

# PRESIDENT'S CABINET MEETING

December 1, 2015

## MINUTES

### MEMBERS PRESENT:

Bob Austin, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart; and Deborah Vess

### MEMBER ABSENT:

Terry Berg

### OTHERS PRESENT:

Tamara Clunis and Brenda Sadler

Lowery-Hart distributed the Texas Higher Education Strategic Plan, *60 X 30 TX* and briefly referred to it.

Lowery-Hart met with the Business Division and distributed the Vice President of Business Affairs' job description and clarified any misunderstandings. There will be a full search; there will be a job posting later today.

### Discussion:

**DEVELOPMENTAL EDUCATION** – Dr. Tamara Clunis, Dean, Academic Success, said that since she has been here for five years, they have been trying to figure out why the Developmental Education program is not working well and how to fix it. Clunis discussed some ideas they will be trying. There has been a core shift; they are still being proactive and figuring out what students need. Every career and technical student goes through six-hour bridge classes; 50% of students repeat classes; they're trying to move students through in six months; they target 12 months or less; there are 150 students currently in pilot classes; they are shifting from course base to non-course base. Alamo and Houston College Districts are already offering these classes which are grant funded. AC will move to reading remediation first; then they can take block scheduling (10-13 hours); students will then go into academic classes along with remediation classes. There is a 68% success rate currently; they will work toward an 85-90% success rate. They have moved to hybrid classes. The AEL grant will benefit the college financially. They will focus on the bridge program, health sciences block, course redesign, and classes being ready for the spring semester. There will be 150 in the pilot program at East Campus in the spring; Moore County Campus and Hereford Campus will be included in the spring. Eight sections will include bridge classes. Clunis has met with other deans and with Student Services staff; she will work with advisors; it has to be controlled to target remediation efforts and advisors will be held accountable. Forrester will have David Green, Director of Corporate Engagement, Employee and Organizational Development, interview Clunis and Vess regarding block scheduling and get the information out there.

**COUNSELING CENTER PROPOSAL** – Vess said there are a number of students who have mental health issues. In the past, we did not have anything on campus to assist these students; we are not trained to handle these issues. Austin explained that AC referred students who had mental health problems to seek help; AC paid for this counseling; we spent \$1,000 last year. Dr. Alan Kee, professor and department chair of Psychology, has been trained and has the expertise; he has

taken advantage of free space in the Carter Fitness Center; we will deliver counseling for 20 hours a week and bring in those studying for their Masters internship and have them come in 20 hours a week which will not cost Amarillo College; Kee will supervise the interns; he took a class at the University of North Texas which will make him certified. He offered a fifteen week stress class. It would be ideal to transition the Carter Fitness Center to become a wellness center besides a gym. Kee's class was offered as a test and we will have to see what the demand is for the future. Lowery-Hart requested that everything be put on paper and set up a financial report; he requested the document by next fall. Crowley suggested setting up a Colleague page to track activity; Jordan Herrera, Social Services Coordinator, has a page set up where she tracks poverty and her program. Lowery-Hart and Austin talked about charging an additional \$1 fee to be earmarked for the Wellness Center which would include mental health, physical health and intermural activity. Lowery-Hart is working with Toni Gray on setting up intermural activity; she is currently working on an intermural soccer tournament.

**ACADEMIC CALENDAR** – Austin distributed an Academic Calendar for 2016-17. There was discussion regarding summer classes being offered in one accelerated 8-week term; it would allow the college to offer classes to more high school students and students attending universities who are home for the summer. It is believed this plan will help enrollment. Vess said Toni Gray is accelerating Criminal Justice classes from spring through summer. Lowery-Hart requested Austin and Vess take the idea of one summer term to Faculty Senate and the Student Government Association to see if they would be on-board. Austin continued with the calendar draft and explained that fall classes will begin August 22; final exams will be given December 5-9 and the withdrawal date is currently TBD; Lowery-Hart requested that this date be confirmed soon; Vess will work on proposing a withdrawal date and send to Cabinet. Lowery-Hart suggested building in a fall break in addition to a spring break. Austin will bring back a modified version after proposing the 8-week summer term and fall break to Faculty Senate and SGA.

**HOLIDAY DOOR DECORATING COMMITTEE** – The committee approached Colaw requesting a donation of \$60/prize and refreshments which would total \$360. Colaw agreed to fund the project.

**POSITION JUSTIFICATIONS** – Vess requested a TxDot position in truck driving at Moore County and Hereford Campuses be filled. Cabinet approved.

#### **Announcements:**

- Lowery-Hart reminded Cabinet they would meet to work on process-mapping on December 15; they will be guided through the process and work on the 310 form procedure.
- Forrester reported that as of today 35 employees elected to take the early retirement package.
- Lowery-Hart asked that a marketing plan be available in February.
- Cabinet was asked to build a list of positions in their areas that may not need to be replaced; the list will be presented to the Board Finance Committee in January.

Next regular meeting: January 5, 2016  
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