

PRESIDENT'S CABINET MEETING

July 6, 2010

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Green, Russell Lowery-Hart, Paul Matney, Danita McAnally, and Damaris Schlong

OTHERS PRESENT:

Sondra Beighle, Judith Carter, LuLu Cowan, Lana Jackson, Patsy Lemaster, Dennis Leslie and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Dr. Russell Lowery-Hart, Vice President of Academic Affairs, was welcomed to President's Cabinet.

Kudos to Dennis Leslie, Bookstore Manager, for receiving a rebate award of \$5,400 from Nebraska Books. Leslie received this rebate by overseeing books returned to Nebraska Books and holding returns to a minimum and he managed book orders wisely. A fee is charged to the college for restocking books previously ordered and not needed; AC has not been charged this fee for a few years. Leslie has been the Bookstore Manager for six years. He said automation and more bookstore employees has been the biggest change since his hiring.

Discussion:

EMERGENCY PREVENTION & RESPONSE – A handout was distributed regarding the School Violence Training Committee, training sessions, marketing, contract with Drs. Hueston and Andersen who will facilitate the training sessions, Emergency Prevention and Response Manual, and additional training available. Members of the committee include: Mike Duval, Rusty Cornelius, Patsy Lemaster, Alex Chancia, Damaris Schlong, Sondra Beighle, and Toni Gray; they met with Dr. Heuston to discuss the Emergency Prevention and Response Manual and the School Violence Workshop to be held for the Cabinet and Threat Response Team sometime in late July or early August. There will be five other dates of training (to-be scheduled) from September 15 through October 29, 2010. Online training will also be available; Lemaster and Cornelius will work together on the "Campus Survival 101" online version of training. The workshop will be divided into four sections to include: introduction to school violence; use of verbal judo/prevention and reaction to cyberbullying; lockdown and weapons in the schools procedures; and active shooter scenarios. Objectives for this workshop will include: sharing school violence statistics and past incidences; identifying and practicing strategies for de-escalation of possible violent behaviors; identifying and practicing strategies for the report of weapons in the school; identifying current procedures for lockdowns; discussion of lockdown procedures; and discussion of reactions of a school shooting. When dates for the training sessions are decided, postcards for direct mail will be created along with emails sent to college employees. The cost of the six training sessions along with the online course will be \$6,000. The Center for Teaching and Learning will provide the funds. Cornelius reported that the Emergency Prevention and Response Manual is almost complete; Dr. Heuston provided suggestions for manual changes. Flip charts will be prepared for the classrooms. Chancia and Gray will present a short preview of the training sessions at General Assembly.

PANHANDLE TWENTY/20 – OPPORTUNITY CONFERENCE – In September 2003, a Steering Committee was organized and presented a day-long community event called: Panhandle Twenty/20. In fall 2005, the Amarillo Area Foundation committed to provide some staffing support for Panhandle Twenty/20. In fall 2006 through spring 2007, Russell Lowery-Hart facilitated numerous community meetings chaired by Alice O'Brien and Roy Bara, focused on studying issues related to educational attainment; recommendations were formed by the committee. Over 300 dedicated community volunteers participated in the study. Family stability, education, and household incomes are the main focus. The committee works to be pro-active and has created "Inspire Amarillo" which is a group of service providers who plan to help families meet the demands in today's world; emphasis will be placed on connecting resources and replicating successful effort. Poverty rates in Amarillo and the Texas Panhandle have risen; from one in ten individuals living in poverty in Potter County in 2000, to one in four living in poverty in 2007. An Opportunity Conference will be held October 16 at Central Church of Christ; 150 participants will be invited to attend; Dr. Donna Beegle will be the guest speaker; she knows first-hand about abject poverty and being homeless. She will talk about this and how she pulled herself out of it. Amarillo College will be an in-kind resource to this conference. Schlong moved that Amarillo College support the "Inspire Amarillo" Campaign and Opportunity Conference; Lowery-Hart seconded. The motion carried.

FIRST WEEK ACTIVITIES/FALL 2010 – A copy of fall 2009 opening activities was distributed. Matney said he was unaware of any guest speaker at this time. Colaw posed the question regarding any training for adjunct faculty; he was told to get in touch with Lou Ann Seabourn about this since she puts together a soiree event each fall for adjunct faculty. An additional session for adjunct faculty was discussed; maybe a Saturday training session with break-out sessions to include: Strategic Planning; QEP; emergency training; and IT training information. First, this will need support from the academic leadership and Seabourn who is the liaison to adjunct faculty. A task group of Colaw, Lowery-Hart, Lemaster, and Seabourn was formed and they were asked to devise a special session for adjunct faculty and report back to Cabinet.

