

PRESIDENT'S CABINET MEETING

April 21, 2015

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Andrew Alexander, Heather Atchley, Madison Bowles, and Brenda Sadler

Discussion:

COLLEGE-WIDE SMOKING BAN – Heather Atchley, Director, Student Life; Andrew Alexander, President of Student Government Association; and Madison Bowles, SGA member, distributed a resolution concerning a No Smoking Policy and a Smoke Free Campus brochure. Atchley reported that 60 SGA students discussed the issue of a smoke-free or tobacco-free campus; they decided to go for a smoke-free campus. Berg asked for an explanation of and parameters for which will determine the campus lines; and if cars parked on AC parking lots would be part of the smoking ban. Bowles said that 29 colleges in Texas are smoke-free. Lowery-Hart recommended SGA write a policy instead of a resolution to be presented to the Board of Regents. There was discussion regarding punishment for being caught smoking on campus and who would enforce this. Austin indicated that if this smoking ban passes, it could be made part of the Student Code of Conduct. Cabinet was reminded that WTA&M University, Amarillo ISD, and BSA Hospital all are smoke-free. Lowery-Hart requested that Alexander present the SGA Smoke-Free Resolution at the Status Update portion of the April 28 Board of Regents meeting. SGA will work on a policy in May.

BUDGET UPDATE & BUDGET PRESENTATION – Lowery-Hart will give a budget update/Town Hall meeting on Thursday, May 14 at 1:00 p.m. in the Oak Room. Everyone is invited, but for those who cannot physically attend, it will be live-streamed by Panhandle PBS. A Texas Association of Community Colleges paper regarding HB1 – General Appropriations Act and the financial impact by college FY 2016 and FY 2017 was distributed and discussed. The current Senate instructional appropriations (biennium) for Amarillo College is \$27,467,437 which is \$1.5 million less than the last biennium; the current House total is \$28,417,932 and the Conference Committee Request (CCR) is \$29,511,485 (what TACC is requesting). Berg distributed an Amarillo College budget handout. In the bottom line analysis, the projected revenue was \$59,973,096 and the projected expenditures was \$59,870,309 which left a surplus of \$102,787. Berg indicated that we are getting close to a balanced budget. It was suggested to begin budget conversations when the college begins fall classes. Lowery-Hart told Cabinet to be prepared to defend their action plans at the Cabinet Retreat on June 2. He asked each to identify five things we need to “stop doing.” Lowery-Hart has talked with the Administrators Association about the action plans; he will meet with Faculty Senate in May; and CEC has received a copy.

SUMMER HOURS – Austin recommended 11 weeks instead of 12 to observe summer hours; after spring commencement, beginning Monday, May 18 through Friday, July 31; Monday – Thursday: 7:30 a.m. – 5:00 p.m. and Friday: 7:30 a.m. – 12:00 noon. Austin moved; seconded by Green to accept the summer hours. The motion carried. Lowery-Hart will send an email regarding summer hours.

AC ONLINE ACCESSIBILITY GUIDELINES – Austin, Vess, and Brenda Rossnagel, Coordinator of Disability Services met to seek clarity on this issue. It was decided to offer online classes in a different manner with Content Management System (CMS) availability. Green said that David White offers CMS training often. The roll-out needs to be focused on online classes. Austin will bring formal guidelines for approval to the next Cabinet meeting.

VETERAN PRIORITY OF SERVICE PROCEDURE – Crowley distributed a handout regarding guidelines for meeting priority enrollment of service requirements for Amarillo College student veterans and eligible spouses. Amarillo College employees admitting students into qualified programs should work with AC's Veteran Affairs Coordinator, Kelly Murphy, to verify an applicant's eligibility and provide priority or service to qualifying applicants. Austin said this procedure can be integrated into the *Student Rights and Responsibilities*. Austin moved, seconded by Lowery-Hart to accept the Veteran Priority of Service Procedure. The motion carried.

INCIDENT REPORTING PROCEDURE – There were handouts from the Department of Labor distributed. This procedure establishes guidelines for reporting and investigating potential fraud, misuse of resources, or potential or suspected criminal actions at Amarillo College. AC being a recipient of federal funds awarded by the Department of Labor Employment and Training Administration must use the Incident Report Form to report instances of fraud, program abuse, and incidents of criminal misconduct at Amarillo College to the Employment and Training Administration. Amarillo College's president's office is responsible for managing the investigation of suspected fraud and should engage other AC units as necessary. Austin moved; seconded by Colaw to accept the Incident Reporting Procedure. The motion carried.

ASPEN DATA – Out of 150 ASPEN schools there are 20 Texas schools. Amarillo College is slightly lower in retention rates than three out of the four ASPEN Round One schools in Texas. As we align career pathways, we need to focus on retention, graduation, and transfer characteristics of the top ten colleges for 2014-15. Brazosport College has an 80% three-year graduate/transfer rate. AC's minority graduate rate is 10% with a 3% transfer rate. All of the ASPEN data is our dashboard to becoming an ASPEN school in the next three years. Crowley said a one-page Amarillo College report card will be rolled out at fall General Assembly. Lowery-Hart said students are having to go through too many stops to get enrolled. Vess and Austin were asked to come up with an action plan. Austin referred to *What Excellent Community Colleges Do* and said that colleges who succeeded had to change their culture. Civitas will create a block schedule for each student and they will know what classes they need to take every semester and year.

POSITION JUSTIFICATIONS – (1) Vess requested replacing a Lab Material Supervisor; the replacement will receive \$6,500 less than what the previous employee made. Berg moved; seconded by Colaw. The motion passed. (2) MCC has a temporary 4.5 month position; they teach speech and technical classes; they will teach another 40% in Humanities; the request is to replace the 4.5 month with a full-time position. Berg moved, seconded by Austin. The motion passed. (3) A couple nursing faculty resigned in ADN and LVN; Vess said to leave the ADN position open for now; and fill the LVN position. Austin moved, seconded by Berg. The motion passed. (4) There are three grant positions – Adult Education Literacy 11-month faculty in Academic Success: 1) oversee instruction programming for the Adult Education and Literacy grant and supervise faculty coordination of GED and ESL services; 2) coordinator of GED services and teach; and 3) coordinator of ESL services. (5) Colaw requested to repost a Systems Analyst I position which has been posted for 10 months; and possibly downgrade the position to a trainee position. Berg moved; seconded by Austin to approve this position. The motion passed.

BRAGGING ON EMPLOYEES – Austin bragged on Carolyn Leslie, Executive Assistant, Vice President of Business Affairs, saying she has done a great job contributing to the Core Team. Crowley bragged on Joy Brenneman, Change Management Officer, President's Office, for an impressive job she did on the Honors Convocation. Crowley also bragged on Andrew Alexander, SGA president, for stepping up and giving a presentation in the absence of another student at Honors. Vess bragged on Lynae Jacob, Department Chair, Speech Communications and Theatre; and her role at Honors and her work on the faculty retreat.

Next meeting: April 28, 2015

bs