

PRESIDENT'S CABINET MEETING

October 25, 2016

MINUTES

CALLED TO ORDER

9:02 am on 10/25/2016

ADJOURNED

11:05 am on 10/25/2016

MEMBERS PRESENT

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

MEMBERS ABSENT

Chris Hays, Joy Brenneman

OTHERS PRESENT

Collin Witherspoon

DISCUSSION:

1. REVIEW MINUTES OF OCTOBER 11, 2016	Cabinet
No concerns.	
ACTION ITEMS	
No changes	
2. FINALIZE STRATEGIC PLAN	Crowley
AC's No Excuses 2020 Strategic Plan has key initiatives for implementation within the first two years of the plan; however, the plan will always be in continuous improvement despite the front loaded timeline. AC will focus on the outcomes and will continually refine the strategic plan. Bob Austin made a motion to approve the changes to the strategic plan. Mark White seconded the motion. Vote was unanimous and changes are finalized.	
ACTION ITEMS	
None	
3. EOC LOCATION & BRANCH CAMPUS EMERGENCIES	Forrester
The EOC location will be located in the AC police department offices unless an emergency situation is occurring in the Engineering and/or Durrett buildings. In that case, the EOC will be located in the President's office. In the case of branch campuses, the emergency responders will be from the Dumas and/or Hereford communities. AC leadership will send 2 cabinet members (Forrester and Vess) to the emergency site and the remaining cabinet members will stay at WSC. By having representation at all sites, AC leadership will ensure there are open lines of communication between the branch campuses and Amarillo College.	
ACTION ITEMS	Forrester
AC branch campuses will develop their own emergency response plans with guidance from local emergency responders and community leaders.	

4. LEADERSHIP REPORT CARD	Witherspoon
Collin Witherspoon will present this leadership card to the Board tonight during the status update. The card is aligned along the NE2020 strategic plan goals – Labor Market, Completion (Retention, Persistence, Graduation, and Transfer), Learning, and Equity. Retention and Persistence data is broken down along the same demographic determinants as IPEDS.	
ACTION ITEMS Witherspoon will discuss transfer data during next week’s Cabinet meeting. In addition, cabinet will discuss an intentional marketing campaign for our employees and students focusing on full-time student success data.	Witherspoon Hays
5. HANDBOOK CHANGES – TEXTBOOK POLICIES AND RANK & TENURE COMMITTEE MEMBERSHIP	Vess
Dr. Vess proposes two policy changes to the handbook. The Faculty Handbook Committee developed these policies and then obtained approval by Faculty Senate before the request for official approval by Cabinet. The two policies change requests are Textbook/Course Materials Policy and Procedures for Creating a Petition (F.4 – Faculty Handbook). See attached documents for the specific policies.	
ACTION ITEMS Policy discussion was tabled until next week’s Cabinet meeting.	Vess
6. AGENDA FOR NO EXCUSES 20/20 CORE TEAM	Austin
Witherspoon will walk the Core Team through the AC leadership card. Crowley will provide the team with the revised timelines for AC’s No Excuses 2020 Strategic Plan.	
ACTION ITEMS Austin will finalize the agenda.	Austin
7. COLLEGE COLORS FRIDAYS	Austin
Austin has recommended AC employees wear college colors on Fridays. Austin will send out emails to all AC employees about the new Friday attire requests.	
ACTION ITEMS Austin will send out emails to all AC employees about the new Friday attire requests.	Austin
8. ENROLLMENT UPDATE	Austin
AC’s Fall 2016 headcount is up 2.74% and contact hours up over 2%.	
ACTION ITEMS None	
9. ASPEN UPDATE	Lowery-Hart
Lowery-Hart discussed that during next week’s Cabinet meeting, he will talk about faculty and employee professional development approaches as well as thoughts on AC’s 8-week schedule.	
ACTION ITEMS Aspen Update discussion was tabled until next week’s Cabinet meeting.	Lowery-Hart

10. BRAGGING ON EMPLOYEES	Cabinet
Several cabinet members praised the individuals who made AC Cares a successful event on Saturday, Oct. 22 nd . Lowery-Hart will award badges in Cornerstone to all employees who participated in AC Cares from AC's new Cooking Team to the individuals who volunteered at one of the nine sites.	
ACTION ITEMS None	
11. COMMUNICATION POINTS	Forrester
ACTION ITEMS None	
12. POSITION JUSTIFICATIONS	Cabinet
Steve Smith is requesting a position to support inventory and bookstore activities on East Campus. This classified position will be housed at East Campus.	
ACTION ITEMS This position discussion was tabled until next week's Cabinet meeting.	Smith