

# PRESIDENT'S CABINET MEETING

November 29, 2016

## MINUTES

### CALLED TO ORDER

9:22 am on 11/29/2016

### ADJOURNED

11:54 am on 11/29/2016

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Cara Crowley

### OTHERS PRESENT

Keven Ball, Joy Brenneman, Tracy Dougherty, Kathy Dowdy, Collin Witherspoon

### DISCUSSION:

<b>1. SACS UPDATE</b>	<b>Vess</b>
Dr. Vess reported that all committees have met and have been trained on how to respond to SACS. The first draft is due in February and will be brought to cabinet for review. The final report is due September 20, 2018 and will be ready in plenty of time. Current trends are looking at assessment and how student outcomes and programs are assessed. She believes we should be fine in this area. With the declining overloads, we should have a sufficient number of full-time faculty. The QEP impact report will also be included in this report. Data will need to be updated just before the submission of the final report and AC should start thinking about its next QEP.	
<b>ACTION ITEMS</b>	
None	

<b>2. EMERGENCY RESPONSE TEAM RECOMMENDATIONS</b>	<b>Forrester</b>
Vests have been ordered for all of cabinet and plans are in place. Lyndy reviewed first actions of cabinet and locations. <ul style="list-style-type: none"><li>• Receive a "code blue" text = terrible emergency; put on vest and go to AC police station where EOC will be activated</li><li>• 2<sup>nd</sup> location – President's office</li></ul> We are better prepared now than ever before. With the recent changes, AC police have been trained to initiate the AC Alert. It can select locations to which an alert is sent, i.e. Moore County, Hereford, etc. A website for the family assistance center is in process. Need to have physical plant help with signage. Signs identifying tornado shelters have been removed. We also need to consider information/training for daily safety matters.  Bruce Cotgreave is retiring from Amarillo College on January 31, 2017. His position has been posted. Mr. Smith expects to have both external and internal applicants and will look for someone with skills in long-range planning. During his tenure as Director of the Physical Plant Bruce did an exceptional job, especially overseeing the \$68M bond capital improvements over the past 10 years.  Mr. Smith is working with a staffing company to replace janitorial employees as they retire or resign. Positions are replaced through attrition. The arrangement will result in higher salaries and fringe benefit cost savings for AC. In the future, leasing and/or financing options will be considered for some replacement positions.  There is a need for succession plans for retirements in key positions. In the past, AC has not intentionally trained for that. A Director of Programming Services will be hired to plan for the future in IT. This is not a	

new position but uses salary savings from the resignation of Jeanine Goode. Terry Kleffman is supportive of this position which will work on the software side of IT and learn colleague. Kevin Ball asked that they also be very knowledgeable about the Internet.

**ACTION ITEMS**

n/a

NOTE: Russell noted that we have received the preliminary audit report. There were only two findings which were specific to Financial Aid. This is a great report considering all the changes in the Business Office and a new auditor. The findings are based on timing issues which were corrected. Lani Hall will present the report at a special Board of Regents meeting on December 13, 2016 at noon. Cabinet members are not required to be there. Cabinet members will do something special to thank the Business Office soon.

**3. SPRING GENERAL ASSEMBLY**

**Lowery-Hart**

Chris and team (Wes, Kevin and Kyle) have put together an agenda. General Assembly is created around ways to implement the Strategic Plan into faculty/staff everyday jobs. Wes walked through the agenda. Kyle is working on a way to give the audience a way to participate without having to go to a microphone. The strategic plan will be the new display on the website.

The winners of the challenge will be selected by a panel of judges using a rubric and announced at the end of general assembly. The teams have a January deadline and the KACV team will meet with them before the break to answer any questions and work with them where possible. One team has reached out to use the KACV studio and it will be made available to any teams that wish to use it. This information will be included in the email that will go out to the teams.

Lyndy is working on the Cornerstone presentation

Chris will lead the section for "Identifying Your Value Strength. The goal is for all to leave knowing what value they identify with and how to use it in their job. May create a card of some kind that they may take with them

Wes plans to incorporate data in each video session and has worked with Collin. This will need to celebrate successes and explain how we can get to 70%. One student can give AC more than one success point for completion, i.e. transfer/associate's/graduate/certificate.

The report card will be part of the presentation but only a few will be printed for faculty and the community.

Attendees will be encouraged to sit with friends and colleagues through lunch and will be divided up after that.

Lunch number – 650; cooking team will provide lunch.

Update: December 9 – EOD will meet with the Faculty Evaluation team to talk about what Cornerstone can do with demo.

**ACTION ITEMS**

Bob will get estimate for the food and Steve will find the funds for it. They will then meet with the General Assembly committee.

**Austin & Smith**

**4. ENROLLMENT UPDATE**

**Austin**

Slow start in Spring enrollment from last year - down 10%. Students are waiting to see their advisor. AC will be open two Wednesday's during Christmas break for registration. Last year, we saw 250 students each of those days and expect more students this year. AskAC will be open during Christmas break and this information will be on the calendar on the AC website. There are 49 days remaining for students to register.

<b>ACTION ITEMS</b> Bob will send calendar invite to Cabinet so they may drop in those days if they can. College Relations will send out another reminder to students that 50% down payments are no longer required and students have other options.	Bob
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<b>5. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
Lyndy - Tammy Conner & Jenna Welch in Testing Services are on the fun team. They are so WOW! Volunteer to help whenever they are able. Bob – Carol Bevel for her work on the door decorating contest Deborah – Penelope Davies, new Chair of the Math Department has done such great work over the past few months Russell – Ernesto, New Director of Advising, doing a great job	
<b>ACTION ITEMS</b>	

<b>6. COMMUNICATION POINTS</b>	<b>Forrester</b>
SACS Update Emergency response plan update Physical Plant update General Assembly Audit Report Enrollment update	
<b>ACTION ITEMS</b> Lyndy will send email.	Forrester

<b>7. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
Chris – PPBS added a grant funded position with a grant for up to \$15,000 this year (universal services grant). They now receive a \$140,000 grant in addition to CPB. This will fund a person to work 25% time with Karen and <i>Live Here</i> and 75% time to serve as the Children and Education Content Producer. This position will work with ISD teachers to get information out to AISD about developing learning media projects. Stipends are available to pay teachers. This will create a better partnership with local ISD's and Region 16.	
<b>ACTION ITEMS</b> Approved	