

**PRESIDENT'S CABINET MEETING**  
**January 9, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:03 am on 01/09/18

**ADJOURNED**

10:45 am on 01/09/18

**MEMBERS PRESENT**

Bob Austin, Kevin Ball, Cara Crowley, Lyndy Forrester, Denese Skinner, Steve Smith, Mark White

**MEMBERS ABSENT**

Russell Lowery-Hart

**OTHERS PRESENT**

Joy Brenneman

**DISCUSSION:**

<b>1. FEMA CERTIFICATES OF COMPLETION</b>	<b>Forrester</b>
Completed certificates were turned in to Ms. Forrester who reiterated the importance of completing this training.	
<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>Individuals who have not completed their certificates will complete as soon as possible.</li> </ul>	

<b>2. ENROLLMENT UPDATE</b>	<b>Austin</b>
Mr. Austin noted enrollment is in good shape. Contact hours are up 2.44%. Additional enrollments can be expected for Spring II. Tamara is working with the East Campus to get 50 new students enrolled there.	
Dual credit is down slightly but is expected to increase with additional course offerings. The loss of dual credit at Dalhart did not have much impact. Jason Norman and Becky Burton are working on sequencing of dual credit classes that will lead to a pathway rather than the current cafeteria approach to these courses.	
FTIC data is slightly higher than in previous year (77% vs. 75% of Fall students returning for Spring). The students with a risk factor of 3, 4, or 5 are still the ones not returning, even if they did well in their Fall classes. Need to target these students and determine how to retain them.	
<b>ACTION ITEMS</b>	<b>Crowley Skinner</b>
<ul style="list-style-type: none"> <li>Ms. Crowley will send the FTIC data to Cabinet members.</li> <li>Ms. Skinner is working with Ernesto Olmos on a way to incentivize these students to enroll early.</li> <li>Create a college-wide initiative to personally contact these students.</li> </ul>	

<b>3. 2018-2019 ACADEMIC CALENDAR</b>	<b>Austin</b>
Mr. Austin presented the same calendar as at a previous meeting with the addition of the Memorial Day holiday. The issue with the calendar is that faculty who teach the 2 <sup>nd</sup> summer session will finish up on a Thursday and then have to return to campus the following Tuesday. Dr. Clunis discussed this issue with Faculty Senate, and the consensus was that faculty would not want to give up Fall break or extend the semester into the Christmas break, so this calendar	

as presented impacts the fewest number of people. The calendar matches the spring breaks for AISD and CISD.

The last day of classes will be December 14, 2018 which would normally be the date of Commencement, however there is a conflict with the Civic Center for that evening. AC has the 21<sup>st</sup> reserved as a backup and Carolyn Lesley is working with Civic Center staff on a resolution.

**ACTION ITEMS**

- Calendar was approved
- Mr. Austin recommends beginning discussions for the 2019-2020 calendar earlier.

**4. PATHWAYS UPDATE**

**Clunis**

Dr. Clunis noted that the recent focus has been on branding and establishing the communities with the upcoming Showcase taking up the most time right now. She has asked everyone to have a “road show” for the Showcase and will use some Perkins funds to support needed equipment.

There are still some issues with scheduling. Advisors are getting it done but say it is harder. 16-week classes are having an impact on this. Offering more 7:30 classes in both the 1<sup>st</sup> and 2<sup>nd</sup> 8-weeks will help alleviate some of these issues and allow students to work their afternoon jobs. The task force is working on getting these scheduled. Dr. Clunis will ask Frank Sobey to work with the Registrar’s office to find out how many 7:30 courses are currently offered and bring that information to Cabinet next week.

The Master Course schedule is on track and is expected to take a full year for implementation.

**ACTION ITEMS**

- Add 7:30 Course Offerings to January 16 agenda

**Brenneman**

**5. SCRUM LIST**

**Crowley**

Ms. Crowley sent the Priorities list to Cabinet prior to the meeting and asked for any updates.

Mr. Austin has worked with Dr. Brad Johnson at WT on reverse transfer and they are onboard and ready to move forward quickly.

Dr. Clunis has begun the conversation with Faculty Senate regarding the common Blackboard platform. Cabinet discussed the difference between a common framework as compared to a master course and agreed that there needs to be a happy medium with navigation tools that look the same while still allowing for flexibility within the course.

Frustration with navigating Blackboard could give some students a reason to leave if they are looking for one. The current tutorials are hard to find and too long. Once a common framework is in place, new student orientation may be able to improve this training. The portal has more potential than what is currently in use and could be updated.

**ACTION ITEMS**

- Move forward with WT and reverse transfer
- Ms. Crowley will schedule appointments with each Cabinet member to update their specific priorities
- Ms. Forrester will check into whether it is possible for employees/students to customize their landing page in the portal

**Austin  
Crowley  
Forrester**

<b>6. STRATEGIC PLAN GOALS</b>	<b>Crowley</b>
<p>During the recent SACS Conference, Dr. Lowery-Hart learned that SACS requires colleges to post their mission statement, values, and goals on all campuses. Ms. Crowley presented an updated version of these which uses complete sentences for each statement and asked for Cabinet approval. Cabinet suggested a few changes and approved the document. Ms. Crowley will work with marketing to get these created and posted. Tina Babb is searching to find the actual SACS requirement. These will need to be posted at least in major buildings.</p>	
<b>ACTION ITEMS</b> <ul style="list-style-type: none"> <li>• Approved</li> <li>• Create posters and post</li> </ul>	Ball Crowley

<b>7. VENA IMPLEMENTATION</b>	<b>Smith</b>
<p>Mr. Smith stated that he had a kick off call with VENA today at 11:30 which should include training on how to set up the program. Other colleges have indicated that it should take 4 to 6 weeks for set up. Based on a 6-week time frame he presented a timeline to Cabinet which includes workshops trainings, budget submissions, and Cabinet and Board review.</p> <p>State cuts are not expected this next year. Unless a program expects substantial growth, budgets should remain relatively flat in anticipation of expected cuts in the next biennium.</p>	
<b>ACTION ITEMS</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>8. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
<p>Ms. Skinner - Shane Hepler and the ITS team who came to campus during Christmas Break to resolve an issue with the J: drive</p>	

<b>9. COMMUNICATION POINTS</b>	<b>Forrester</b>
<p>Not covered</p>	

<b>10. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
<p>Dr. Clunis informed Cabinet that there would be an emergency hire for the Mortuary Science program as Scott Edwards credentials have not been accepted by the accreditation body for that program. No action is required on this hire as it is a replacement position.</p>	

<b>11. OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Ms. Skinner asked about a webpage for families on our home page. This was approved by Cabinet when Chris Hays was still here, but Mr. Ball was unaware of this. He will begin to work on it. It should be easy to find, accessible from the home page, and include information regarding financial aid, etc.</p> <p>Ms. Skinner also reminded Cabinet that Brenda Rossnagel is retiring at the end of January and interviews for her replacement as Director of Disability Services are in process</p> <p>Dr. Clunis noted that interviews for the Associate Dean of Technical Education will take place on Friday, January 12.</p>	

Ms. Crowley ask Cabinet to remind supervisors that there are options for employees who may get the flu and not have sick days to use. Employees need to understand that it is okay to call is sick and it is necessary to stay home if you do have the flu. Ms. Forrester will send out an email to the AC Family and look into the use of donated sick time on a case by case basis.

Ms. Skinner is looking for funds to purchase software to help with crisis management. The cost is \$12K for the first year, then \$6K thereafter. Ms. Crowley encouraged her to check with Teresa Clemons about the COPS grant available through the State of Texas which could fund this.