

PRESIDENT'S CABINET MEETING

July 19, 2011

MINUTES

MEMBERS PRESENT:

Bob Austin, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Danita McAnally, and Paul Matney

MEMBER ABSENT:

Terry Berg

OTHERS PRESENT:

Lana Jackson and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

QEP UPDATE – Dr. Jackson gave a PowerPoint presentation and distributed a handout regarding the Quality Enhancement Plan. It was entitled “Achieve Your Dream – No Excuses! Twenty-four percent of degree-seeking students are full-time; 42% of full-time students are Pell eligible; we have 31% fall-to-fall retention rate; AC has a 13% three-year completion rate of full-time students; and a 16% transfer rate. Students who are prepared to succeed in college exhibit the following four distinct dimensions of college readiness: 1) cognitive strategies; 2) content knowledge; 3) academic behaviors; and, 4) contextual skills and awareness. The faces of AC students include data collected from a student focus group in March 2010. Students were asked to describe a life challenge that had the potential to negatively affect your college goals: 48% listed personal reasons, i.e., divorce, death of a loved one, homelessness, kicked out of home, etc.; 16% said finances were the challenge. The poverty line is at or below \$22,000 for a family of four; the living wage amount is at \$68,000 for a family of four. Thirty-four percent said they would tell other potential students in order to help them prepare for college was to learn self-management skills. When asked to describe an external experience which has positively impacted their success in college, 41% answered praise/rewards from family, friends, and peers. Fifty-two percent said that the faculty-student relationship experience positively impacted their success in college. Student engagement has two components: 1) amount of time and effort students put into their studies and other related activities; and 2) to induce students to participate in and benefit from resources and organized learning opportunities and services. Validation occurs when a student is made to understand that they are a capable learner, are valued by the institution as more than a headcount, and that they play an important role in their own learning. Validation is particularly important for at-risk students. In fall 2010, a development team conducted a pilot program for first-year students – the learning outcomes included: increasing self-awareness; taking charge of ones’ life; identifying and interacting within community; demonstrating information literacy skills; managing money; demonstrating effective study skills; demonstrating creative and critical thinking skills; developing an integrated educational and career path; and creating effective communications. The Development Team is working across disciplines; the pilot included the STEM cluster and general studies majors. QEP is a significant source of reaffirmation. Programs which are clearly connected through a well-designed, “comprehensive vision for excellence,” show greater promise for success. The First-Year Seminar which will start in fall 2011 is supported by: career cluster advising; ACE, QUEST, and cluster group

support; coordinated, supportive student support services, i.e., Math Outreach Center, SSS services, discipline-specific tutoring, financial aid seminars, etc.; learning communities; mentoring; family-focused initiatives; New Student Orientation – College/Career; supplemental instruction; educational partnerships; transitional advisers; and, vertically aligned curricula.

ACHIEVING THE DREAM – The Achieving the Dream five-step process for increasing student success through institutional improvement include: 1) commit; 2) use data to prioritize actions; 3) engage stakeholders; 4) implement, evaluate, and improve; and, 5) establish a culture of continuous improvement. Goals of the initiative include: successfully completing remedial or developmental instruction and advance to credit-bearing courses; enroll in and successfully completing the gatekeeper courses such as math and English; completing the courses with a grade of C or better; persisting from one term to another; and, earning a certificate or associate degree.

PARTNERS IN POST-SECONDARY SUCCESS/BILL AND MELINDA GATES GRANT – The Amarillo Area Foundation was awarded a grant for partnership to help more low-income young adults earn college credentials. It was awarded a \$1.3 million grant to continue participation of the postsecondary partnership in a three-year demonstration funded by the Bill and Melinda Gates Foundation. After receiving a planning grant of \$100,000, community leaders representing 18 entities have contributed time and resources to formulate a plan for realizing the goal of the Bill and Melinda Gates foundation to double the numbers of low-income young adults earning postsecondary credentials with labor market value. Local partners include: Amarillo Area Foundation, Amarillo Chamber of Commerce, Amarillo College, Amarillo Economic Development Corporation, Amarillo Independent School District, BSA Health System, Cal Farley's Boys Ranch, Catholic Family Service, City of Amarillo, Harrington Regional Medical Center, Leadership Amarillo and Canyon, Northwest Texas Healthcare System, Panhandle Regional Planning Commission, Panhandle Twenty/20, U.S. Department of Agriculture, United Way of Amarillo and Canyon, West Texas A&M University, and Workforce Solutions Panhandle. The core team will be introduced soon.

