

PRESIDENT'S CABINET MEETING

January 17, 2017

MINUTES

CALLED TO ORDER

9:05 am on 01/17/2017

ADJOURNED

10:55 am on 01/17/2017

MEMBERS PRESENT

Bob Austin, Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Chris Hays, Steve Smith, Mark White

MEMBERS ABSENT

None

OTHERS PRESENT

Kevin Ball, Joy Brenneman, Shane Hepler, Collin Witherspoon

DISCUSSION:

Bob reported on his trip to Japan with the Presidential Honors Students. He said this group of students were great, enthusiastic, engaged, and supportive of each other. The trip was well-organized. Japan is an amazing place and very friendly for English speakers. Everything is in English and Japanese. They had dinner with four college students from Japan who related that they are required to study English in high school and college. Getting around is very simple and the monetary system is easy. The country is very clean and modern. Lesley Ingham does a great job with these students.

1. SHANE HEPLER	Forrester
Lyndy introduced Shane Hepler who has been hired as the Director of Programming Services. There have been changes to the structure of IT which now has two areas, Information Technology and Programming Services. Looking toward the future, there is a need for a succession plan that will outlast current staff. Terry Kleffman does a great job as CIO and Shane will be able to focus on learning Colleague. Shane previously worked for Hastings for more than 20 years and had 50 employees reporting to him. He started with them as desk top support and was involved in and over all aspects of IT during his time there. He will report to the VP of Employee and Organizational Development. He is currently learning our systems and functions and will do an evaluation of Colleague as a whole, looking at things we may or may not have and/or are not using, and looking for "band-aid" fixes that might be in place. He is finishing up ongoing projects and will determine priorities to line up with the Strategic Plan. He has already met with Collin to determine how their departments might work together. He is looking at software contracts we have and are not using and will be involved in the budget process.	
ACTION ITEMS n/a	

2. STATUS UPDATE	Witherspoon
Cornerstone update was moved to the February Board of Regents Agenda. Add fundraising to the January Status Update. Mark will cover.	
ACTION ITEMS Make changes to Status Update.	Joy

3. DATA	Witherspoon
<p>Collin summarized data presented last week. 50% of students are lost in the first semester. FTIC, 19 years old and under, is where the greatest number of students are lost. There needs to be a purposeful approach to every student through FYS, orientations, ACE program, Coaches/Champions Program, etc. There is much work to be done by Fall 2017.</p> <p>He looked at students who went on probation after the first semester.</p> <ul style="list-style-type: none"> • Fall 2013 – Spring 2014: 396 did not return, 15% were on probation • Fall 2014 – Spring 2015: 357 did not return, 15% on probation • Fall 2015 – Spring 2016: 352 did not return, 6% on probation <p>Caprock has the highest number of students who do not return followed by Palo Duro HS. Amarillo High has the lowest number. He will check to see how many of these students had coaches. He also looked at zip code data and is looking at courses to see if there is a common course these students fail.</p> <p>He pulled EMSI data for the fastest growing jobs in Amarillo and then mapped our programs to this information. Of the top 20 fastest growing jobs, AC has programs for six of them, most of which are in the health sciences. The others don't require a degree. Jodi Lindseth and AEL are working with waiters, salespeople, etc. to get them into programs with higher salaries.</p> <p>He also pulled data from other cities, larger and of comparable size, and the information was generally the same.</p> <p>Cabinet discussed the fact that Amarillo has land, location, and I-40, but not a specific industry, e.g. distribution or transportation, that would attract higher paying jobs. If educational attainment is raised to 45% - 55%, other jobs would be attracted to the area.</p>	
<p>ACTION ITEMS</p> <p>Host a "You Should Know" lunch for the new City Manager along with his wife and mother-in-law and the new AEDC director.</p> <p>Create a coalition with AEDC, the City, Amarillo College, and the Chamber of Commerce.</p> <p>Focus groups with students to get feedback on what we are promoting – a start to your career?</p>	<p>Mark</p>

