

PRESIDENT'S CABINET MEETING

August 9, 2016

MINUTES

CALLED TO ORDER

9:00 am on 08/09/2016

ADJOURNED

11:20 am on 08/09/2016

MEMBERS PRESENT

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

MEMBERS ABSENT

None

OTHERS PRESENT

Joy Brenneman, Chris Hays, Chief Steve Chance, Corporal Scott Acker

DISCUSSION:

1. SAFETY DRILL	Chance/Acker
The Cabinet went through an active shooter drill followed by a debriefing with Chief Steve Chance and Corporal Scott Acker. One of the values of this training was experiencing the sound of gunfire first hand. It was also noted that in a real situation, rapid gun shots would be heard rather than a single fire gunshot sound. Cabinet noted the sound of rapid fire gun shots should be incorporated into the Safety Training on Active Shooter Situations either by shooting a gun and/or playing an audio of a semi-automatic weapon.	
ACTION ITEMS Lyndy will work with the safety team to get audio of semi-automatic gun sounds to include in the trainings. Next step is to determine the decision points for step by step actions. Cabinet will need training on the decision points and steps developed as well as an emergency drill regarding the Emergency Operations Center. Cabinet members will also need identifiable vests.	Forrester
2. REVIEW MINUTES FROM JULY 12 & JULY 19, 2016	Cabinet
Cabinet has reviewed previous minutes and there are no changes.	
3. BUDGET TOWN HALL	Lowery-Hart
Tentatively scheduled for 10:00am Thursday, August 18 th . Cabinet discussed the need to have a separate event or to include it as part of General Assembly. Traditionally the budget town hall has been held to let faculty and staff know about raises, budget, etc. However, it could be incorporated into the General assembly agenda, which is sent to all faculty and staff prior to the event. The General Assembly agenda item would be a brief 10- minute update.	
ACTION ITEMS Talking points – we are prepared, other colleges are looking to us as an example; no tuition or tax increase; we are giving raises; using zero based budgeting; looking at differentiated tuition; we are fiscally responsible. There will be no budget town hall on the 18 th . Russell will decide whether to include in General Assembly or to schedule a town hall after board approval of the budget.	Lowery-Hart
4. COMMUNITY STATE OF THE COLLEGE	Lowery-Hart
<i>You Should Know</i> lunches are effective. After the No Excuses Core Team saw the presentation, they suggested this be shared with the college, perhaps at General Assembly. There was also discussion about	

presenting this to the community at the Downtown Campus. This would create a forum to get the message out to a larger number of the community. Also, discussed presenting this information as a segment on Panhandle PBS. Chris believes that the media would cover this event.	
ACTION ITEMS Include in General Assembly. Chris will bring two options for presenting to the public at the next Cabinet meeting.	Hays

5. CABINET RETREAT	Lowery-Hart
To be held 1:30 – 5:00pm, August 12, 2016, in the Palo Duro Room.	
ACTION ITEMS Cabinet members were asked to bring two priorities for the next year based on the Strategic Plan and to be ready to tell what excites them most about the Strategic Plan.	Cabinet

6. AWARDS – SUPERHERO & AACC	Lowery-Hart
Russell provided a list of recommendations for Superhero awards and noted previous recipients. Cabinet reviewed the nominations and submitted their top 7 picks. Russell will make the final selections.	
AACC nominations will be coordinated by Cara. Nursing, tutoring centers, and safety training were some of the areas mentioned that might be submitted. There are seven different awards and we should nominate someone in every category if possible.	
ACTION ITEMS Cara will coordinate the AACC nominations.	Crowley

7. GENERAL ASSEMBLY UPDATE	Hays
Date - September 9, 2016. The school will close at 11:30am. There will be a meeting next week to coordinate details. Russell will work with the PLI group to create the agenda which will include video, exciting, silly, and fun moments reflecting our WIFFY values. Kyle and Chris will work with Mark on a piece he wants to include. Lyndy and Mark will work on lunch. It was suggested that AC create a cooking team and Bob Austin will work on that. Mark purchased a grill and gave it to student life.	
ACTION ITEMS Report back at next week's meeting.	Hays, Forrester, White

8. RETIREE COOKOUT	Crowley
All employee cookout on Friday, August 26, to honor and thank retirees from this past year. Need to send invitations to retirees and invite the college. A photographer will be here to take pictures of retirees and employees with their friends and the AC Badger. The photographer will print pictures onsite and retirees will receive a picture frame. Steve will contact ANB and ask if they will provide lunch. Extend invitation to Regents to attend and say a few words.	
ACTION ITEMS Invitations Photographer Frames and UCP for set up Lunch Contact Regents to attend and make a few comments	Forrester & Chris Forrester Crowley & Brenneman Smith Lowery-Hart

9. ENROLLMENT UPDATE	Austin
<p>As of this morning, Fall enrollment is up 1.5% and dual credit enrollments are going great. Bob anticipates more dual credit enrollments this semester because Freshmen and Sophomores may now enroll in dual credit courses. Sections have been added and modifications made to the Fall semester to accommodate students. A report showing class size is being prepared and caps may be increased based on this report. Department Chairs and Program Coordinators have responded well to needs. The Moore County Campus has an event scheduled on the 12th at a local BBQ place. The Hereford Campus is running commercials. Amarillo High dual credit registration is scheduled after school starts.</p>	
10. OTHER ITEMS	Lowery-Hart
<p>Two new committees have been formed. One focused on completion and another focused on marketing and recruiting. Starting in September a team will look at all communications sent out for recruiting and the process. There is a need for consistent and positive messaging and integration of the whole family into the recruiting process.</p>	
11. BRAGGING ON EMPLOYEES	Cabinet
<p>Chris – Tommy DeJesus is doing a great job in his new position working on the website</p>	
12. COMMUNICATION POINTS	Forrester
<ul style="list-style-type: none"> • Ongoing Safety Training on Active Shooter Situations • You Have to Know lunches – information will be presented at General Assembly and later to the community • General Assembly and Innovation Challenge • Enrollment up and dual credit going great • New committee focused on marketing and recruitment • AC assisted with job fair for Hastings employees • Super Hero Awards • Tremendous increase in our social media presence featuring the great work of our faculty • On Facebook - No tax hike – 500 likes and 50 shares; story about deaf students in truck driving – 300 likes, 500 shares, and 30,000 views. Story suggestions should be sent to Joe Wyatt and Chris Hays 	
ACTION ITEMS	Forrester
<p>Lyndy will send email</p>	