

PRESIDENT'S CABINET MEETING

June 13, 2017

MINUTES

CALLED TO ORDER

9:05 am on 05/30/2017

ADJOURNED

11:40 am on 05/30/2017

MEMBERS PRESENT

Bob Austin, Kevin Ball, Tamara Clunis, Cara Crowley, Russell Lowery-Hart, Steve Smith, Mark White

MEMBERS ABSENT

Lyndy Forrester

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. CABINET DATA QUESTIONS	Cabinet
<p>At a previous cabinet meeting, Dr. Lowery-Hart asked cabinet to bring back any data related questions for Mr. Witherspoon. With regard to labor market data, Mr. Ball has met with Mr. Witherspoon. They will meet monthly and then quarterly with College Relations to determine marketing plans. Dr. Lowery-Hart met with a smaller group of cabinet members to discuss advertising and data mining to target more specific student groups.</p> <p>Mr. Austin discussed a list of Panhandle target occupations from Lisa Bentley which provides information from TWC and Panhandle Workforce Solutions. This list will be balanced with a list of jobs that will exist five years from now to determine high-demand/high-risk jobs and guide the college in future course and program planning. The college will need to position itself to help existing companies adjust to coming changes and decide how to market to and retrain retail and service industry employees. Panhandle Workforce Solutions receives funding to work with displaced employees and the college could partner with them and perhaps provide retraining space.</p> <p>There was discussion to incorporate computer programming or data mining in the First Year Seminar as interdisciplinary learning becomes increasingly necessary followed by discussion on growing AC'S computer programs. The technology field is expanding rapidly and AC could quickly expand these programs.</p> <p>Dr. Lowery-Hart noted that in a recent survey of AC students, they expressed concerns about obtaining employment when they graduate, climate change, recycling, and students with felony records.</p>	
<p>ACTION ITEMS</p> <p>Mr. Austin has asked Maury Roman to study the Management and Office Administration programs and write an enrollment plan citing ways to address the demand for these jobs. These are good programs for adult students. The plan will include suggestions for class times. Once the plan is finalized Mr. Austin will work with Dr. Clunis.</p> <p>DeWayne Higgs and Dr. Carol Buse will be invited to the next Cabinet meeting and will be the first item on the agenda to talk about what the future of IT looks like and how to improve and expand our programs.</p> <p>Dr. Clunis and Mr. White will work with Teresa Clemons and Toni Gray to find out more about the TWC grant for "Girls that Code."</p>	Austin Clunis White

2. PALACE COFFEE AND SPACE	Lowery-Hart
<p>Not much is required to get Badger Den space ready for Palace Coffee. The work will take place in July. Palace Coffee will be located in the middle of the Badger Den leaving the existing cabinet space for student fund raisers. It will be a true coffee shop where students can hang out. Student life will use the current furniture in other locations.</p> <p>The need to decorate and make the first floor of the Ware Student Commons warmer and more inviting was also discussed.</p>	
<p>ACTION ITEMS Mr. White will work with the Foundation to hire an interior designer to review the first floor of the Ware Student Commons.</p>	White

3. SIGNAGE	Lowery-Hart
<p>Mr. Ball did an audit of current signage and has a meeting scheduled with Mr. Austin. He has reviewed the old plan and has recommendations for location of directional signage. A determination still needs to be made for the Student Services Center as to ways to make more recognizable. Kathy Dowdy/Tracy Dougherty may be included in upcoming conversations to see if the Foundation might have funds for some of this this.</p> <p>Campus carry signage is in process. Jim Baca will determine locations for signs and bring those to Cabinet for approval.</p> <p>Ernesto Olmos and Mitch Parker are considering ways to combine all the “mini-shops” in the Advising Center and create one highly visible check-in desk. There is also a plan for all advisors to become certified career advisors. Mr. Parker will become the trainer. A survey of on-boarding services has indicated a need to have all student services located in the same place. DevEd students currently go back and forth between the SSC and Ware Student Commons.</p> <p>The Cabinet discussed many ideas for on-boarding, signage, and student services location(s) but no decisions were made. A master plan will need to be developed first.</p>	
<p>ACTION ITEMS This conversation will be revisited after the Completion Committee has met and discussed what the student experience should be and how the college wants to accomplish that.</p> <p>First step will be to design an intentional experience for students, then perhaps engage a space management company or create a master plan internally.</p> <p>Pause signage discussion at this time.</p>	Cabinet

4. AMARILLO WIND ENSEMBLE/AC CONCERT BAND	White
<p>This group is paid \$2000 for graduation but wants to separate from Amarillo College. Ownership of the music library will need to be determined. Camille Nies will organize an Amarillo College band.</p>	
<p>ACTION ITEMS Mr. White is authorized to meet with this group.</p>	

5. TWO GRANT PROPOSALS	White
<p>Mr. White presented two grant proposals.</p> <ol style="list-style-type: none"> 1. The Perkins Basic Grant is a workforce development based grant which provides support for regional high-demand CTE careers. Mr. White moved, seconded by Mr. Smith, to approve submissions of this grant. The motion carried unanimously. 2. The <i>Child Care Access Means Parents in School</i> grant funds programs serving the child care needs of low-income students. There were several questions whether the college would be required to provide drop off or pick up from schools. No action was taken to approve this proposal. 	
ACTION ITEMS	White
Mr. White will get further clarification on the questions concerning the <i>Child Care</i> grant and bring back to Cabinet for approval at a later date if necessary.	
6. ENROLLMENT UPDATE	Austin
<p>Mr. Austin provided the following update via email prior to the meeting: Summer 2017, day 22 – headcount up 12.7%; contact hours up 8.7%; credit hours up 7.5% Fall 2017, 60 days remaining – headcount up 1.89%, contact hours down 4.68%, credit hours down 1.18%</p>	
ACTION ITEMS	
n/a	
7. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
ACTION ITEMS	
n/a	
8. COMMUNICATION POINTS	Forrester
Not covered	
ACTION ITEMS	
n/a	
9. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS	
n/a	