4. STRATEGIC PLAN: GOAL 5	Lowery-Hart
<p>Goal 5: Financial Effectiveness</p> <ul style="list-style-type: none"> • O1 – Align budgets, tuition and fees <ul style="list-style-type: none"> ○ Steve is reworking to account for potential changes with the ACE program and is looking at stressors to the budget • O2 – Establish 5-year budget models <ul style="list-style-type: none"> ○ Steve has this based on historical trends and is now looking at zero based budgeting worksheets which are almost done; will adjust 5-year budget models ○ 5-year budget models will be adjusted • O4 – Evaluate flex options for budget saving <ul style="list-style-type: none"> ○ No progress yet, looking at every line item and vendor contracts • O5 – Evaluate and rewrite the board policy manual to reflect new budget and goal realities <ul style="list-style-type: none"> ○ No progress on this at this time • O6 – Commit to becoming a paperless campus <ul style="list-style-type: none"> ○ Much work has been done on this and many things have been moved to an electronic format – the most recent audit is a good example. Electronic 310's, evaluations, and UCP's are 	

coming in the Spring. Tamara mentioned that the electronic student withdrawal process is taking too long and may need to be revisited. Bob noted that document imaging could be utilized and these put into a workflow, but the issue is the number of licenses available. Bob and Shane Hepler will be included in further discussion. There is still much to be done on this task. Cornerstone will help.

- O7 – Streamline AC human resources policies to support employee improved productivity
 - Pending Cornerstone implementation
- O8 – Develop a risk management and safety plan
 - Campus carry plan is drafted. Safety plan will move forward with the new Physical Plant director. Need to have someone in place to train for workplace safety.
- O9 – Simplify student enrollment and recruitment policies and processes
 - Marketing and Recruiting Committee working on this, need to schedule another meeting
- O10 – Utilize secret shoppers to evaluate simplification of our enrollment policies and processes
 - Russel has been doing this. Task completed
- O11 – Incentivize student completion
 - Pending budget changes and projections
- P1 – Increase donations through on-line targets by program
 - In process
- P2- Define policies and processes for fund raising
 - In process
- Q1 – Conduct cost-benefit analysis for every grant
 - Pending at this time
- Q2 – Maximize grants for cost sharing within the institution
 - Cost share with grant employees
- R1 – Develop industry specific stipends for high demand fields
 - Done
- R2 – Create a competitive employee compensation structure
 - In process
- R3 – Build intentional AC leadership program
 - Completed

Most of the tasks for this Goal are in process. Cara reminded Cabinet to get the documentation submitted for these tasks as it will be needed for accreditation.

Much has been accomplished and much work still needs to be done. There is a lack of cohesiveness among some aspects. Cara will organize a half-day retreat for the Completion Committee. We need to align statement with what we are doing and make sure the plan speaks to the work we are doing. Data is proving that what we said we wanted to do is important.

ACTION ITEMS

Schedule half-day retreat for Completion Committee.

Cara

5. ENROLLMENT UPDATE

Austin

Enrollment is down two students from where we were last year. Contact hours are down 1.7%. Dual Credit is about the same and their deadlines are extended. Bob can look back at which students returned for the Spring semester. There are still about 70 General Education sections available in the 2nd eight week courses. He will check to see if students are enrolled. We are basically even with last year and still have Spring Two enrollments coming in.

ACTION ITEMS

n/a

6. BRAGGING ON EMPLOYEES	Cabinet
<p>Tamara noted that the Save a Semester program had great success. This was the first semester that 0301 (the lowest level of Math) was not offered. Instead students could take a free AEL 3-day course. Of the 72 students who tested after the course, 65% passed allowing them to enroll in MATH 0302. If successful, students can complete their developmental math in one semester. The students who went through the three-day course had higher pass rates than traditional developmental education students in 8 or 16 week classes. These students were able to save time and money.</p> <p>The resignation of David Green has led to some restructuring in EOD which should streamline processes and allow for additional training opportunities for staff.</p>	
ACTION ITEMS n/a	

7. COMMUNICATION POINTS	Forrester
Not discussed	
ACTION ITEMS Lyndy will send email.	Forrester

8. POSITION JUSTIFICATIONS	Cabinet
ACTION ITEMS n/a	