

PRESIDENT'S CABINET MEETING
August 28, 2018
MINUTES

CALLED TO ORDER

9:10 am on 08/28/18

ADJOURNED

12:00 am on 08/28/18

MEMBERS PRESENT

Bob Austin; Kevin Ball; Cara Crowley; Lyndy Forrester; Russell Lowery-Hart; Denese Skinner; Steve Smith; Mark White

MEMBERS ABSENT

Tamara Clunis

OTHERS PRESENT

Joy Brenneman; Frank Sobey, Collin Witherspoon

DISCUSSION:

1. DATA	Witherspoon
<p>Mr. Witherspoon presented an update on the infographic data (which is different than the report card). He showed a side by side comparison but will only show the updates at tonight's Board meeting and discuss the increases in completion rates. He is still waiting on the summer graduates to be processed so the data is incomplete. However, without the summer graduates the completion rate is 43%. There has been a significant increase in the African American completion rate, and there are higher rates in all categories with no decreases. He presented the top labor market jobs and the top AAS degrees aligned to this. There have been no changes in this information. The report card is not finalized.</p> <p>The student profile reflects 45% full-time enrollment, but last year students dropped in the second 8-week courses and did not remain full-time. He will have to see what happens with this year's students. Enrollment in DevEd is down to 16% of enrollment. DevEd courses that are not linked are not counted. There are less students receiving financial aid, but some are still being processed. Percentages for average age, transfer, first generation, female, and minority students remain the same. The report card this year will include information for THRIVE students. AC's growth rate for AS degrees was 9.1% while the state's rate was 7%. AC's growth rate for AS degrees and certificates was 20%, about the same as the state average.</p> <p>Mr. Witherspoon reviewed the 100 student cohort for last year and the demographics of the 38 that did not return. A greater percentage of males did not return, but there was roughly no difference in the two largest groups. 74% of first generation and 79% of developmental education students returned. There was no difference in those receiving PELL and those who did not.</p> <p>Cabinet discussed whether the requirement to take and FYS course would make a difference. Mr. Witherspoon will do further analysis and then Edie Carter and her team will be invited to Cabinet to discuss interventions and whether these might be better offered in developmental education courses rather than FYS. Ms. Crowley noted that the Trellis Foundation Grant may be able to help with that.</p>	

Mr. Witherspoon then reviewed the top 26 general education courses enrollments which are offered in the 8-week format and noted that enrollment in 8-week courses is at 95%. There are still a few biology and English night courses at 16 weeks.

Action Items:

- Provide data to Edie Carter that shows DevEd students are still at risk and invite her to a Cabinet meeting in October to discuss DevEd
- Determine the number of students in co-requisite DevEd course and dropped out
- Identify first generation and developmental education students who are at risk and provide something different for them

2. CIVIL RIGHTS AUDIT

Lowery-Hart

Ms. Crowley reported that collecting and compiling the data is nearly complete. She will be sending it in soon. It will focus on human resources, the physical plant, and disability services. The audit will look at recruitment measures, complaint resolution, and Title IX compliance. The architects for the master plan will have provided information with regard to the physical plant and the college will have corrected everything it can prior to the audit. AC should receive an agenda beforehand which will be disseminated to leadership. Dr. Lowery-Hart, Ms. Crowley, and Ms. Brenneman will be out of the office that week. This is a federal mandate passed through to the state agency.

Action Items:

- None

3. DUAL CREDIT EDITORIAL

Lowery-Hart

A dual credit study was commissioned by the state. The results indicated that taking dual credit classes was the biggest predictor of college completion and that AP courses were a detractor. TACC has written an editorial that Amarillo College may use to submit an article to the Globe News. Dr. Lowery-Hart will be testifying in Austin next week on transfer issues.

Action Items:

- None

4. PAYROLL AND POSITION STREAMLINING

Forrester

Ms. Forrester brought information to Cabinet regarding faculty and staff who may teach a course(s) in addition to their regular job. She noted that this creates some pay disparity and problems with TRS reporting and asked for Cabinet input. Most impacted by this are the FYS courses and not the general education core.

