

PRESIDENT'S CABINET MEETING
May 5, 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

Austin reported that Susie Regan, Mentor Program Coordinator, is requesting additional mentors as more students have asked to be a part of the mentoring program than we have coaches; currently we have 80-85 coaches. Austin said Susie has done an amazing job with the program and training does not take a long time and is succinct. A requirement for these students to be in the program is to be paired up with a mentor. Currently, the retention rate of those involved in the mentoring program is about 50%.

Colaw updated Cabinet on the computer hardware problems over the weekend; all worked diligently and believe they fixed the problem. It was their hope to disrupt the students and faculty as little as possible.

Discussion:

BUDGET UPDATE – Berg told Cabinet that they are working on the accelerated welding program budget. He is crafting the budget presentation for the May Board meeting. Berg reminded Cabinet that the Board Budget Workshop is scheduled for June 16.

PLANS/TIMELINE FOR LIBRARY AND CUB – Cabinet moved to the Palo Duro Room to view the plans for the library, CUB, and mall area. They looked at the 2nd floor of the CUB and discussed. The closets will be removed in the Palo Duro Room to allow for more seating. Green suggested putting a back door in the room. The Oak Room and Room 208 will be renovated to make more office and storage space for the AC Foundation. Library: The Career Center will be on the first floor to the right when you enter the library and the Tutoring Center will be on the left. The middle area will be set up as a help center; team spots also will be in the middle area close to the Career Center and the Tutoring Center. A stand-alone coffee cart will be placed on the first floor as well. Mall: The east side of the library will be elevated to the same level as the first floor of the library; they will keep the flower beds in the middle. Lowery-Hart said they will rename the Tutoring Center, Career Center or mall in honor of donors. There will be an event planned to name and present the mall area when completed. Berg said they will accept open bids in mid-June and do asbestos abatement in the CUB in July. Drawings of what signage will look like on the Washington Street and West Campuses were presented. There will be new signage in parking lots which will be numbered. Lowery-Hart wants to move the pictures from the second floor CUB lobby area and would like to remove the contents of the display cases; new locations were undetermined.

2015 TEXAS PUBLIC HIGHER EDUCATION ALMANAC – Colaw questioned if the Amarillo College enrollment information was correct in the almanac. Crowley distributed information regarding AC enrollment from Achieving the Dream, the Texas Higher Education Coordinating

Board, and IPEDS which is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. A student is considered full-time with THECB if they are taking 12 hours; students are considered full-time if they are taking 15 hours in IPEDS data. IPEDS data is collected through Colleague; THECB collects their own data. IPEDS data will be the basis for discussion for working toward the Aspen Award. IPEDS and THECB definitely differ in the way they measure data. IPEDS data being used could separate how we report full-time and part-time student data.

ACTION PLAN UPDATES – Austin requested each of his directors to read the book, *What Excellent Community Colleges Do*. After all had read the book, they used it as the framework to discuss strategies; he asked them to formulate their own strategies; and asked them to focus on programming that leads to student success. Change outcomes are needed to overlap with other Cabinet members' plans to ensure everyone is supportive. Austin said his directors seem to agree with the way this Strategic Plan is being created rather than in the past. Lowery-Hart has had conversations with the Administrators Association, Classified Employees Council, and Faculty Senate and they all were in unison concerning the clarity of the goals. Green reported talking with Chris Hays, Panhandle PBS, General Manager and Lynne Groom, PBS Manager of Development regarding bringing the wattage down for KACV-FM; this could affect the bottom line; she indicated that this year's 5% budget reduction could have to include more in the future. Crowley said her area is working slow but steady on an action plan. Vess' area will have a retreat to work on block scheduling. They are already making changes at the Carter Fitness Center; a lot of the classes will shift from academic to CE classes; the center should generate revenue and maximize the facility. Lowery-Hart added that academics and CE will share the space. Vess said that she is working on centralizing the math and English developmental education classes; this seems to be the current trend in Texas. Austin said his area will be thinking in terms of improving and aligning with the career clusters. Lowery-Hart said the action plans need to be the most important discussion to bring forward at the June 2 Cabinet retreat.

POSITION JUSTIFICATIONS – (1) Vess requested a replacement position in the dental clinic; the supervisor resigned. Austin moved, seconded by Berg to accept this replacement position. The motion carried. (2) Vess requested three positions for the Hereford Campus: a replacement math instructor; biology instructor; and technology instructor. Colaw moved, seconded by Green to approve these three faculty positions. The motion carried. (3) Vess distributed a spreadsheet sharing the information regarding the accelerated welding program at MCC and East Campus. Total cost of enrollment in the accelerated welding program will be \$12,500 per student. Currently, there are ten students enrolled in the MCC welding program and 15 at East Campus; in FY 2016, there are 20 enrolled at MCC and 30 at East Campus. Berg said the AC bookstore will order and sell materials for the program. Vess expressed that those students who go through level II classes along with securing their CDL will be more employable. There are two position requests included in the spreadsheet. Colaw moved, seconded by Crowley. The motion carried.

BRAGGING ON EMPLOYEES – Colaw bragged on Vijay Serrao, network engineering specialist, who was a huge part in correcting the computer hard drive problems over the weekend. Vess bragged on Kristin McDonald-Willey, Director of Institutional Effectiveness, and her work with SACS and how well she has adjusted to the transition.

Announcements:

- Lowery-Hart and Crowley are working with AC's Achieving the Dream Data Coach, Nancy Showers, on reorganizing the Institutional Research area. A new position will be added to the IR area.
- Lowery-Hart asked Berg, Colaw, and Bruce Cotgreave to bring a plan for upcoming moves in the Student Service Center to a future Cabinet meeting.
- Colaw distributed a handout for the Blackboard agenda and discussion on May 7.
- Colaw distributed a handout for Dell Computer sales.
- Lowery-Hart ordered the book, *Redesigning America's Community Colleges: A Clear Path to Student Success*; he will be sharing the book.
- Green reported on the progress of the taskforce to hire the Vice-President for Employee and Organizational Development; they have interviewed five and have narrowed the list.
- Crowley reminded Cabinet of the reception today at 2:00 p.m. for Jean Harris, 2015 Professor Emeritus.

Next meeting: May 19, 2015

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