

# PRESIDENT'S CABINET MEETING

June 14, 2016

## MINUTES

### **CALLED TO ORDER:**

9:02 am on 6/14/2016

### **MEMBERS PRESENT:**

Bob Austin, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Steve Smith, Mark White

### **OTHERS PRESENT:**

Chris Hayes

### **MEMBERS ABSENT:**

Joy Brenneman and Deborah Vess

### **ADJOURNED:**

11:20am on 6/14/2016

### **DISCUSSION:**

#### **PLI PRESENTATION – RETAINING AC'S FIRST TIME IN COLLEGE STUDENTS**

Recommendation to impact retention and success for first time in college students.

- Pathfinders “Together we’ll find a way” – scalability of coaches and champions program. Students who persist have strong peer support. Students who persist have support from college employees. Small groups (10-15 students) matched with faculty/staff based on pathway or area of interest. All incoming students will be assigned a pathfinder group based on their interests. Finishers-style group without having club rules. Aligns with guided pathways. Deans or supervisors do grouping of the students. Groups will meet at least 4 times per semester. Students can opt in to have parents participate in the group. Parental tips about college can be sent via mail or email in both English and Spanish. Suggestion is to pilot this fall with the PLI group as pathfinders guides. Full rollout in Fall 2017. Request would be for an increase in the student fee to support the pathfinders program and other student activities.

#### **NO EXCUSES 2020 COMMITTEES**

Review of the NE2020 committee list. See attached list and AC committees list. The committees will be given their charge of responsibility in regards to completing their responsibilities related to the NE2020 task(s) assigned by Lowery-Hart. The charge will include making these committees policy-developing committees. New policies will be reviewed and approved by Cabinet. Approved No Excuses 2020 committee structure in a unanimous vote by President's Cabinet.

#### **ELLUCIAN TRAINING MODULES**

Austin's and Smith's staff did not see value in the Ellucian training videos that were offered by Ellucian in May. The suggestion was for EOD to develop a process where staff would create the training videos and they would then be housed on the EOD website. Staff developing the training videos would be paid a small stipend for the development of them. Cabinet members will review Ellucian screens, processes that need to be developed in a video format. They will also then select the most appropriate staff member to develop them.

## **EXPRESS ENROLLMENT**

This event will happen this Thursday from 5 to 7pm in the Ware Student Commons. Cabinet will serve as greeters during the event. Crowley and Lowery-Hart will be under the bridge area. Forrester and Smith will be between Dutton, Durrett, and the clocktower area. White and Vess will be in the Ware Student Commons, west doors. Bob will be in the Ware Student Commons, east doors. Expectation is to have over 100 potential students. The goal of the event is to generate applications for admission.

## **DIVISION SUCCESSES AND CHALLENGES**

### **Challenges**

Forrester: The shift of the employee engagement at AC and how to continue to excite our employees.

White: Prioritizing the approach to fundraising at the college – what comes first and second.

Smith: The shift of mindset across the campus on the new approach to AC's budget and budgeting process.

Hays: The shift of mindset from what we have always done to how we can be bigger and better in the College Relations department.

Austin: Challenges will be the shift with job duties due to the reducing of staff. The implementation of the Ellucian Student Planning module.

Crowley: The shift of mindset as we move to a data culture of analytics and predictive modeling rather than historical data.

Lowery-Hart: Enhance teamwork approach for Cabinet.

### **Successes**

Crowley: While grants no longer report to her, she praised the effort of Teresa Clemons and all the effort she has expended in developing and submitting grant applications over the last year.

Austin: The support and communication within his division to overcome challenges and looking forward rather than backward. The success of the Retention committee that shows the true collaboration across the college and between divisions. The support of Physical Plant to reorganize spaces, allowing for improved productivity within these areas.

Hays: The reorganization of PBS and College Relations has been significant to show how PBS can be a media organization for the entire Amarillo community. The shift to social media has alone impacted over 100,000 people just last week alone.

Smith: Reorganization and new approach in the business office. Shifting of employee relationships to a more positive atmosphere.

White: AC staff have worked well across the campus to address financial barriers and overcome challenges together.

Forrester: We have shown the very best of AC and the very best of our EOD department despite the challenges of the last year. We have shown an effective human resources department is essential to any institution. In addition, EOD communicated effectively our new approach to pay for performance across the college.

Lowery-Hart: This has been a fear-inducing year and we overcame the challenges of the past year. We are financially stable; we are being innovative in our recruiting of new students; we have a solid approach to using data effectively to support change; we are making PBS the news source for our community; we have evolved our budgeting process to be more efficient; we are a yes culture with students always in our forefront. Victories by any cabinet member are victories for us all.

## **BRAGGING ON EMPLOYEES**

- Austin would like to brag on Susie Wheeler on the Prior Learning Assessment workshop. She did a phenomenal job of hosting and organizing the event. Crowley will send her an email of appreciation.
- Hays bragged about Mike Fuller and his work on the Yellow City Sounds. Forrester will send a note of appreciation.

## **COMMUNICATION POINTS – FORRESTER**

- One of the President's Leadership Institute groups presented a great idea to "scale up" our Coaches & Champions program. The group will look at conducting a pilot project starting with one of our summer Badger Bootcamps. More information to come!
- We questioned if the word "green light" is a good term to use for students. Other schools are also using this word, but we wondered if it means something different to our students.
- We will take existing AC committees and align them with our No Excuses 2020 Strategic Plan goals. We want to empower these folks on these committees to make meaningful changes and make headway towards our completion goal. Our AC employees are THE WAY we will meet every institution goal. You will hear more about this process at your next meeting.
- We know that Ellucian does a lot of wonderful things. In fact, it's so wonderful that we are not utilizing our technology to the fullest. We looked at purchasing access to Ellucian's training modules and found them to be expensive and didn't seem worth the investment. So instead, we will try something new. There are some real Ellucian experts in this college and we want to use our own expertise to train other AC family members. There will be more information to come on this project. Do you know someone who is an expert in parts of Ellucian? If so, please send me their names so we can reach out to them to assist with our training idea.
- We are all excited about the upcoming Express Enrollment Event happening on Thursday evening this week. We want to be intentional about talking to potential students and be very helpful and informative. Our goals for this event is to attract 100-150 people and generate applications. Every cabinet member will be present to assist with the event.
- We discussed a recent article about UT. It would appear that they, too, are going to have to reduce their staff and will conduct a retirement incentive program and potentially a reduction in force. See the link: <https://www.texastribune.org/2016/06/10/ut-system-institutes-soft-hiring-freeze-considerin/>.

## **POSITION JUSTIFICATIONS**

None