STRATEGIC PLAN UPDATE – A meeting is planned for this afternoon to discuss the next steps of the Strategic Plan. Mark Hanna and McAnally have been updating the working draft of the *Strategic Plan through 2010*. They are developing strategies and tasks based on the Concerns & Issues identified by the front line managers and the topic ideas for strategies and tasks developed by the senior administration at recent meetings. During this meeting they hope to accomplish the following: review and edit or delete the strategies and tasks that have been proposed; add any strategies or tasks that are missing but essential to the direction of the next five years; and make any final revisions.

Action Item:

QEP TOPIC – A summary of the Community College Survey of Student Engagement (CCSSE) team and Conversations on Student Success team report presented at the June Board meeting was distributed. Dr. Judith Carter chaired the Community College Survey of Student Engagement (CCSSE) team who was charged with reviewing the student and faculty engagement surveys and prepared a report of observations and recommendations. The team looked at five benchmarks; positive conclusions; primary concerns; recommendations to administrators; differing perceptions; recommendations to division and department chairs, program directors and coordinators. Drs. Lana Jackson and Kathy Wetzal co-chaired the Conversations on Student Success team. There were 22 members of the Conversations team; a 16 student team participated in Secrets of our Success: A Student Conversation which discussed topics such as creating student success; life challenges; classroom experiences; and advice to peers. The two teams (CCSSE and Conversations) met to

identify the three main areas of concern for improving student success at Amarillo College and agreed the top three areas of concern were: critical thinking, student engagement, and under-preparedness. Feedback from these teams helped develop the Quality Enhancement Plan (QEP) topic which stemmed from institution data to enhance student success. The next steps are for the President's Cabinet to select the QEP team. QEP is a critical process which will take two years to complete. The team will take a specific topic to work on first and then have to prove to SACSCOC what we have done to make things better for student success. When the SACS site team comes on campus they will look at three main things: faculty credentials; institutional effectiveness; and QEP. After the SACSCOC visit, we will have one month to respond to any concerns they might have. There was discussion regarding which topic to work on first; it was decided that under-preparedness goes hand-in-hand with poverty and social areas. Lowery-Hart said SACS site evaluators might be impressed with what we are already doing. Austin moved that under-preparedness be selected as AC's Quality Enhancement Plan topic for SACS Re-affirmation of accreditation, Schlong seconded. The motion carried. Members to make up the QEP proposal development team were discussed. The team will be finalized in the next few weeks.

Announcements:

- A mock-up of an Amarillo College brochure which College Relations created was distributed. This brochure will be printed and distributed at events where senior administrators and others may visit or be speaking to different community groups. The brochure will include vital statistics regarding Texas Community Colleges; pertinent information regarding AC's enrollment and programs; and a map displaying Amarillo College's service area.
- Matney announced that AC met its goal concerning JACC-PAC; amount collected is approaching \$70,000.
- Schlong reported the Chamber of Commerce's "Top 20 Under 40" program has received a lot of applications. A reception for semi-finalists will be held July 15. The finalists who will be recognized at the banquet in August will be notified by July 27.
- Austin, McAnally, and April Sessler attended the Regional Higher Education Roundtable in Lubbock on June 16. Both Austin and McAnally were impressed with the event. Rod Schroder, AISD's Superintendent was in attendance.
- A copy of the AC 2009-2010 Institutional Priorities which were discussed at the 2009 General Assembly was distributed. A half-day Cabinet retreat in late July or early August to prepare new institutional priorities was discussed.
- The format for Cabinet Evaluations was distributed. Matney would like to have evaluations completed by the end of summer. He requested Cabinet include a self-evaluation, update their job duties and performance expectations and submit 4-6 major projects, initiatives, goals in their area which were or will be accomplished during this academic year. Matney will include these accomplishments, which were completed this past fiscal year by Cabinet members' areas, in a report to the Board.
- Sarah Davis (previously Language, Communication and Fine Arts' Administrative Assistant) will begin working in the Assessment and Development Division for McAnally on July 12.

Next meeting: July 20, 2010

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