FIRST WEEK ACTIVITIES – Matney distributed a draft for the fall 2011 for First Week Activities. Currently, the first two days, August 15 and August 16, are devoted to faculty orientation. Also, on August 16 there will be a soft-rollout of Achieving the Dream presented to selected groups by Coaches Dr. Linda Watkins and Nancy Showers. A hard-rollout is scheduled to be presented to the community on October 21. On Wednesday, August 17, we will have a continental breakfast at 8:00 a.m. and then the fall General Assembly from 9:00 – 11:00 a.m. Underwood Law Firm will host a cookout for all AC employees afterwards. There will be department meetings throughout the remainder of the week. On Thursday, August 18, Matney and Berg will give a budget presentation. Dr. Donna Beegle will be a guest presenter and facilitator regarding Poverty Training for AC faculty, staff and guests from Clarendon College, Frank Phillips College, WTAMU, and ENMU; this will be held at the Civic Center Grand Plaza on Friday, August 19 from 9:00 – 3:00.

NEW EMPLOYEE ORIENTATION OPTIONS – Lowery-Hart distributed a New Employee Orientation handout. First, a face-to-face meeting will be held for all new employees; second, a required online modules meeting for all employees; and, third, an optional online modules meeting of selected employees by cabinet areas. This will be presented again at another Cabinet meeting.

MyAC AND CLASSROOM UPDATE – Colaw explained that a letter was sent to Time Cruiser to try to end the contract a year early; we have not heard if they will accept this request. Russell Hall, room 131, has been completed for a Smart Classroom with money from the Title III grant; Russell 114 is being upgraded to a Smart Classroom; as well as the Student Activities Center, Teal Room at the East Campus. Amarillo College recently received a gift from Dell and Aruba of \$36,000 for wireless equipment for Allied Health.

LEADERSHIP AMARILLO/CANYON – It was discussed to send an administrator through the upcoming Leadership Amarillo and Canyon course. The class is held once a month from August through May. McAnally moved, seconded by Green to submit an application for Dr. Tamara Clunis to be Amarillo College's participation this year. The motion carried.

COST-SAVINGS SUGGESTIONS OF EMPLOYEES – McAnally distributed a summary based on the most frequently offered employee suggestions from the Cost-Savings database. Cost-savings items included: reducing printing expenses; conserving water; reducing utility expenses; and reducing costs for supplies and services. Revenue generators included: increasing student and/or customer fees; paying to park; online courses and programs; and, implementing renewable energy. McAnally urged the Cabinet to address these suggestions soon. She will go through the database and put into a survey mode and send out to the employee groups.

BOARD ORIENTATION – Matney advised Cabinet members of the Board orientation session which is needed for the two new Board members, Dr. Paul Proffer and Mary Jane Nelson. Each Cabinet member will have an allotted time to talk about their respective areas. It will be planned to offer in September.

FOOD POLICY – Berg has worked hard on putting together an Operating Policy and Procedure regarding establishing rules governing the appropriate use of College funds for official functions, business meetings, and entertainment. McAnally said she has looked at policies from other colleges and put down some ideas. Matney will ask that this item be presented at another Cabinet meeting.

Announcements:

- Matney spoke of Bob Wylie's, long-time English professor and friend of Amarillo College, death recently. There will be a memorial in November.
- Matney distributed a straw poll by TACC of community colleges in Texas for FY2011; he said he needed to correct AC's tuition and property tax rate columns.
- Matney expressed his desire to invite Mayor Paul Harpole to a Cabinet Round-Table meeting in August; he will invite him to the August 30 meeting.
- Lowery-Hart distributed organizational charts for his area displaying some changes. One area was Academic Success; Dr. Tamara Clunis serves as Dean of Academic Success. Jerry Moller's new title is Dean of Arts and Sciences. Allied Health has been changed to Health Sciences with Bill Crawford serving as Dean. The library will now report to Patsy Lemaster, Associate Vice President of Teaching and Learning.

Next meeting: August 30, 2011 (August 2 – Facilities consultants on campus; August 16 – Achieving the Dream Coaches on campus)

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