

# PRESIDENT'S CABINET MEETING

October 15, 2013

## MINUTES

### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

Lee M. Colaw and Danita McAnally

### OTHERS PRESENT:

Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

### Discussion:

**STUDENT FOCUS GROUP CONTINGENCY FUND REQUEST** – Green distributed a request for funds from the Student Success Contingency fund. The request came from the Communication and Marketing Division; the project title is Student Focus Groups. Green is requesting \$3,000 to gather, conduct, and videotape three focus groups capturing the student voice for inclusion with our No Excuses plan by asking students to identify the biggest barriers and greatest support for their success at AC. The study will utilize 30 student customers divided into three focus groups: people who applied to AC but did not attend; incoming freshman; and current students. The Communication and Marketing Division will hire two student workers to gather focus group participants and transcribe the group discussions. Green will use KACV to videotape these student group sessions. She will work with Cabinet members to create focus group discussion questions. Each focus group participant will be paid \$50 in a cash gift card. Green said she will ask for additional funds based on a detailed plan for a student customer research project.

Lowery-Hart moved, seconded by Austin to approve this request for funds from the Student Success Contingency fund. The motion carried.

**DISPOSING OF HAZARDOUS CHEMICALS AND RADIOACTIVE MATERIALS** – Berg met with Bruce Cotgreave and discovered Cotgreave's area is on-track with disposing of hazardous chemicals and radioactive materials. Berg indicated that there is no particular person in charge of hazardous waste disposal. Lowery-Hart identified people in his area to meet with and develop a taskforce. Those people identified to serve on the taskforce included Bruce Cotgreave, Jerry Moller, Mark Rowh, and Kathy Wetzel; it was discussed to ask Moller to chair the taskforce.

**BOARD RETREAT DEBRIEFING** – Matney said Dr. Bill Holda, President of Kilgore College, did a good job facilitating the Board retreat; Matney also praised Mark White, college attorney, who talked to the regents about risk management and what might occur if the college would be sued. Dr. Holda facilitated an information sharing session with the Board; they were asked to discuss why they are a Board member; what their driving life passion is; and they were asked to describe their childhood or divulge something about themselves that other Board members might not know about them. This exercise was conducted in an attempt to build a closer relationship with Board members. White is working on a Capital Giving Investment initiative; it is evident that AC needs a full-time employee who works for AC and networks daily seeking private funding for the College.

**7000 SUCCESS STORIES BY 2018** – A handout regarding information about the 7000 Success Stories by 2018 campaign. Matney said this is the year for action; the purpose is to double the number of completers by 2018. He said the number one priority is improving student success and completers. Currently, fall-to-fall retention is at 49%. The Career and Employment Services and Money Management Center’s purpose is to develop individual student career and education plans and to ensure students are employment ready and directly connects graduates to employment opportunities. The Money Management Center will help students develop financial literacy and provide debt prevention services. Career and Employment Services is currently collecting business clothes from professionals to give to students who will be interviewing for jobs; students can go by the office and select an outfit. Students are encouraged to attend financial literacy and debt prevention seminars. Students are introduced to Khan Academy for online tutoring of money management. Khan Academy is a non-profit educational website created in 2006; its mission is to provide “a free world-class education for anyone anywhere.”

**TACC REPORT** – Matney distributed an enrollment report from the Texas Association of Community Colleges. Forty-nine out of fifty colleges submitted enrollment information; the summary of headcount for the colleges showed 18,101 fewer students than fall 2012 or -2.6%. Contact hours disclosed 21 colleges increased and 28 decreased. Amarillo College is in the West region where seven colleges decreased and two increased contact hours. Schools which reported more headcount than AC in fall 2013 were: Alamo, Austin, Blinn, Central Texas, Collin, Dallas, El Paso, Houston, Lone Star, San Jacinto, South Texas, and Tarrant County. The average percentage of decrease difference from fall 2012 to fall 2013 was -2.6%; AC was -5.3%.

**COLLEGE TABLES** – Following are tables which Amarillo College has purchased this fall:

- Silent Samaritan Luncheon, October 17
- Amarillo Chamber of Commerce Annual and Business Awards Banquet, October 24
- Panhandle PBS 25<sup>th</sup> Anniversary, November 2
- NAACP Freedom Fund Banquet, November 2
- Amarillo 100<sup>th</sup> Gala Celebration, November 9
- National Philanthropy Day Luncheon, November 12
- United Way Victory Luncheon, November 14
- Downtown Association, Inc. Luncheon, November 15
- Beans and Cornbread Luncheon, November 18
- Community Prayer Breakfast, November 26

**Announcements:**

- Dr. Joyce O’Rear, wife of retired AC faculty, Tom Cole, recently passed away; her memorial will be held on Saturday, October 19 in Fredericksburg.
- Allen Durrett, AC Distinguished Alumnus, will be honored with a luncheon on November 13 at Amarillo Country Club. Mr. Durrett will speak at the December 14 Commencement.
- Mission Amarillo Miles of Hope Banquet /Silent Auction will be held today from 6:00–8:00 p.m.
- Midland College Vice President of Instruction, Rex Peebles, has accepted a position with the Texas Higher Education Coordinating Board and will leave Midland College November 27. Peebles replaces MacGregor Stephenson, Assistant Commissioner, Academic Affairs and Research.
- Alan Rhodes and Underwood Law Firm will host the first luncheon of the year for the AC honor students today.

Next meeting: November 19, 2013