

**PRESIDENT'S CABINET MEETING**  
**September 4, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:05 am on 09/04/18

**ADJOURNED**

11:23 am on 09/04/18

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman; Brian Griggs; Collin Witherspoon

**DISCUSSION:**

1. DATA SCIENCE DEGREE	Witherspoon
<p>Mr. Witherspoon presented the course sequence he has developed for the Data Science degree. He stated that there are no new courses needed; just some tweaking to existing courses. He has put these into a sequence that makes sense for data science. This will lead to an A.S. degree but can also feed into a Master's Level Program. The first semester consists of all 8-week courses and includes 14 hours. The second semester is 16 hours in total and includes two 16-week classes. These are BCIS 1305 (which will include the programming language "R" rather than "Java", presentations, and spreadsheets) and CALC I. The third semester will still have some general education 8-week courses, two 16-week courses with CALC II and Programming Fundamentals along with a statistical project. The fourth semester includes Speech, Programming Fundamentals II, and Discrete Mathematics which is in the course inventory but has not been taught recently. It will be put back in and replace CALC III.</p> <p>Dr. Clunis shared her excitement about the new program and the hope that it will eventually become a fully online degree. Academic Affairs is looking at cohorts for this degree in New Mexico, Oklahoma, and Colorado using ITV. The college is already approved to offer these courses in these states where it already offers welding and truck driving. This degree is not available in these states and offering it will provide many possibilities for AC. SACS approval should be obtained by September 28 and this should be approved by all other entities before Christmas.</p> <p>Dr. Lowery-Hart reported that the community recognizes the need for this program and could provide opportunities for students to work with a local entity on a data science project. Taking Speech in the 4<sup>th</sup> semester will help them learn how to present their project. Many companies, such as banks and the transportation industry, have much data collected but no one trained to analyze that data. They will need these graduates. A Bachelor's degree in this field will require the higher level analytics courses and Amarillo College will need to work with WTAMU and TTU to help create these programs. This degree will stay in the STEM Community and will provide math and engineering students, as well as faculty, with other options.</p> <p>Cabinet discussed the need to better identify students who will be successful in online courses and then designate them in some manner in Colleague or possibly create a separate enrollment process for these students. This program might also be tailored for some as an add-on degree and be marketed to people with a Bachelor's Degree looking to advance in their current job. It</p>	

could also be built as a Level II Certificate. The program and courses will be built out over the next semester. Dr. Clunis has been working with Mr. Ball and Wes Condray and marketing for this program should be ready by January 2019.

**Action Items:**

- None

**2. AC MASTER PLAN**

**Lowery-Hart**

Brian Griggs of Parkhill, Smith and Cooper presented a quick update on the Master Plan. His team has called this week “blitz” week as a majority of their consultants will be in town and meeting with focus groups including staff, faculty, students, community, and industry. He provided a Master Project Calendar. This week they will meet with members of the healthcare industry, civic leadership, the City of Amarillo, the Chamber of Commerce, AEDC, PRPC, local businesses, manufacturing representative, and others. They will attend an SGA meeting and meet with health services faculty and staff at the West Campus. They will meet with Ms. Skinner, Kelly Steelman with Financial Aid, and Ernesto Olmos with Advising. On Friday, prior to attending General Assembly, they will have breakfast with the Faculty Senate and host a focus group.

Dr. Mark Strickland of St. Petersburg College is the consultant for the athletic study. PSC plans to meet with the City regarding how the Civic Center and MPEV might be used for college athletics. Title IV requires that comparable athletics are offered to both men and women. PSC has learned that the MPEV will not be outfitted for rapid change between baseball and softball. Consideration will need to be given to types of sports that might be offered to meet Title IV requirements. The architects will also look at how athletics at Amarillo College were supported in the past. A focus group with the Regents will be scheduled, possibly prior to the September 25, 2018 Status Update.

Mr. Griggs asked Cabinet what they should look for during General Assembly. They will be silent observers and want to learn all they can during this time, especially for the consultants. Marketing will present information on strengthening the brand. They are looking for notable quotes or statistics to be captured and reinforced in the Master Plan and want to be sure that the Plan aligns with the Strategic Plan. The economic viability of the region with Amarillo College as the center will likely be the focus of the next 2020 strategic plan.

A subcommittee of administrators, faculty, and staff was appointed for Parkhill, Smith and Cooper to use as a review body. This committee will be used for deliberation and tactical direction rather than having PSC come to Cabinet for these discussions. Those appointed were:

Kevin Ball  
Tamara Clunis  
Cara Crowley  
Lyndy Forrester  
Keith Gamblin  
Michael Kitten  
Steve Smith  
Sarah Uselding  
Mark White

Finally, Mr. Griggs stated that PRPC should be submitting the application for the grant for the Innovation Hub soon.

