

# PRESIDENT'S CABINET MEETING

May 2, 2017

## MINUTES

### CALLED TO ORDER

9:02am on 05/02/2017

### ADJOURNED

11:00am on 05/02/2017

### MEMBERS PRESENT

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

### MEMBERS ABSENT

N/A

### OTHERS PRESENT

Kevin Ball, Wes Condray, Collin Witherspoon; and, Marcella Bombardieri (Senior Policy Analyst, Postsecondary Education) Center for American Progress

### DISCUSSION:

1. DATA	Witherspoon
<p>Collin Witherspoon reviewed data of five 8-week terms of data. It reflects that students over the age of 25 do better in the 8-week courses over the 16-week courses over the other two age categories (19 and under AND 20-24). Overall, the over age 25 students are continue to do above the success rates of 16-week courses and now the students in the other age categories are catching up to the success rates of the older students. The new conversation will be about mode of delivery for the 8-week courses.</p> <p>Tamara Clunis going to meet with her leadership team on Friday to discuss mode of delivery. The conversation will center on the concern of 56% of online classes in the summer schedule. The conversation will also discuss development of online programs.</p>	
<p><b>ACTION ITEMS</b></p> <p>Collin Witherspoon is going to conduct a study to determine why the 2<sup>nd</sup> 8-week is less successful than the 1<sup>st</sup> 8-week; however even with this data determination, the 2<sup>nd</sup> 8-week is still more successful than the 16-week term. In addition, a study will need to be completed to determine success rates of online, hybrid and traditional class in the 8-week format.</p> <p>Academic Affairs and Student Affairs need to collaborate on course sequencing and advising to support the 8-week course schedule and student success based on data metrics. The goal is to develop a spring and summer schedule for 2018 that is based on course sequencing. Tamara is organizing a taskforce to complete this goal.</p>	Collin Witherspoon, Bob Austin and Tamara Clunis

2. COMMUNITY YOUTH DEVELOPMENT GRANT	White
<p>Mark White is seeking approval of a United Way grant to support area students from 79107 attending Kids College classes.</p>	
<p><b>ACTION ITEMS</b></p> <p>Project approved. White will let Grant Development know about the approval status.</p>	Mark White

<b>3. CORNERSTONE</b>	<b>Forrester</b>
Lyndy Forrester gave members a list of concerns voiced by AC personnel about Cornerstone. The list also addressed how the concerns were either addressed or in the process of addressing. The list also provided a communication and training plan that has detailed dates on completion.	
<b>ACTION ITEMS</b> Cabinet members need to complete their staff evaluations by Friday, May 5 <sup>th</sup> . Self-evaluations have been turned off and need to be turned on so that cabinet members and employees who have not completed it can complete it. All cabinet members need to review the system and ensure the organizational chart is correct.	Lyndy Forrester
<b>4. TASCOSA HIGH SCHOOL NEU CELEBRATION</b>	<b>Crowley</b>
Cara Crowley announced the Tascosa High School senior send-off celebration. A calendar appointment has been sent to all of cabinet and the PLI classes of 2016 and 2017 to attend the event.	
<b>ACTION ITEMS</b> Chris Hays is going to inquire if PBS can film the event for potential AC commercial.	Chris Hays
<b>5. BUDGET RETREAT REVIEW</b>	<b>Lowery-Hart</b>
The next cabinet meeting will focus on the budget decisions developed in the budget retreat. Steve is completing the decisions determined last week and will send to cabinet members the finalized document from the retreat. The retreat was the most detailed conversation for budget development than in the previous years. The zero-based budget approach is working for AC and will help determine budget needs/wants. The retreat showed how AC is working as a team on budget development.	
<b>ACTION ITEMS</b> Cabinet will need to review the finalized budget document provided by Steve and bring any notes/comments to the cabinet meeting next week.	All cabinet members
<b>6. TEAM CHALLENGE</b>	<b>Lowery-Hart</b>
The discussion centered on moving the team challenge to an every other year format. Potential to have an AC workday to benefit AC and its facilities – planting, painting, etc. This would then be in the off year of the team challenge. The workday could also involve student organizations.	
<b>ACTION ITEMS</b> None	
<b>7. GENERAL ASSEMBLY</b>	<b>Lowery-Hart</b>
In September, AC will have its general assembly. We will be hiring a consulting company – funded by a donor – to lead a conversation with employees on the area’s labor market and needs. The conversation will also have key leaders and industry leaders as part of this conversation. AC’s traditional general assembly time will be one hour over the lunch time-period. The remaining time will focus on the labor market process.	
<b>ACTION ITEMS</b> Lowery-Hart will follow up with Cara Crowley and PBS.	Cara Crowley, Chris Hays and RLH
<b>8. ENROLLMENT UPDATE</b>	<b>Austin</b>
Summer enrollment is up 8.1% in comparison to this time last year. Contact hours are up 5.7% in the same comparison timeframe. There is 20 days remaining for enrollment before summer school starts.	
<b>ACTION ITEMS</b> None	
<b>9. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
<ul style="list-style-type: none"> <li>Ina Fiel and Sara Bruce in EOD and ITS on the work completed on Cornerstone.</li> <li>Janette Nelson and Austin Rios on the work completed on the budget development and the lengthy time commitment on budget process to-date.</li> </ul>	

<ul style="list-style-type: none"> <li>• Karen Welch and Cullen Lutz on the child abuse prevention workshop lead by PBS. Michelle Lammons and Maricruz Boothby and the GED graduation celebration ceremony.</li> <li>• Edie Carter for AACC faculty innovation award and her acceptance speech. She affirmed the culture shift at AC and how teams dream big and how students/employees rise up when you dream big.</li> <li>• Toni Gray and the crunch time campaign.</li> </ul>	
<b>ACTION ITEMS</b> Cabinet members will send acknowledgements to AC employees listed above.	Cabinet

<b>10. COMMUNICATION POINTS</b>	<b>Forrester</b>
Lyndy Forrester reviewed the items to be covered in her report.	
<b>ACTION ITEMS</b> Lyndy Forrester will send email.	Forrester

<b>11. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>ACTION ITEMS</b> None	

**Other Comments and Action Items –**

1. Collin is going to attend the AC Foundation board meeting on Monday with RLH to present the summer data and 8-week data.
2. RLH discussed the ICAT survey. There was 2 key items that need to be addressed – professional development and data review/discussion. The data discussions are being completed with Academic Affairs, but have not been completed with other cabinet areas. Cabinet members need to have meetings with their leaderships and Collin to have a presentation and conversation regarding data and AC student success metrics. RLH wants each cabinet member to bring to cabinet meeting next week when the cabinet member has scheduled these meetings with their leadership and Collin.
3. Celebration of No Excuses 2020 ... this would then focus on data metrics and NE2020 and AC Recognition awards hosted by the Board of Regents – TWC college integration award, AACC faculty innovation, Social Services. Mark White will take the lead on this with assistance by Lyndy Forrester and Bob Austin.
4. AC Family Picnic is this Saturday from 5:00 – 8:00pm in Memorial Park. Be sure to be there with your family.
5. Crunch time campaign is a collaboration between Academic Affairs and Communications & Marketing.