

PRESIDENT'S CABINET MEETING
October 10, 2017
MINUTES

CALLED TO ORDER

9:15 am on 10/10/2017

ADJOURNED

11:27 am on 10/10/2017

MEMBERS PRESENT

Bob Austin, Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Denese Skinner, Mark White

MEMBERS ABSENT

Kevin Ball, Steve Smith

OTHERS PRESENT

Joy Brenneman, Frank Sobey, Nancy Showers, Linda Watkins, Collin Witherspoon

DISCUSSION:

1. TEXTBOOK POLICY	Sobey
<p>Mr. Sobey provided cabinet members with the final version of the textbook policy which has received Faculty Senate approval. He noted changes from the previous version including the addition of an appeals process and clear instructions to follow in the event faculty circumvents the process. He requested Cabinet approval of the policy. Cabinet unanimously approved the new textbook policy</p> <p>The policy could be implemented for Spring 2018 as there is ample time for instructors to find another textbook or go through the approval process. This policy will be updated in the Faculty Handbook. There are other changes to the Handbook that will need to be looked at.</p>	
ACTION ITEMS <ul style="list-style-type: none">• Dr. Clunis will work with Mr. White and Dr. Lowery-Hart on other changes to the Faculty Handbook to ensure they are checked against the Board Policy Manual	Clunis

2. DATA	Witherspoon
<p>Mr. Witherspoon reviewed the FTIC data with the Achieving the Dream coaches, Linda Watkins, and Nancy Showers. He looked at FTIC 2013 Fall enrollments and measured for attrition. 25% of these students do not return after the first semester and by the end of the 3-year time frame (6 semesters) approximately 55% of that cohort have been lost. They don't just leave for a semester and then return, when they leave they are gone. He then showed the breakdown by demographics. Over time, more Hispanic students and female students are lost. The longer it takes to finish, the more likely students are to drop out. In the beginning, more part-time students are lost, but by the end it is full-time students. Course scheduling and program acceptance might play a role in that. It will be interesting to see if the master course scheduling helps with these drops at the end. An overwhelming majority of the 25% of students lost in the first semester are those in the 19 and under age group. Cabinet asked if these students might be in online courses and Mr. Witherspoon will check. However, efforts were made to keep FTIC students out of online English comp and college algebra. A student's PELL status had no effect in the first term but did have significant effect later. It was noted that PELL students begin with financial difficulties which might compound before they complete. The maximum PELL amount per year is \$6,000 but is based on the number of hours a student is</p>	

taking. Mr. Austin noted that AC's loan default rate has been dropping for several years and is now less than 20%. Developmental Education Students drop out at a greater rate, but due to boot camps and interventions, fewer students are placed into multiple DevEd courses.

The college is making process but it is not yet captured in the data. I will take 2 to 3 year for the data to catch up. Mr. Witherspoon will be able to show the impact of his risk factor assessment and other changes implemented this Fall by the first week of January. He will try to locate and interview the students who were not retained to determine why. We have only lost 10 students at this point in the semester.

In light of the PELL discussion, Cabinet discussed more deliberate assistance and teaching of money management skills for students. The cost for a full-time student at AC is approximately \$4,200 and Cabinet talked about the possibility of leveraging professional development funds to incentivize faculty development of resources, books, and test banks. Currently, course redesign is funded from a Title V grant and will need to be institutionalized. Emily Gilbert and Laurie Petty are looking into open educational resources (OER) during course redesigns to help keep costs down.

Mr. Witherspoon also demonstrated his model for at-risk students for the AtD Coaches. At-risk factors are non-academic, social issues. Faculty assigned to these students can see their at-risk score and all courses in which the student is enrolled. Only 37 of the 700 students who have visited the ARC this semester were in this group. He will cross check the 700 against all FTIC to see how many were from this group.

Ms. Watkins noted that these are the types of discussions executive teams should be having and commended Cabinet for their work. She will send Dr. Clunis additional information on OER and a team approach to course redesign.

ACTION ITEMS

n/a

3. COMMENCEMENT RECEPTION

Forrester

The Hospitality Room is covered under our rental agreement with the Civic Center for Commencement. The room is already set with round tables, chairs, and serving tables so there will be no additional charge to use this room for the reception.

ACTION ITEMS

Mr. White will secure an underwriter for the event.

White

4. AC PRIORITY LIST

**Lowery-Hart
Crowley**

Dr. Lowery-Hart and Ms. Crowley compiled a list of AC Priorities pulling from what remains on the Strategic Plan, items from the Completion Committee, and ideas from the recent Panhandle Community College Consortium meeting with representatives from Frank Phillips and Clarendon Colleges and WTAMU. The six major categories are:

- ACE Amarillo Recruiting/On-boarding
- Scheduling
- First Year Experience
- Learning Experience
- Student Experience
- AC Employee Initiatives

Each major category has associated tasks and Cabinet was asked to rank these and add to if necessary. Ms. Crowley showed the rankings she and Dr. Lowery-Hart proposed for ACE Amarillo Recruiting/On-boarding and noted where the college is in the process of the tasks. Cabinet then discussed ways to expand the Caprock High School model into the other Amarillo schools. The college hosted hands on FAFSA events at the high school during the day, held a student organization fair where students were asked to sign up for two student organizations, and had coaches meet their champions at this event. AC needs to develop a system to track the where a student is in the process from application to advising and be intentional to capture the students who aren't going anywhere. Cabinet discussed creating professional, visually stimulating logos for the communities and perhaps do a soft launch for the communities where students will get to meet faculty and see student organizations that relate to their communities. Dr. Clunis, Ms. Skinner, and Mr. Austin were assigned to work on this first category.

