

PRESIDENT'S CABINET MEETING

April 5, 2016

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Deborah Vess, and Mark White

MEMBER ABSENT:

Ellen Robertson Green (joined Cabinet by cell phone for a couple of items)

OTHERS PRESENT:

Joy Brenneman, Nancy Forrest, Emily Gilbert, Brenda Sadler, and Reem Witherspoon

Discussion:

FACULTY SENATE SALARY STUDY – Nancy Forrest said they were at the meeting to represent faculty. Forrest presented a salary proposal which included: 1) increase base pay to improve AC faculty salary standing with other Texas community colleges; 2) increase part-time and overload pay to be more in line with other Texas community colleges. AC faculty salaries are low; AC is 35th out of 50 Texas community colleges. They ask that AC bring faculty salaries closer to where they are equitable. Part-time and overload ranks 38th out of 50. Lowery-Hart said he appreciated the data and the work that went into the report. With the \$3.5 million cut, AC will be able to pay the fewer people more money to do more; if enrollment increases it will allow the administration to raise salaries along with merit pay. Vess showed concern regarding the part-time and overload faculty. Reem Witherspoon thanked the Cabinet members for all of their hard work.

OVERTIME WAGES FY 2016 – Forrester distributed a handout which illustrated overtime wages decreasing. After talking about overtime at a couple of Cabinet meetings; the trend seems to be going down; \$35,000 was paid in January 2016 and \$10,000 in March. Forrester bragged on Bruce Cotgreave and Jim Baca and how well they are doing to keep overtime to a minimum; their area was paying a huge amount of overtime.

CONCEAL CARRY – Green joined Cabinet by cell phone. Forrester, Chief Chance, and she have had several meetings regarding conceal carry and there was an *Amarillo Globe News* article concerning this issue. April Sessler did some research regarding testing centers and other areas on campus and how other colleges were handling the areas where no guns would be allowed; the testing center is off-limits due to state requirement. The committee conducted a survey online as required by law. Green has written a suggested policy for the Board to look at. She looked at WTAMU's and UT's policies and sent them to Eric Wallace for review. Lowery-Hart requested having something to Cabinet by June; he will request the Board to approve a policy in August.

PROGRESS REPORT AND TIMELINE ON EMERGENCY PLAN – Forrester said there was a good group working on this emergency plan. The AC Police Department talked with IT regarding an alert system. Duties have been repurposed for one of our officers to solely focus on emergency management and training on evacuation steps. A new job description was devised for this position. Lowery-Hart asked for a timeline to include every five minutes of the first hour with a to-do list. He wants training for the leadership group so that no matter who gets to the designated location first they will know how to proceed. Forrester said Renee Vincent and Daniel Esquivel are actively

involved in their campus plan and Forrester will continue to clarify for situations on the Dumas and Hereford campuses. There will be another meeting next week. Forrester is working with Joe Wyatt and Terry Kleffman on cleaning up the emergency call list. Green said the original plan had Austin and Colaw working on the call list; she suggested Rita Wilson being involved. Lowery-Hart needs clarity on the timeline; how to communicate and to whom; and to make sure the call lists are accurate and up-to-date. The continuing education student list will need to be accurate as well.

AC WEB ACCESSIBILITY POLICY STATEMENT – Austin distributed a handout regarding the AC Web Accessibility Policy. A group led by Brenda Rossnagel is working to make sure the web is accessible to students with disabilities. Austin recommended Cabinet endorse the following statement: “Amarillo College is committed to providing equal access to all programs and services, including all work, learning, and service environments that affect equal access for persons with disabilities. This commitment to provide equal access and opportunity for persons with disabilities is in compliance with the federal and state law. Amarillo College also strives to provide Electronic and Information Resources (EIR) that are accessible to all authorized users.” White said the policy statement should be appended to another policy and be placed on the internal portal.

CHAMPIONS AND COACHES UPDATE – Austin distributed an updated figure regarding the Coaches and Champions program. More employees are participating; there are 121 coaches and 25 pending coaches; there are 38 champions in need of a coach. The breakdown by Cabinet member area was discussed.

PERKINS STATE LEADERSHIP GRANT PROPOSAL – Crowley discussed an electronic handout regarding the Perkins State Leadership Grant proposal. Funding is through the Texas Higher Education Coordinating Board in the amount of \$45,000; grant period is 09/01/16 - 08/31/17. The proposed objective is to increase enrollment and completion of minority males in nursing or health sciences programs leading to careers identified as having a low percentage of males enrolled. The grant would reside in the Vice President of Academic Affairs division. Cabinet approved.

BIG CHANGE ON CAMPUS (SSIR) – Lowery-Hart discussed an electronic handout. At the Board of Trustees Institute (BOTI) they focused on the *Texas Public Higher Education Almanac: A Profile of State and Institutional Performance and Characteristics*. Currently, the average hours completed to receive an associate’s degree is 89; they want them to be closer to 60 hours. The average time to get an associate’s degree is four years. Vess said we need to set up block scheduling two years out. Lowery-Hart mentioned that the Board will possibly have a retreat in June and one of the items he would like to discuss is the 25 Steps to Student Success. Lowery-Hart discussed “My Map” (My Monitoring Academic Program) from Alamo College. Alamo and San Jacinto are eliminating 80% of their majors and putting them into a more concise minor. Lowery-Hart will talk with Penny Massey about creating a career pathways chart similar to San Jacinto’s; Vess will work also on this with Massey. The Board wants to discuss scalability; BOTI challenged the Board to identify and select advising and pathways.

Announcements:

- Steve Smith will begin his new job as VP of Business Affairs on April 15.
- Civitas’ Illume Insights will be loaded in the next couple of weeks and training will be available. All data points will be in an analytics environment. Inspire for Advisors will be available at a later date.

Next regular meeting: April 12, 2016
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