

PRESIDENT'S CABINET MEETING

January 24, 2017

MINUTES

CALLED TO ORDER

9:15 am on 01/24/2017

ADJOURNED

11:35 am on 01/24/2017

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, Collin Witherspoon

Lyndy gave everyone their safety vests and reviewed the first steps of a code blue. Bob will get all extra ID's for the pockets in the vests.

DISCUSSION:

1. DATA	Witherspoon
<p>Collin reviewed data for First-Time-in-College (FTIC) students, looking at their high school first to see if where they attended had any effect. He found no correlation between high school attended and whether students returned 2nd semester. Students' zip code and ACE status also did not play a role. Using all FTIC data, he did find a correlation between students failing a course and not returning the 2nd semester. ENGL 1301 could be used as a predictor, and failing FYS is the greatest predictor. He provided a list of the top ten courses that could be used as predictors to a students' return the 2nd semester. Whether a student was on probation the 2nd semester was not a predictor. Interventions need to be in place before a student gets to the point of failure. It is important to look at course sequencing; what courses do and don't work well together. Need to be sure these students are ready for these courses. Also, need to check which students may have just walked away and stopped coming to class without withdrawing as opposed to failing the course.</p> <p>Tamara noted that the reaction from the Dean's Council when presented with this data was shock and a desire to solve the problem but that they did not have any tangible plans. Tamara will begin meeting with the Deans individually. They collectively feel that something must be done and are interested in becoming involved beyond their own classes. They would like to be a part of the larger discussion, New Student Orientation, on-boarding, etc.</p> <p>Fall 2015 Cumulative Attrition as compared to Fall 2016 looks to be on the same track. The most significant variable is a students' enrollment status, full-time/part-time. We lose more part-time than full-time the first semester, followed by gender (more males than females), age, and race/ethnicity. PELL status, first generation, and developmental education were not significant. As the terms progress, variables will change.</p> <p>Bob noted that some schools do a survey prior to attendance to see how connected a student feels. Most students are now doing face-to-face orientation. Assessment could take place at this.</p> <p>Cabinet discussed changes needed for FYS:</p> <ul style="list-style-type: none">• Possibility of taking before 1st semester?• Map and train learning outcomes<ul style="list-style-type: none">○ What does a student need to know at the end of the semester?○ Where does he/she find this?	

- Determine roles – FYS, coaches/champions, communication, advising, tutoring

Today's discussion reinforced the need for the task force as a sub-committee of the completion committee to map all interactions students have and determine how to pull all the fragmented pieces together. It was suggested that perhaps they host some focus groups with students.

ACTION ITEMS	
<ul style="list-style-type: none"> • Change FYS curriculum – in process 	Tamara

2. GOAL SETTING.	Lowry-Hart
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Russell has met with some Cabinet members to talk about setting their goals. Cornerstone has forced an articulation of these and planning of the steps to accomplish these goals. He would like Cabinet members to think bigger than just individual goals and set goals for their division with tasks supporting these goals.

Lyndy showed the work she has done so far setting these for her division in Cornerstone. Her goals are strategic plan goals and the tasks are assigned to her team.

It was noted that Cabinet members will likely have shared goals specific to the strategic plan all leading toward 70% but different tasks assigned to those they lead. Cabinet members will need to work together across divisions to accomplish many of their goals. The goals of direct reports will need to align with the Cabinet member's goals and the Strategic Plan. Cabinet members need to make sure their teams know the divisional goals and will need to approve each employee's goals. In large divisions (Bob, Tamara, and Steve) consideration should be given to who is leading what.

Some things to consider when setting goals and tasks are:

- Completed projects need to be institutionalized and continued, not just marked off as done
- Documentation
- Impact
- Support elements needed
- How is this measured
- Tasks must lead to meeting goals

Properly setting up this process from the beginning will allow cabinet members to lead and stay out of the weeds of their direct reports. It will create productivity and may drive restructuring conversations.

ACTION ITEMS	
<ul style="list-style-type: none"> • Lyndy will look into Cornerstone's ability to create team goals/shared goals • Russell directed that this needs to be completed by the March Board of Regents meeting • Lyndy will meet with cabinet members individually to help them get started 	Lyndy Cabinet

3. STATUS UPDATE OVERVIEW	Lowery-Hart
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Collin will review the report card and note that the metrics are improving. The 100 students video will show that we have lost 30 students from Fall to Spring, 14 females and 16 males.

Mark will discuss fundraising and the successes of the past year.

ACTION ITEMS	
Board Meeting	

4. SOCIAL MEDIA	Hays
College Relations will reach out to anyone who has a Facebook page for Amarillo College and Sadie Newsome will be made administrator over all of these pages in order to coordinate and manage information. They are also looking at email, specifically "reply all" emails and are considering a policy to have these go through College Relations. They are also looking at policies for graphics and signature lines in emails. They will engage the college wide community in these discussions.	
ACTION ITEMS	
College Relations will be writing a communication policy.	College Relations

5. CAMPUS CARRY	Forrester
Lyndy provided a copy of AC's proposed policy which was based on WTAMU's policy that has been approved by the State. It also takes into consideration survey data from AC faculty and staff. The Campus Carry Committee has approved the policy presented. The Committee suggests holding some town hall meetings for faculty/staff input before taking the policy to the Board of Regents for approval. Because this policy is based on WT's previously approved policy, we can expect that it will be approved by the State. It does contain a provision for the President to designate certain areas as gun free for a specific time or event. Signs will be made which comply with the rules set forth by the State for approved gun free areas and these special designated events.	
Bob Austin moved that the Cabinet approve this policy. Steve Smith seconded, and the policy was approved unanimously.	
ACTION ITEMS	
Lyndy will meet with the Campus Carry Committee and schedule the town hall meetings.	Lyndy Campus Carry Committee

6. ENROLLMENT UPDATE	Austin
Bob provided an email prior to the meeting. Fall 2017 applications for admission are up compared to last year. Spring 2017 enrollment is up slightly compared to the same day last year. There are 78 second 8-week course sections still available for students who wish to enroll.	
ACTION ITEMS	
n/a	

7. BRAGGING ON EMPLOYEES	Cabinet
Bob – faculty and staff from the School of Creative Arts helped out while Ruth De Anda went through PLI. They advised students and were extremely helpful. . Russell – Becky Burton for her productive meeting with AISD regarding dual credit and AP classes. It was a good meeting and may lead to better TSI prep for students before leaving high school.	
ACTION ITEMS	
Cara – School of Creative Arts – Bob will send her a list Lyndy – Becky Burton	

Steve asked for feedback on zero based budgeting. He has changed financial statements and will show a balance sheet to the Board of Regents. He believes this will show the entire picture that is similar to what the auditors show at the end of the year.

He has gone back five years and shown what was actually spent on every line and will provide that information to the departments for their budgeting purposes. This will allow the departments to base their budgets on real numbers. Tamara will work with Steve on classroom equipment replacement and capital equipment requests should come to Steve so he can plan for technology needs.

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

9. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	