In the interest of time, Mr. Austin suggested that Cabinet work on their rankings, send them back to Ms. Crowley for compilation and then meet at a later date to negotiate rankings, break the tasks into sprints and assign people to the tasks.

ACTION ITEMS

- Cabinet will prioritize tasks and send spreadsheet back to Ms. Crowley.

Cabinet

5. ENROLLMENT UPDATE

Austin

Mr. Austin provided the following update on the efforts to increase 2nd 8-week enrollments.

2ND 8-WEEK RESULTS Through October 9, 2017

- Fall 2017 Applicants who are not enrolled – Postcard
 - 75 of 2604 = 2.88%
- Enrolled Spring 2017 or Summer 2017 and not graduated – Postcard
 - 63 of 1853 = 3.40%
- Students enrolled in 1st 8-week classes, but not enrolled in 2nd 8-week classes – Advisor Calls and Faculty Communication
 - 105 of 2062 = 5.09%

Distribution for Students who Added Credit Hours:

Credits	Students
1 -3	67
4 - 6	31
7 - 9	6
10 - 12	1

ACTION ITEMS

n/a

6. BRAGGING ON EMPLOYEES

Cabinet

Not covered

ACTION ITEMS

n/a

7. COMMUNICATION POINTS

Forrester

Not covered

ACTION ITEMS

n/a

8. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	

9. OTHER DISCUSSION	Cabinet
<p>Because of the shooting at Texas Tech University the night before this cabinet meeting, Ms. Forrester provided cabinet members with a two-page information sheet which included the phone tree, responsibility assignments, and location of the Emergency Operations Center. This document is attached to these minutes. No matter what the time, Cabinet will receive a notification. It was suggested that AC's protocol include providing updates at specified intervals during an emergency situation. It is important to continue training staff and students and keep this conversation in the forefront.</p> <p>She also provided an update on the Safety Committee's plans to meet with the Amarillo PD on October 17th to discuss mutual aid and the tabletop exercise planned for Cabinet on November 25th. Corporal Acker is doing an active shooter presentation in FYS classes. They are still working on the plans for the Moore County and Hereford campuses. Currently, the EOC for these campuses will be the Washington Street Campus until the mobile command center is ready.</p> <p>Mr. Smith will present his budget model at the next cabinet meeting. The budgeting process will need to begin in November. Training needs to be provided to administrative assistants along with the budget managers.</p> <p>Ms. Forrester asked for input on the mid-point assessment for Cornerstone. Self-assessments will still be required but will not be calculated into the ranking. All five values have been combined into one competency. Staff and manager will be able to pick the competencies to be ranked as appropriate to the position. Change to a 1-5 ranking rather than a 1-6 and leave the behavioral descriptors. Cabinet supported these changes.</p> <p>Ms. Skinner noted that the Peer Tutoring center would not be open during Fall break and Cabinet had no opposition to this.</p>	
ACTION ITEMS Safety Procedures <ul style="list-style-type: none"> • Test the AC Alert system • Have someone from IT describe how to manage phones to allow calls to come through even if on "do not disturb" • Have this emergency preparedness conversation every two months Cornerstone <ul style="list-style-type: none"> • Include competencies selections for Cabinet on a cabinet agenda. 	Forrester

HOW WILL I BE NOTIFIED OF AN ACCIDENT?

Amarillo College Police Dispatch will notify the Chief of Police and command staff immediately during emergencies. The phone tree will proceed as follows:

Chief of Police will notify the following:

President
VP Employee of Organizational Development
Emergency Planning Teams
CERT members (if needed)

VP Employee of Organizational Development will notify:

VP Academic Affairs
VP Communications & Marketing
VP Enrollment Management
VP Student Affairs
Chief of Staff
VP Business Affairs
Executive VP

Other notifications will occur as the situation warrants and is dependent on time of day and day of week as other resources may be more efficient to notify groups.

WHAT WILL OUR RESPONSE BE?

1. Initial Response

Amarillo College personnel are likely to be first on the scene of an emergency situation within the college. They will normally take charge and remain in charge of the incident until it is resolved or until other responders, who are more qualified, assume command. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

a. **The Amarillo College Police Department will be responsible for activating the Amarillo College Emergency operations plan and the initial response:**

- 1) Evacuation – Requires all faculty, staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
- 2) Reverse Evacuation – Requires all faculty, staff and students to go to safe places in the building from outside the building.
- 3) Lock Down – All exterior doors and classroom doors with interior door locks are locked and everyone stays in their classrooms.
- 4) Shelter-in-place – Faculty, staff and students are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping everyone safe.
- 5) Drop, cover, and hold – Faculty, staff and students drop low, take cover under furniture, cover eyes and protect internal organs.

WHAT ARE THE RESPONSIBILITIES OF THE EOC?

2. The EOC is generally responsible for:
 - a. Providing resources support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.

WHERE IS THE EOC? YOU WILL BE NOTIFIED WHERE TO GO.

3. EOC Facilities; Amarillo College has several identified facilities that could be utilized as an EOC or command post during a catastrophic incident. **Some of the locations include: Downtown Campus - Room 112 A/B, Washington Street Campus - Student Services Center Room 290, Amarillo College Police Department Mobile Command.** Potter County also has facilities that could be utilized as an alternate EOC or command post locations during a catastrophic incident. Activation of an alternate location will require extensive Communications, Information Technology, and Facilities Administration support to ensure operability.