

PRESIDENT'S CABINET MEETING

August 20, 2013

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, and Danita McAnally

MEMBERS ABSENT:

Lee M. Colaw

OTHERS PRESENT:

Steve Chance, Richard Constancio, Bruce Cotgreave, Kristin McDonald-Willey, and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

FIRST FLOOR LIBRARY – Bruce Cotgreave and Richard Constancio, Shiver-Megert, reported on plans for the first floor of the library. First and foremost, the first floor is being designed to be an inviting space for students. The floor will be totally renovated with new restrooms, a new mechanical room, a dedicated server room, open space in the middle with chairs, rooms for tutoring, four exit points, and a help desk. A coffee kiosk set up was discussed. The Career Center will remain on the first floor. Three schematics were shown; there was discussion about each of them. An estimated cost was distributed to include renovation costs, architectural fees, furniture and equipment, and IT equipment for a total of \$2 million. Private funding is being sought to cover costs and there may be some money left over from the bond to use for this project. Plans were shown and discussed concerning the mall area renovation. A pavilion with a canvas top, media wall, landscaping, and tables were discussed. The plan is to tie the Lynn Library, mall area, and College Union Building and make renovations blend. Renovation may start in spring 2014.

SCHEDULE FOR RENOVATION PROJECTS – Cotgreave distributed and discussed a construction schedule for upcoming projects. The Hinkson Memorial Campus in Hereford is scheduled for completion in October or November 2013; the first floor renovation of the CUB is scheduled to begin in October with an estimated completion in spring 2014; Dutton Hall renovation should begin in October for completion in August 2014; the Moore County Student Activity Center should be completed in January 2014; the Student Service Center renovation should begin in September, with plans to look at the HVAC unit on the 2nd floor; and construction on the Engineering Building is scheduled to begin in spring 2014.

PROGRAM REVIEW/PET/CORE CURRICULA PROPOSAL – Kristin McDonald-Willey, Director of Institutional Effectiveness, distributed the new proposed AC Institutional Effectiveness Process. She discussed SACSCOC 3.3.1 – Institution identifies outcomes, assesses the extent to which it achieves outcomes, and provides evidence of improvement based on an analyses of the results. The new process proposal involves less narrative and requires the involvement of fewer people who are not directly invested in the success or failure of the program/department being reviewed. The new proposal includes the Strategic Plan with a five-year plan with annual update; No Excuses -

constant; General Ed/Core Curriculum Process (Student Learning Outcomes) – annual; Planning and Evaluation Tracking (PET) Process – annual; Annual Review Process – biennial for instructional and annual for non-instructional. McDonald-Willey will work with Austin, non-instructional programs and Lowery-Hart, instructional programs to form a basic framework for the Annual Review/Program Review and create an assessment plan and timeline. She will visit with stakeholders to make necessary changes to the review and visit with Cabinet members. PET forms will remain due annually (mid-October). Most areas already have the existing data of what they are doing; completing the annual review will mean refining information. The Non-Instructional annual review was discussed. Part I identifies the area/department; Part II works with existing data related to student success and/or people served. Part A – No Excuses, each department is expected to support student success; Part B – PET forms, each department is expected to demonstrate quality student/client services; Part C – Strategic Planning, each department is expected to support AC's Strategic Planning initiatives; Part D – Core Objectives, SACSCOC guidelines require non-instructional areas to provide student support programs, services, and activities that are consistent with its mission and that promote student learning and enhance the development of its students. Part V: Policies and Procedures – AC's non-instructional areas have procedures in place that promote student confidentiality and promote staff efficiency as well as student success. It was suggested to review this part at the Cabinet level. There was discussion and it was decided to forego the program review committee; to allow the annual review to replace the PET form; and begin this year as a pilot. Lowery-Hart will announce this information at the upcoming faculty meeting. This new process will focus on student success.

FIRST WEEK ACTIVITIES AND SEPTEMBER 6 GENERAL ASSEMBLY – Matney will give a budget presentation on Wednesday, August 21, 10:30-11:30. New faculty orientation will be held August 19 and 20 with a faculty meeting on Wednesday and on Thursday there will be an adjunct dinner. General Assembly will be held on Friday, September 6 at the Civic Center Heritage Room. Matney asked Cabinet to encourage their staff to attend General Assembly and the activities afterwards. Break-out sessions will be offered after General Assembly; then lunch will be provided by the Sprouse, Shrader, Smith Law Firm. During lunch there will be a presentation by the AC Presidential Honors students about their trip to China and presentations of Super Hero Awards to three AC employees.

DEBRIEFING OF EMERGENCY EXERCISE – Steve Chance, Chief, AC Police, gave an overview of what took place in the emergency exercise. There was a shooter on East Campus; a call was received from East Campus; the shooter was terminated; the Threat Response Team was called and they all gathered in the Palo Duro Room. The weapons used were the same as ones used at Virginia Tech where a shooter killed 32 people. In the future the public information officer will be picked up and taken to the scene. During an emergency there is a big possibility for cell phone overload; each Cabinet member will be assigned a radio. Some questions that were brought up: where to put people who show up at the scene unnecessarily; where should the president be during the emergency?

SAMPLE CRISIS NEWS RELEASE – Green will prepare a news release template. The date and time should be at the top of the news release; the crisis should be given a title that reflects the topic; the title should remain consistent; next, list the contact's name, title, cell and office phone numbers of the person fielding media calls (usually Ellen Robertson Green); begin with the most current information, summarizing in two to three sentences answering who, what, where, when, and why and a source should be referenced; and what students should do as far as meeting classes or staying away from campus. There will be two generic paragraphs at the bottom of every news release furnishing an overview of Amarillo College.

Announcements:

- Matney distributed an email from Austin regarding fall deregistration history beginning fall 2004 through fall 2013. Unduplicated headcount with ten days remaining before the beginning of the fall semester on August 26 is 8,553; 1,267 dual credit students have registered. Sixteen-week classes should be paid before the first class day. There have been 956 students deregistered out of 9,471 (10.09%) for fall 2013.

Following a brief break, the Cabinet reconvened to discuss the budget.

Next meeting: September 3, 2013

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