

PRESIDENT'S CABINET MEETING

August 18, 2009

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Green, Paul Matney, Danita McAnally, Jerry Moller, and Damaris Schlong

OTHERS PRESENT:

Rusty Cornelius, Marcy McKay, Brenda Sadler, and Lynn Thornton

Discussion:

PRESIDENT'S CABINET RETREAT SUMMARY - Marcy McKay, facilitator of the recent Cabinet retreat, presented a summary and handout. She said that all Cabinet members are great supporters of Amarillo College and its values. Marcy was encouraged by the success of the retreat and added that the Cabinet is a team who are willing to work together. She discussed the Leadership Dogs exercise and said that there is a good mix on the Cabinet. The 2009-2010 Institutional Priorities were discussed. Amarillo College's greatest strengths are the expertise, dedication, and commitment to its employees – primary reasons we have the respect and support of our community. The challenges and opportunities will enhance the five important institutional priorities which include: 1) develop a process to seek college-wide input for a new institutional Strategic Plan for 2010 – 2015; 2) establish and promote a culture that defines, embraces, and values student success; 3) infuse the spirit of collaboration and teamwork throughout the College; 4) continue our journey in implementing the vital IT Tactical Plan; and 5) establish a reputation for consistently, clearly, quickly and effectively responding to the needs of our various communities. Accountability will be added into the institutional priorities. Matney stated that he plans to respond to the faculty survey which was conducted in the spring. With the help of McAnally, Matney would like to implement an all-employee self-evaluation. Matney will challenge every employee to make Amarillo College a better institution. The suggestions discussed at the retreat were an amalgamation of Cabinet members as a team. All members endorsed the institutional priorities. Core Values which were established at the retreat: Integrity + Innovation + Teamwork = SUCCESS. Matney will mention these at General Assembly. Marcy was thanked and praised for the excellent retreat.

CCSSE TALKING POINTS – Handouts were distributed. When the CCSSE survey is rolled out the handouts need to be used as some of the talking points. It was decided that when the newspaper calls for interviews regarding the CCSSE responses that Dr. Matney will be the contact person to discuss these with the reporter. Matney will stick with the talking points but may opt to direct the reporter to certain folks in various areas. The CCSSE survey will allow us to begin a college-wide conversation about student success and student learning. This is the first year for AC to participate. The College needs three years to establish reliable and valid trends. The survey questioned 761 Amarillo College academic students. Students ranked AC high in services received; college activities; college experience; educational growth; and personal growth. The survey suggests improving student engagement, Amarillo College faculty should require additional written and re-written assignments; deliver more class presentations; and increase participation in group projects.

EMERGENCY PREPAREDNESS & RESPONSE PRESENTATION/GENERAL ASSEMBLY -

Rusty Cornelius, Emergency Manager, joined the Cabinet. Matney explained that emergency preparedness and response is of critical importance and that AC is committed to this. He asked Cornelius to present at General Assembly regarding the table top exercise; how we have responded to emergencies this year; and what the journey will entail for the next year. Cornelius will discuss training opportunities and threat responses; he will follow up with an “everyone” email after General Assembly. Matney wants the Cabinet to come up with some things they want to see emergency management doing this next year and address Cornelius. In early fall, Cabinet would like to have additional training from Cornelius.

CONVERSATIONS ON STUDENT SUCCESS - Handouts on conversations on student success, CCSSE response, faculty and staff rewards and accountability were distributed. Logistics for implementing and fulfilling the conversations include: arranging dates and meeting places through Center for Teaching and Learning; ensuring attendees and participants receive credit for each session attended; CTL will be asked to provide refreshments during each session; team members will be asked to participate by Dr. Matney; vetted by President’s Cabinet. We will need people from faculty, Continuing Education, Student Services, and IT. The number of Conversations for Student Success participants will be around 20 but there will be an open door for anyone to review the materials and sit in on the conversations. McAnally will prepare dialog for discussion at these sessions. As to the CCSSE response, Dr. Matney will charge Faculty Senate with reviewing and responding to the CCSSE data in a report due to him by March 1, 2010. Dr. Claudie Biggers, Faculty Senate President, will receive a copy of AC’s CCSSE notebook and be provided a three-page summary from the CCSSE data developed by Kara Larkan-Skinner, Director of Outcomes Assessment. A college-wide team will determine how to accomplish this task. Conversation about faculty and staff rewards for devoting their time to this committee was discussed.

NEW STRATEGIC PLAN – McAnally distributed Strategic Plan components. She proposed bringing in someone to approach and address the strategic plan process. Surveys were discussed and handouts distributed for a current student survey; ex-student and graduate (5+ years) survey; employee survey; community representatives survey; and one for Board of Regent members. We would use responses to look at major focuses and trends. Matney would like to gather campus-wide input. Matney asked for Cabinet input as to the process for developing a new Strategic Plan.

EARLY BIRD BREAKFASTS – Schlong reported that Dr. Timothy Daniel, Senior Vice President, National Economic Research Associates, Inc., will address renewable energy at the B & I Center on September 9 from 7:30 -8:30 a.m.

EMPLOYEE AWARD POSSIBILITIES - deferred

Announcements:

- The 99th Panhandle Regional Law Enforcement Academy Graduation will be on Friday, August 28, at 6:00 p.m. at Oasis Baptist Church.
- “A Night of Entrepreneurial Spirit, Social Responsibility, Radical Business Philosophy & Free Ice Cream” – speaker Jerry Greenfield, co-founder of Ben & Jerry’s Ice Cream, \$10/person, September 22, 7:00 p.m. at Happy State Bank, Patterson Auditorium
- Business Boot Camp, September 23-25 @ Business and Industry Center, \$595/person – Early Bird Registration

- First Week Activities
- Dr. Christy Price Presentations
- Berg and Matney will give budget presentations at East, West and Washington Street Campuses.
- Chamber of Commerce Barbeque will be on September 10, 5:00 – 8:00 p.m.
- The Reception for Dr. Paul Matney will be held at Amarillo National Bank in the Skyline Room on Thursday, August 27 from 4:30 – 6:30.

Next meeting: September 1, 2009
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