

# PRESIDENT'S CABINET MEETING

March 1, 2016

## MINUTES

### MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, and Mark White

### MEMBER ABSENT:

Deborah Vess (via Skype)

### OTHERS PRESENT:

Brenda Sadler

Mark White, Executive Vice President and General Counsel, was welcomed to Amarillo College and the President's Cabinet. White said he was looking forward to working with this group. He said he will share information from time-to-time that will need to be held in confidence. White will have a couple of weeks of informational meetings on all campuses which will serve partially as his orientation.

### Discussion:

**SAFETY** – Forrester said there is room for improvement in the safety category at AC. Compliance training will be held March 29; 1:00 – 5:00 for invited managers and supervisors to attend. Recent compliance training in the Business Office went well. There has been a suggestion to push-back on this training by placing on job descriptions. Forrester scheduled an emergency drill during the regularly scheduled Cabinet meeting on March 22; Cabinet members are the emergency response team. Lowery-Hart would like to have a conversation before the exercise occurs to get better prepared. Chief Chance requested Cabinet approval of the Emergency Preparation Manual; it was approved. On May 7, the City of Amarillo, Amarillo College and Pantex will participate in a city-wide Hazmat disaster drill at the West Campus. Forrester distributed a handout regarding two Emergency Management meetings where it was discussed who the key stake holders are from each campus and who will participate in the City of Amarillo Hazmat drill on May 7. The second meeting discussed preparation for a college table top exercise (active shooter). They need to set a date for the table top exercise. Lowery-Hart said there is a lot of angst about conceal-carry on campus; need to get in front of that issue. The Campus Carry Committee worked on a survey placed online regarding areas that should not allow handguns on campus.

**COMMUNICATION PLAN** – Green reminded Cabinet that AC has been through nine months of hard work and has had to keep so much of it quiet. She said as we move forward with some negative communication, there has been open records requests issued for employees who have family members who are also employed at AC. There needs to be more talk about accelerated classes through Tamara Clunis. Joe Wyatt will report on a local story once a week. When the Vice President of Business Affairs comes on-board, she requested knowing ahead of time so that Wyatt can have a story ready. Green is working on, along with others, a speaker's bureau. She will work with Heather Atchley on getting with students to tell the AC story. Joy Brenneman is working on a spreadsheet of where and who will make the talks. AC has many advisory councils in order to tell our story. The Panhandle PBS advisory council meets today; Lowery-Hart and regents Nossaman

and Miller will be in attendance. Green suggested engaging community people who support AC and asking them to write a letter to the *Amarillo Globe News* editor about how well AC is doing. Lowery-Hart said we have to get the message out externally; but continue to extend the message internally. We need to communicate good news as much as we can. Lowery-Hart said there is a need to get the message to the Board regarding our economic health in the community. We need to identify community leaders who will be good partners. Green said there is need for an ad campaign showcasing summer/fall classes, the “finish faster” theme, and 8-week courses.

**POVERTY INSTITUTE AND ADVOCACY & RESOURCE CENTER (ARC)** – Crowley indicated there were 15 AC employees who attended the Donna Beegle Poverty Institute last week. She and Lowery-Hart will meet with this group next week. A college-wide email will go out regarding Adult Student Services; Jordan Herrera and Crowley met with the Adult Student Services advisory council and asked them to work with the Poverty Institute and ARC. The Poverty Institute and ARC will move into the first floor Ware Student Commons on April 1.

**WOW TEAM CHALLENGE ASSIGNMENTS** – Lowery-Hart said we had three WOW team finalists and now we need to implement their plans. Austin will work with the scholarship team. Vess said there has been a pilot of the Lil Badgers plan; they would like to use the \$10,000 for scholarships; she will work with Kathy Dowdy, AC Foundation. Colaw will work with the Wowber group, helping them with an Ellucian program. Crowley asked everyone to document their strategies.

**JUNIOR & COMMUNITY COLLEGE – PAC (JACC-PAC)** – Lowery-Hart encouraged Cabinet members to contribute to this group. He will accept the checks and submit them.

**ENROLLMENT UPDATE** – Austin distributed a handout regarding applications submitted to attend Amarillo College from fall 2012 to fall 2016. There were two charts demonstrating monthly application submissions. We are ahead where we were last year by 30%. The numbers are trending up; we are in good shape with applications. Spring 2016 headcount was down 1% from last year. Students are not withdrawing from classes like they have in the past. Contact hours are up from last year. We are still filling seats for Spring Too. Austin distributed an email regarding Coaches and Champions from Susie Regan reporting on Cabinet area participation. Sixty-eight coaches are returning from 2015-2016; there have been 49 new ones who signed up for coach training for a total of 117. Regan is anticipating approximately 300 incoming champions. Every Cabinet member was asked to encourage their staff to participate in the program. Coaches are asked to reach out to their champion at least once a month. Austin told that this program is making a huge impact. Contact Susie Regan if you want to participate.

**BRAGGING ON EMPLOYEES** – Crowley bragged on Teresa Clemons, Jennifer Ashcraft, Sarah Davis, Susie Wheeler, and Becky Burton on the excellent job they did on the Perkins site visit. Green reported that Chip Chandler begins work today at Panhandle PBS; he will be the content manager. Lowery-Hart bragged on Kelly Prater and her financial aid staff for what they are doing to help Caprock High School with their FAFSA sign up and other financial aid assistance.

**POSITION JUSTIFICATIONS** – Colaw asked to replace the Field Support Technician position recently vacated; it was approved. Austin requested replacement of an AskAC support specialist position; it was approved. Berg asked for two night custodians on Washington Street Campus. These were approved pending a conversation to include Forrester, Bruce Cotgreave and Jim Baca. Baca has been named Associate Director/Custodian Supervisor due to the Physical Plant reorganization. Berg requested an accountant IV replacement; this position is being upgraded to take on more work; it was approved. Michael Sugden is now the Cash Management Officer. Vess requested replacing a couple of continuing education positions; with Megan Eikner, Dean of

Technical Education, and Leon Guerrero, executive secretary, moving to East Campus there is a need to replace them. It was approved.

**NO EXCUSES 2020** – In January, the leadership report card was to be created. Crowley said that Jarrod Madden should complete the report soon. Austin said financial aid, academic advising and career pathways should be integrated by May. Lowery-Hart said they have been increasing scheduling offerings to include 8-week formats in a pilot program. Lowery-Hart said we need to create a survey and place on BlackBoard for specific 8-week classes. Vess was asked to create a new Faculty Fellows program. Vess indicated that Title V is helping to align some gateway courses. Austin said he has been collecting all first-generation status. Austin revamped student orientation for 2017; would like to see better retention rate. Crowley said AC is committed to becoming a paperless campus by May. Forrester indicated that they are working on a digital 340 leave form. Lowery-Hart said we are utilizing secret shoppers to simplify our enrollment policies and processes and to furnish feedback.

**Announcement:**

- A reception welcoming Mark White and a State-of-the-College address will be held at the Amarillo Club on Tuesday, March 8, 5:00 – 6:30 p.m.

Next regular meeting: March 8, 2016

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