

PRESIDENT'S CABINET MEETING

January 16, 2018

MINUTES

CALLED TO ORDER

9:05 am on 01/16/18

ADJOURNED

10:00 am on 01/16/18

MEMBERS PRESENT

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

MEMBERS ABSENT

Kevin Ball

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. 7:30 COURSE OFFERINGS	Clunis
Dr. Clunis reported that 16-week course offerings are still causing scheduling difficulties for students and advisors. STEM courses and some ARTS courses are exempt from the 8-week scheduling and some of these are high contact hour courses which take up two blocks of the Master Schedule usually in the mid-morning. 7:30 am and 12:30 pm course offerings are needed to sandwich these blocks allowing students to get all the courses they need in either a morning or afternoon block. The task force is meeting on Friday and will develop a fix for the 2 nd 8-week session allowing students to pick up a 2 nd course along with their 16-week course. Going forward, the task force will focus on 7:30 am and 12:30 pm courses. A suggestion was made that hosting a round table for faculty to go through the scheduling process might give greater understanding to the process.	
ACTION ITEMS	Clunis
<ul style="list-style-type: none">• Task Force meeting	
2. STUDENT CONVERSATIONS	Lowery-Hart
Dr. Lowery-Hart talked about the "Conversations with the President" he is hosting with different employee groups. Attendees have been engaged and excited with good ideas shared. He will begin hosting student groups as well. Now that there is a ping pong table in the CUB Basement (the Burrow), he will also offer "Ping Pong with the President." However, challengers must agree to carry on a conversation about school life while playing.	
Ms. Crowley informed Cabinet that microwaves have been purchased for student and employee use. They are located in the Louise Daniel Room, the Burrow, and the first floor of the Ware Student Commons.	
ACTION ITEMS	
<ul style="list-style-type: none">• None	
3. PALACE COFFEE OPENING, SIGNAGE, AND PUBLICITY	White
A tentative opening date has been scheduled for January 25. Once the date is firm, the college will host a community wide grand opening and intentionally invite community members to come for free coffee. Temporary signage will also be needed around the campus to inform students,	

staff, and the community of the location and opening of the coffee shop. Off campus meetings can be moved to the coffee shop and coffee breaks may be built into campus meetings to help support it. Mr. Smith is working with Patrick of Palace Coffee and the City to get an opening date. The invitation to the community should be approximately one week after that. Visitor parking could be used for this event.

ACTION ITEMS

- Mr. White will work with Wes Condray and Mr. Ball on signage. He will also organize the opening and advertising.
- Ms. Forrester will work on an internal campaign

White
Forrester
Smith

4. ENROLLMENT UPDATE

Austin

Headcount, contact hours, and credit hours are all up. Although there is no late registration, students have more flexibility with 2nd 8-week courses. Dual credit will continue to add more registrations. Enrollment Management efforts will now shift to students who did not get registered for a 1st 8-week class. They will also work with faculty to add additional sections if needed in the 2nd 8-weeks. Mr. Austin thinks that the college in is a good spot at this time. It is important to remember that AC's enrollment is going up while nationally the trend is declining. It was also noted that high school enrollments are down.

This semester was the first iteration of the master schedule which will improve over time and help more students enroll full-time. Dr. Clunis reported that 32 new full-time students are enrolled at the East Campus, just somewhat short of the goal of 50. She also noted that there are 25 Dev Ed students who are complete and need to be captured and enrolled. She encourages advisors to come to her directly if there is a problem getting students enrolled.

ACTION ITEMS

- Mr. Austin will discuss this enrollment information in the Status Update at the Board meeting on January 23.

Austin

5. BRAGGING ON EMPLOYEES

Cabinet

Dr. Lowery-Hart – Shane Hepler, Tommy deJesus, and IT for dealing with a major server issue

6. COMMUNICATION POINTS

Forrester

Not Covered

7. POSITION JUSTIFICATIONS

Cabinet

None

8. OTHER DISCUSSION

Cabinet

Dr. Lowery-Hart noted that he is working on the criteria and measurable items for Cabinet members for Cornerstone and will add safety to the list of criteria. Ms. Forrester noted that the Safety Committee will be bringing a safety plan for the College to Cabinet.

Dr. Lowery-Hart will leave on Wednesday to testify before the U.S. Senate Committee on Health, Education, Labor, and Pensions in Washington, D.C. where he will discuss the importance of financial aid. While in DC, Dr. Lowery-Hart will also try to meet with Representative Mac Thornberry and Senator John Cornyn.