

**PRESIDENT'S CABINET MEETING**  
**January 27, 2015**  
**MINUTES**

**MEMBERS PRESENT:**

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

**OTHERS PRESENT:**

Brenda Sadler

**Discussion:**

**ACADEMIC ENROLLMENT UPDATE** – Austin distributed a handout of academic enrollment figures for spring 2015. Unduplicated headcount is 9,259; it is down 470 from the same day in spring 2014. Spring contact hours are 1,687,928 which are down 4.65% compared to the same day in spring 2014. Spring 2015 credit hours are 76,375; down 4.05% compared to spring 2014. Austin will bring back numbers breaking down enrollments into programs. Colaw reported that currently only 1% of students are not engaging in the AC email system.

**2015-2016 ACADEMIC CALENDAR** – Austin distributed a draft of the Amarillo College 2015-2016 Calendar. Austin reminded Cabinet that AC tries to follow AISD's calendar. Fall classes begin August 24, 2015. Fall final exams are December 7-11; Commencement is December 12; Christmas break (college closed) is December 19-January 3. Spring break is scheduled for March 14-20, 2016. There was discussion regarding the Martin Luther King (MLK) holiday January 18, 2016 and Good Friday, March 25 and the possibility of not closing the college on those two days. Spring 2016 final exams are May 9-13. Summer I 2016 classes begin May 23. There was discussion regarding summer hours and the possibility of offering various Fridays off to some and others covering the offices on those dates. There was also discussion of having limited service teams and offering them flex time in the summer. Most Cabinet members were comfortable with the expanded services model for MLK and Good Friday holidays. Cabinet members were asked to take the idea of flex summer hours to the employee groups. Austin moved, seconded by Colaw to approve the 2015-2016 academic calendar. The motion carried.

**WAYS TO CAPTURE ACTION ITEMS AND DECISIONS** – Austin said he did not believe the minutes are not the only place we need to capture action items taken. There was discussion to possibly have an email come from the president regarding items that Cabinet took action on; i.e., approval of the academic calendar; there was a suggestion to have actions/decisions placed in an official location on the AC website. Green told Cabinet that M.J. Coats will send out an informational email weekly called "Inside Information" and she could put some of the action taken in that email.

**ENVIRONMENTAL SCANNING** – Lowery-Hart expressed that it is important to ask our advisory boards to inform us what they consider important for AC and its programs to be doing.

**SELECTING A CABINET TEAM ACTIVITY BY APRIL 1** – Lowery-Hart asked Cabinet members what they would like to do as a team in the near future; he gave them the option of dinner or bowling on several dates. The consensus was to go bowling on Friday, February 27, 5:30-7:30 at Western Bowl.

**STRATEGIC PLANNING** – Lowery-Hart distributed a handout presenting Amarillo College moving forward. There was discussion. The mission: Enrich the lives of our students and our community. The vision: Advance the completion of credentials for every student. Both of these need to communicate the No Limits No Excuses initiative.

The Board will be asked to approve the contract with Civitas. For Phase I \$36,000 will come from IT; \$50,000 from grants; \$20,000 from Academic Affairs; \$12,000 from College Relations; and \$17,000 from Student Affairs. The contract will be implemented October 1. The cost of using Civitas in the future will have to be budgeted each year.

Lowery-Hart mentioned he was asking each area of the college to reduce their budgets 5% for FY 2016.

**POSITION JUSTIFICATIONS** – Austin distributed a handout for a senior staff assistant position at Community Link. Staffing at Community Link is downsizing; the Community Outreach Specialist position will not be replaced. Job responsibilities will be reassigned among remaining personnel. Community Link currently partners with four neighborhood churches. Its building may be closed in the fall; if that happens, personnel would be moved to the Washington Street Campus. A lot of work will have to be done before this can occur. Austin and Vess were asked to collect information on numbers and how much money we would save by closing the building. Crowley will visit with Tamara Clunis regarding grant information for Community Link. Approval of the Senior Staff Assistant position passed unanimously.

**BRAGGING ON EMPLOYEES** – Austin bragged on Brenda Rossnagel, Coordinator of Disability Services, for helping a family of a student with schizophrenia; Austin also bragged on Karen White, assistant professor of mathematics, who taught the student and was very patient. Vess bragged on Carol Moore, executive assistant, VPAA office. Carol has worked very hard on the Faculty Workload Assignment program and has spent many extra hours in completing the task.

Next meeting: February 10, 2015  
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