Action Items:

- Further discussion on this item was tabled pending more information needed
- Ms. Forrester will look again at how WTAMU staffs their FYS classes and bring back additional information to Cabinet next week

5. CORNERSTONE/PAY FOR PERFORMANCE FEEDBACK	Forrester
<p>Ms. Forrester reported that the self-evaluation scores are impacting the overall evaluation in negatives ways because staff either rate themselves too high or too low. Cabinet had decided last October to still have the self-evaluation in Cornerstone but not to use it to calculate the overall score. This will be removed for next year. Cabinet liked that they were able to insert their own criteria for their divisions this year and EOD staff were helpful in answering questions and providing assistance. Dates for the mid-year review and next year will be set soon. Ms. Forrester would like to keep staff and faculty dates at about the same time and will try to avoid setting the mid-year review at the same time as the budget process. She will provide these dates to Cabinet as soon as possible.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	

6. YOUR DILEMMAS	Austin
<p>Following a discussion with one of his employees after visiting the call center in Phoenix, Mr. Austin realized he needed to spend more face time with his staff and become more aware of the challenges they face on the front line. He has tried to be more engaged since that time and to understand their needs and know what their high level tasks are. Over the summer, he has acquired some new equipment, purchased technology upgrades, and provided new chairs for AskAC staff who sit for long periods of time. Mr. Ball noted that he provides his staff with a Cabinet update after each meeting and Ms. Skinner meets with her staff three times each month as a division, with department heads, and with individuals. A suggestion was made that priorities could be reviewed and reordered for employees and some tasks stopped that don't have impact or are no longer necessary.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Invite Shane Hepler to bring his scrum list to Cabinet again the first part of October; Cabinet can review priorities 	

7. ENROLLMENT UPDATE	Austin
<p>Mr. Austin reported that head count is down about 2% compared to last year, dual credit enrollment is up 146, and contact hours are flat. The dashboard provides a good picture of this information. Students are continuing to enroll for the second 8-weeks and an increase in enrollment can be expected. With regard to THRIVE, Mr. Austin met with Tracy Morman of AISD last week. THRIVE presentations will be held at every high school in September and October with one in November in the evening and one in December at the ESC. Richie Garza and Ernesto Olmos are hosting a round table event with high school counselors to coordinate recruitment efforts. Mr. Austin provided the number of THRIVE students from each high school and will break out the percentages by high school of the students who took advantage of THRIVE.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Board meeting tonight: Mr. Ball will present marketing efforts, Mr. Austin will discuss the THRIVE numbers, and Mr. Sobey will give an update on TSI 	

8. BRAGGING ON EMPLOYEES	Cabinet
<p>Ms. Skinner – Amber Brookshire, Jenna Welch, and Trent Oneal for the all the work they did for Welcome Week. It was successful and the evening events did well when historically they have not. The event called “Paint U” had 240 in attendance.</p>	

Mr. Smith reported that during the first week of school AC's Palace Coffee was the most profitable store in the company.
 Ms. Forrester – Cindy Lanham for the great service she provides
 Dr. Lowery-Hart – Pam Madden for leading and organizing the change to Staff Council
 Mr. Smith – Olga's team who went to all the high schools to take payments for dual credit:
 Olga, Aida, Genesis, Jamie, and Julie

9. COMMUNICATION POINTS	Forrester
Not covered	

10. POSITION JUSTIFICATIONS	Cabinet
None	
Action Items:	
<ul style="list-style-type: none"> • None 	

11. OTHER DISCUSSION	Cabinet
Cabinet recognized Dr. Lowery-Hart on his 4 years as President.	
Ms. Skinner provided a list of non-faculty mentors. There are 700 students signed up and some may need to take more than one student. Some students will be low-touch, others high-touch.	
General Assembly will have an abbreviated version of the team challenge which will ask employees for ideas to implement or stop.	
Employment at WTAMU is down.	
Action Items:	
<ul style="list-style-type: none"> • Dr. Lowery-Hart will bring the General Assembly agenda to Cabinet next week. 	