

PRESIDENT'S CABINET MEETING

October 21, 2014

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Danita McAnally, and Jerry Moller

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

EVALUATION OF SPRING CLASS SCHEDULE – Austin distributed a handout regarding future class schedules. His notes stated that it is too late to make any significant decisions about the spring 2015 class schedule. Moller will work with department chairs and program directors to address the following issues: significantly increase the number of 12-week classes; evaluate Spring Too offerings; and ensure that Washington Street Campus afternoon and evening offerings are appropriate. All involved with building class schedules will begin planning for the development of the fall 2015 class schedule. They will focus specifically on classes offered at the Washington Street Campus; Diane Brice will check to see if R25 Live can help with scheduling; currently enrolled students will be surveyed regarding class days and time preferences; and use survey results to look at and redevelop the class schedule. Moller stated that early morning classes are not as popular as late morning and noon classes. The survey will ask students to rank the class offerings by MW mornings, afternoons, and evenings; TT mornings, afternoons, and evenings; Fridays and Saturdays; and as to whether they prefer traditional, hybrid, or online classes. Austin, Moller, and McAnally will work on a survey. Austin said that a lot of schools are now interested in 8-week blocks as opposed to 16-week ones. Green said the survey outcomes could be placed on the AC portal and in the *AC Ranger*.

FACULTY SENATE SURVEY – Lowery-Hart said the following areas of the survey received positive feedback: academic quality, student support, faculty grants, technology, and community involvement. Areas which showed needs improvement include: administrative leadership, moral, cafeteria, salaries, and budget. Lowery-Hart believes this survey is the least personal for which he has been involved.

IPEDS DATA – McAnally said we submit information to the Integrated Postsecondary Education Data System (IPEDS) four times a year; we have to meet their deadlines or be fined. AC is under powerful pressure to report all information correctly. McAnally distributed information regarding CIP code unduplicated headcount by race/ethnicity and gender. The total of unduplicated headcount for 2013-14 is 13,917. McAnally discussed the completions of CIP data. The distance education column is updated annually. AC needs to get more programs that take less than one year to complete. Data for the 120 eligible community college for an Aspen Prize regarding Associates degree and percentage of vocational/technical awards was distributed. AC was at 10.6% for vocational/technical awards and 7.2% associate degrees of all awards. Lowery-Hart said that the "Start Here Careers" is designed to help individuals find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. We do not

have that many certificate completers. There is open enrollment at Texas colleges. McAnally stated that we can bring in Aspen personnel to work with our data and tell us which programs to place the most emphasis. Some programs are no longer needed in the local market and have become obsolete.

CARTER FITNESS CENTER – Funding for the Carter Fitness Center has been driven by physical education classes which are no longer a part of the core curriculum requirements. We acquire some funds through rentals and community memberships. We need to come up with a purpose for the fitness center that adds value to students, faculty and staff. There was discussion to possibly offer health care services along with a nurse on campus; offer space for continuing education aerobics classes; and limit times when space can be rented. Austin, Berg, and Moller were asked to look at employee incentives and bring back two to three options for Cabinet consideration.

AUDIT – This item will be brought back to the next Cabinet meeting.

BRAGGING ON EMPLOYEES – Colaw bragged on Janine Goode, IT Systems Analyst III - Programming Services and how she has taken a positive lead role in IT. She is a No Excuses Core Team member. McAnally bragged on Sarah Davis, Administrative Specialist I - Planning & Assessment. She has worked at East Campus and Hereford Campus before working at WSC and has served in a variety of roles. Sarah is pleasant and is customer service oriented. Green bragged on Lynne Groom, Development Director – Panhandle PBS. Lynne has stepped up and helped with memberships and budgets since the general manager left.

EVENT TABLES – Lowery-Hart mentioned upcoming events for which Amarillo College has purchased tables. He said he will fill the seats at the Freedom Fund Banquet; and asked McAnally to fill the table for the National Philanthropy Day Luncheon; and Austin to fill the United Way Victory Luncheon table.

ISSUES FACING CABINET AREAS – Lowery-Hart mentioned budgets and fees were areas which Cabinet members will be facing in the near future. He said that HR has given him each Cabinet members list of personnel and who works for them, organizational charts, and how long employees have been here, and what their duties are. At the November individual meetings, Lowery-Hart will talk with Cabinet members about the HR information.

Next meeting: October 28, 2014