**Action Items:**

- Send a memo to the subcommittee officially appointing them
- Ask Toni Van Dyke to put this with the standing committees

<b>3. PAYROLL AND POSITION STREAMLINING</b>	<b>Forrester</b>
<p>Ms. Forrester asked that this item be tabled for now, but did request Cabinet input on training. As of this date, two trainers have been hired, America Adame and Will Ratliff. Some ideas suggested were:</p> <ul style="list-style-type: none"> <li>• Include training updates in the Badger Buzz</li> <li>• Host a focus group to ask employees what kind of training they want</li> <li>• Introduce the EOD team</li> <li>• Partner with departments to provide training</li> <li>• Start sooner rather than later</li> </ul> <p>Ms. Adame and Mr. Ratliff will be sent to Donna Beegle's next poverty training. Completion of Title IX training is looking pretty good and EOD is helping those with language or educational barriers.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>4. GENERAL ASSEMBLY</b>	<b>Lowery-Hart</b>
<p>The cook team will start serving as soon as the food is ready and General Assembly will begin at 12:30. Dr. Lowery-Hart announced that there will be a documentarian attending, as well as Dr. Tom Ehrlich from Stanford, and the team from Parkhill, Smith and Cooper along with their consultants. At the end of the meeting, employees will receive t-shirts and popsicles will be available. A 30-minutes version of the team challenge will allow employees to give ideas and engage with their table. As a surprise, the meeting will end early at about 3:00.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Reserve a table for the Board of Regents</li> </ul>	
<b>5. YOUR DILEMMAS</b>	<b>White</b>
<p>Mr. White asked for guidance on changing the policy manuals. His goal, working with the policy committee, is to simplify the processes. However, this could appear that staff are losing some of their rights, so he requested help from Cabinet on how to communicate with staff and get their input. Ms. Forrester suggested that the process be the same for administrators and classified employees as "staff", however Mr. White explained that there are differences between these two employee groups at the constitutional level. Some tweaking also needs to be done with the faculty process, but faculty input will be sought for this.</p> <p>Cabinet suggested that communication points might include:</p> <ul style="list-style-type: none"> <li>• Explain that the policy has not been updated in a very long while and needs to be brought in line with modern practices</li> <li>• Emphasize that this is a simplification of processes, not a removal of due process</li> <li>• Note that this will make processes for all employees comparable</li> </ul> <p>Dr. Clunis noted that she is working on updating the Faculty Handbook.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Have a group of staff and faculty working together on this.</li> <li>• Mr. White will meet with Dr. Mary Dodson.</li> <li>• Make an announcement that work is beginning on the staff handbook</li> </ul>	

<b>6. ENROLLMENT UPDATE</b>	<b>Austin</b>
<b>FALL 2018 ENROLLMENT UPDATE (Day 15)</b> Mr. Austin provided the enrollment update via email prior to the meeting.  Unduplicated Headcount      9,749 vs 10,028      DN -2.78% Contact Hours      DN -0.52% Credit Hours      DN -1.83% Fall Dual Credit Enrollment    2,392 vs 2,332      Difference = 60  He included numbers on enrollments by high school and for the THRIVE Fall 2018 Cohort and projected Fall 2019 Cohort. He also provided information about THRIVE Outreach Activities. THRIVE is expected to grow by about 200 students next year.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>7. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
Mr. Ball – the Amarillo College Police Department and the Physical Plant staff for their great work for the Yellow City Sounds concert	
<b>8. COMMUNICATION POINTS</b>	<b>Forrester</b>
Not covered	
<b>9. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>10. OTHER DISCUSSION</b>	<b>Cabinet</b>
The Yellow City Sounds concert had a great turnout in spite of the rainout on Saturday evening. It was a successful event.  Dr. Lowery-Hart will be testifying in Austin tomorrow on transfer issues. On Thursday, the documentarian and Dr. Tom Ehrlich will be on campus.  Dr. Lowery-Hart is unable to attend the neighborhood association meeting next Tuesday, September 11, at 7:00 at Polk Street UMC. Mr. White will go in his place.  Mark Rowh is transitioning out of his role as Dean of Health Sciences prior to his retirement but will continue to office at the West Campus.  Mr. Ball discussed the Spooktacular event. It is currently on Halloween when employee children come to campus to trick or treat. It was decided that this event should be held on a different day and will be supported by Kevin's team.  There will be no formal cabinet meeting for three weeks. Dr. Lowery-Hart discussed his busy schedule over this semester and asked Cabinet to continue to communicate even though they are not meeting for Cabinet.	