchasing is responsible for checking for the language. Do not send the contract on the day the service is needed. President Hall has to sign contracts, but with proper signatures. Southwest campus is everyone's responsibility. Please do not add to the problem. Southwest is out of the business of gift cards. Finance personnel are available if you need to find other ways to reward individuals. Lana Harris asked that responsible parties check to be certain they have received everything in their order. If the receipt says an item has been discontinued, do not check you have received everything. The final comment from Vice President Lockridge and her staff was for managers, etc. to check the TBR website and look at accounting policies.

Clint Norwood continued the meeting with asking PASO members to peruse the PASO Constitution, paying particular attention to the red text areas and provide feedback. A PASO website is in the works and will include the laws, committee members, available training opportunities (Joshua Conway). Elizabeth Wilson also mentioned that Sharepoint can possibly be used as a vehicle to access professional development training. Clint Norwood is considering training on accessible documents that can be used on an individual's professional development plan. Microsoft Office may be the first deliverable skills training. Inter-department cooperation will be needed. PASO is looking at instituting a day where several individuals make a quick presentation, however it is in the

concept stage. Clint Norwood stated he will send out all attachments, i.e. agenda, Constitution, minutes of the last meeting.

Adjournment was at 11:13 a.m.