

# PRESIDENT'S CABINET MEETING

June 28, 2016

## MINUTES

### CALLED TO ORDER

9:00 am on 06/28/2016

### ADJOURNED

10:05 am on 06/28/2016

### MEMBERS PRESENT

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

### MEMBERS ABSENT

### OTHERS PRESENT

Joy Brenneman, Chris Hays

### DISCUSSION:

<b>1. REVIEW OF PRIOR MINUTES</b>	<b>Cabinet</b>
Minutes from June 21, 2016 were reviewed	

<b>2. PLI RECOMMENDATIONS</b>	<b>Crowley</b>
Cabinet reviewed, prioritized, and assigned the PLI Recommendations.	
<ul style="list-style-type: none"><li>• <u>Completion – Creation of a coffee bar and expansion of the greeter program.</u> Steve has checked with our vending company and it is not opposed to AC opening a coffee bar. Could be located in Badger Den or Ware Student Commons. Ware may be plumbed for a coffee bar, but Badger Den has a sink and tile floors. Vendor will want the location with the most foot traffic. Steve and Mark will continue to research vendors and the process. Russell indicated that Palace Coffee and Chick-fil-A have expressed interest in opening a coffee bar on campus in the past. This will provide a service to our students but will not be a money making endeavor for AC.</li><li>• <u>Learning – Create video experiences of AC inside and outside the classroom; include internships or career experiences with the classroom setting; connect students to Career Center in more intentional way.</u><ul style="list-style-type: none"><li>○ This ties to the Strategic Plan through high impact practices. The faculty development committee is assigned to this task of connecting the classroom to careers.</li><li>○ Chris is working with the family group and another group creating items for webpage(s) including uses of video these videos.</li></ul></li><li>• <u>Labor Market – AC shark tank type approach.</u> A community member would like to partner with us in this. He would have local investors invest local money and provide not only funds but also assistance as students implemented their ideas. If he worked with us on this project, he would manage it. We will proceed asking Carol Buse and Jodi Lindseth to take the lead. Steve Smith would like to be involved and will lend support.</li><li>• <u>Equity</u><ul style="list-style-type: none"><li>○ Chris is meeting once a week with several groups to work on this. They are working on a family web page connecting families to AC resources and are also targeting middle school students</li><li>○ Discussed ways to expand the coaches/champions program<ul style="list-style-type: none"><li>▪ Could use badger boot camp to connect a group of students with each other and faculty. This could possibly triple the number of students in the program.</li><li>▪ Many students are already enrolled for this Fall so we will need to create a plan for Fall 2017. The</li></ul></li></ul></li></ul>	

- role of FYS instructors will need to be expanded to also be a success coach and will need to be included in the training.
  - Becky Burton and a committee will be leading FYS. The committee will be charged with planning how to leverage Badger Boot Camp next summer to connect with FYS and an instructor.
  - Chris will take the lead on putting together a graduation walk – graduating students go back to their elementary, middle, or high schools and walk the halls in their regalia. Discussed some faculty who might also want to participate with their colorful regalia – Tamara Clunis, Richard Pullen, Alan Kee.
  - Creation of student engagement centers should be accomplished once the Ware Student Commons is fully furnished and staffed.
  - Student activities during evening and off-peak hours. Bob and his staff are working on ways to engage more students and expanded parent involvement in Badger Boot Camp.
- Financial – Giving departments more control over budgets; incentivize learning
  - Steve is working on ways to empower budget managers and departments to have more control over their budgets with the possibility of some carryover
  - Steve is researching ways to make payments plans more manageable for students - smaller payments, longer payout period. He is also looking at some other ways to incentivize learning. He will explore ideas and bring back to cabinet at a later date.

<b>ACTION ITEMS</b>	
See above	

<b>3. TG PHILANTHROPY GRANT – Clarifying Pathways through Collaboration</b>	<b>Lowery-Hart</b>
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There is a tight time-frame for Teresa Clemons to get this grant request put together. The concept is to clarify pathways through collaboration between colleges and community non-profits (for AC - No Limits, No Excuses –NLNE). We would make the technical core available to high school students as dual credit courses which would be paid by ACE. These would lead directly into accelerated pathways for welding, machining, or diesel programs. The grant is \$150,000 which would pay for additional faculty that would be needed in the machining and diesel programs. A student who takes the technical core as dual credit could graduate a semester early. These grants funds would pay start-up costs for one-year. Revenue generated from increased enrollment would pay the faculty going forward.

<b>ACTION ITEMS</b>
Bob Austin moved that we go forward in applying for this grant, seconded by Steve Smith. The motion was approved.

<b>4. BOARD STATUS UPDATE</b>	<b>Lowery-Hart</b>
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- Russell asked for the status of budget information requested by the Board at the budget workshop
- Misc. income breakdown – Steve has this ready and will bring to the Board meeting. It includes hail damage claims, police fees, event fees, etc.
  - Retiree Expenses – Still working on breaking that down. It is not broken out in the statement received from the state for payment each month. Lyndy has a simple power point that she will send to Mark and Steve that discusses this on an individual basis.
  - Historical portion of what the State pays for benefits – will have that ready for the meeting this evening.
  - Salary Comparisons – Cara and Lyndy have worked on this and will send to Cabinet and provide to the Board.
  - Facilities and equipment – 10 year replacement plan. Steve and Bruce will discuss at the meeting tonight. Hereford is not included because it is so new, but is in the 20 year schedule.

<b>ACTION ITEMS</b>
• All items will be provided at Board meeting tonight

<b>5. ENROLLMENT UPDATES</b>	<b>Austin</b>
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Today, Fall is down only .15%; down 2% compared to 3 year average. Added 100 students yesterday. Summer numbers are encouraging.

Bob will update the Board tonight on the Express Enrollment event held on the 16<sup>th</sup>, an event scheduled in Hereford, letters that have been sent to dual credit students, and community outreach efforts to the employees at Hastings and Anderson Merchandising who may be facing layoffs. Excel Energy has asked AC to come to their call center to work with employees that would like to move into better jobs.

**ACTION ITEMS**

N/A

**6. OTHER ITEMS**

**Lowery-Hart**

An AC student is working on a photography art project for CUB 2<sup>nd</sup> floor, the Ware Student Commons, Financial Aid offices, and other locations across campus.

Tonight, during dinner with the Board of Regents, America Adame and Linda Duong will be presented with full tuition (airfare, hotel, meals) to Leadership Pipeline in Dallas the end of September. America and Linda spoke at the Leadership Texas 2016 program held at AC and were very impressive to this group who decided to honor them with this trip.

**7. BRAGGING ON EMPLOYEES**

**Cabinet**

Chris – College Relations will be handing out fans at June Jazz tonight

Deborah Vess – Camille Nies for handling the chair job, being a positive face in the community, and the Suzuki program

Chris – Tina Babb who took very detailed notes with great action plans at a recent PLI breakout meeting

Russell – Kyle and Karen on the training they did last Friday for Cabinet

**8. COMMUNICATION POINTS**

**Cabinet**

- Coffee Bar
- PLI recommendations noting that cabinet has prioritized and assigned these

**ACTION ITEMS:**

Lyndy will do.

**9. POSITION JUSTIFICATIONS**

**Cabinet**

Deborah – On the East Campus, Elton Butcher resigned and will need to be replaced, but they will need to keep him for 4.5 month emergency hire. He is paid with grant funds and this has been approved by the grant. Cabinet approved