

**PRESIDENT'S CABINET MEETING**  
**February 8, 2022**  
**MINUTES**

**CALLED TO ORDER**

9:05 a.m.

**ADJOURNED**

10:35 a.m.

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

**MEMBERS ABSENT**

Cara Crowley

**OTHERS PRESENT**

Toni Van Dyke

**DISCUSSION:**

1. ATD	Lowery-Hart
Dr. Lowery-Hart was notified by Achieving the Dream that the application submitted was accepted. Amarillo College is now considered a leader college with distinction. Cabinet was asked to notify Dr. Lowery-Hart if they plan on attending the Achieving the Dream conference virtually next week.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Cabinet will email Dr. Lowery-Hart if they plan on attending.</li></ul>	

2. GALLUP SURVEY	Jones
Mrs. Jones announced the Gallup Survey will go out on March 21, 2022. Mrs. Jones meet with the Gallup team to review questions on the survey. The only custom question added to the survey is would the participate recommend Amarillo College as a great place to work.	
The survey is anonymous and will allow AC to capture data on demographics, gender, race, age, income, etc. this is the only non-anonymous portion of the survey. Open ended comments could reveal who the employee is taking the survey. All employees with an actx.edu email address can take the survey. Additionally, there will be supervisor training to learn how to use the data for performance improving employees. The data will be shared with cabinet once completed. Managers are encouraged to explore the portal to see what it offers.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Ms. Jones will create a training for cabinet</li></ul>	

3. NAME PLATE BADGES	Lowery-Hart
Dr. Lowery-Hart reported Faculty Senate would like faculty name plates to show what college's faculty members attended. Cabinet suggested creating a template for faculty to grab the logo of the school they attended and add it to the syllabus.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Mr. Ball will create a uniform email logo for employees</li></ul>	

<b>4. FOUNDATION GRANT PROJECTS</b>	<b>Lowery-Hart</b>
Dr. Lowery-Hart reported Faculty Senate would like to see a list of who and what was awarded funds from the Foundation Office.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Mr. Sherrod will have his office send email to Faculty Senate.</li> <li>• The Foundation Office will send a college-wide email announcing who received grants</li> </ul>	

<b>5. TRANSFER SUMMIT</b>	<b>Lowery-Hart</b>
<p>Dr. Lowery-Hart shared there was a Student Engagement Retention Summit and WTAMU Transfer Summit last week. One of the outcomes of the Transfer Summit is doubling down on the master schedule, task force and re-engaging it. Another outcome is doubling down on the QEP to ensure it integrates the concept with careers and has implications for recruitment for AskAC, Advising, and Career Counseling while helping students in the EDUC courses clarify their career plan. Discussion took place on A.S. and A.A. programs transferring after one-year and then reverse transfer back to receive their Associate's Degree.</p> <p>Mr. Austin reported WTAMU will request an official transcript from AC on behalf of the student once they apply for admission. AC prioritizes sending transcripts to WTAMU upon request and other transfer universities. Mr. Austin shared the Greenlight app updates every 24 hours. The app releases the transcript to the school of the students choosing and it is transmitted immediately. The default option is for the transcript to be transferred as a pdf with the registrar's signature. The only difference is it has a disclaimer stating it has been done by an automated system and to check with AC to verify its validity.</p> <p>Cabinet discussed getting students integrated into WTAMU while still attending AC to help build connections with faculty and student clubs.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Advising and Enrollment will reconnect with WTAMU for additional conversations.</li> </ul>	

<b>6. RETENTION SUMMIT</b>	<b>Lowery-Hart</b>
<p>Dr. Lowery-Hart discussed how powerful the data was on Mr. McLees and Mr. Witherspoon presentation. AC needs to focus on getting students into communities, not majors.</p> <p>Mr. Austin shared Aviso will provide an overview for Cabinet to provide data on certain students who are at risk. Mr. Witherspoon will also provide information on students who are at risk of dropping. Aviso is able to track these students then we are able to lift them up in the system. Faculty keeping gradebooks updated and taking role will help with catch at risk students in a timely matter. The top two reasons students leave and don't return is financial and lack of childcare.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

7. OTHER	Cabinet
<p>Mr. Sharp will visit with Finance Committee to review information regarding selling the bonds.</p> <p>Dr. Lowery-Hart will send a college-wide email about his vacation time. Dr. Lowery-Hart will be available via text, email, and phone if needed.</p> <p>Ms. Jones will send out an email next week with a survey link regarding merit process.</p> <p>Dr. Clunis requested feedback regarding Amarillo College paying the licensure fees for faculty who are required to have licensure. Additionally, Dr. Clunis would like the college to pay for professional membership for faculty to one professional organization.</p> <p>Dr. Clunis reported faculty are upset with raising the class cap. Data shows that in the fall semester there were 567 sections, with 67 sections adding 1-4 students above the cap. At the end of the semester only 3 sections were still over cap. Dr. Clunis is meeting with Faculty Senate next week for additional conversation.</p> <p><u>Brag Alert:</u></p> <ul style="list-style-type: none"> <li>• Mr. White bragged on how talented Linda Dominguez is and what a great job she is doing in the Foundation. Mr. Sharp email Mrs. Dominguez.</li> <li>• Dr. Lowery-Hart bragged on Peyton Bivins for her excellent work with Cenikor, regarding building online degrees that will align with the national organization not local. Ms. Skinner will email Ms. Bivins.</li> <li>• Ms. Skinner bragged on Ms. Crowley for her work on the Summit. Mr. Austin will email Ms. Skinner.</li> </ul>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Dr. Clunis will research the cost of paying for licensure for all faculty and bring the data back to Cabinet for review.</li> </ul>	