

PRESIDENT'S CABINET MEETING
October 3, 2017
MINUTES

CALLED TO ORDER

9:10 am on 10/03/2017

ADJOURNED

11:25 am on 10/03/2017

MEMBERS PRESENT

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

MEMBERS ABSENT

Lyndy Forrester

OTHERS PRESENT

Joy Brenneman, Shane Hepler

DISCUSSION:

1. RETREAT REFLECTION	Cabinet
<p>Cabinet members felt that the retreat with Monique Wilson-Umphrey was time well spent and enjoyable. After reflection, some realized AC does some of what she talked about already but needs to be more refined in the process. The college has devised a plan, and is refining, perfecting, and improving the plan along the way. Dr. Clunis said that the faculty thought it was excellent and brought clarity to priorities and focus on projects. She discussed with Dr. Umphrey the possibility of her coming back in the Spring to work with the deans. The exercise on the future of a community college, specifically for AC, was good and pointed out that all colleges will be different, and AC should find its niche and position itself for what will be needed. The afternoon provided a strategic focus and discussion about how to bring everyone together to get something done. Cabinet was encouraged to determine the impactful thing to do and determine what resources should be used. Historically, AC uses the same people for multiple projects because of their role in the college. Cabinet discussed being more intentional when assigning people to projects and allowing them to complete a project when possible before moving on to the next.</p> <p>Cabinet members also thought it is important to define a timeframe, accomplish the project/goal and then celebrate while still moving forward. A suggestion was made to create an infographic timeline showing progress toward the 70% completion rate and tracking the efforts that have gone in to moving the numbers.</p> <p>As Cabinet thought back on some of the accomplishments so far, Dr. Lowery-Hart took time to show his appreciation for each Cabinet member. He thanked Ms. Skinner for her interest in Amarillo College and joining the team in the middle of many changes, Mr. White for his work on polishing fundraising and creating community contacts, and Mr. Austin for his friendship and historical knowledge of the college. He thanked Ms. Brenneman for her calmness in running the office and rolling three jobs into one. He further thanked Dr. Clunis for being a leader and her advocacy for faculty. He expressed his appreciation to Mr. Smith for bringing partnership, creativity, and trust to the Business Office. He recognized Mr. Ball for bringing clarity to the message of Amarillo College to the community and making AC the centerpiece of AEDC, AAF, and the City. He thanked Ms. Crowley for her patience and taking care of the details across all divisions. He expressed his appreciation for the Cabinet's faith in each other and in his leadership. He noted that the intentional work of each Cabinet member and their respective</p>	

team is working and we need to be just as intentional to celebrate those things as we continue working.

Dr. Lowery-Hart asked each Cabinet member to discuss successes in their divisions.

Mr. Austin: The Achieving the Degree Project which analyzed 1,294 records of students who were close to completion. Of those, 237 have graduated, 23 are potential graduates in Fall 2017, 139 returned in the Spring of 2016, 201 in the Fall of 2016, 140 in the Spring of 2017, and 204 in the Fall of 2017. These are students who started at Amarillo College and had 70 or more credit hours, but never graduated. Also, Maury Roman-Jordan worked with the Potter County Sheriff's Office and Edie Carter is teaching a college algebra class to students who only needed this one course and will now earn a degree.

Ms. Skinner: Collaboration between Student Affairs and Academic Affairs and their working together. She challenged Career Services to find some "low-hanging" fruit and come up with a plan. They put together a job fair for truck driving and brought employers in.

Mr. Ball: His team is 100% on board with the *Success Is* campaign, and he has seen a cultural shift within the team.

Ms. Crowley: The IR team, which consists of only three staff, was recently commended by the Department of Education in an email to Dr. Lowery-Hart for submitting IPEDS data early. The quality of their work was praised and noted to be unusual among IPEDS submissions.

Mr. White: Last Friday, an amendment to the greenhouse contract was finalized guaranteeing a maximum price that fits within both the College and grant budgets. This was accomplished through much hard work from many including Ms. Crowley, the Biology department, the Grants department, and Mr. Smith. They do not yet have a timeline for the groundbreaking.

Mr. Smith: He recently overheard a conversation where a West Campus employee was bragging on all the work being done on their campus by the Physical Plant including completion of the Tutoring Center. He noted that they are working together as a team and are becoming more customer oriented. Jim Baca is doing a good job learning his new role.

Dr. Clunis: She has invested in developing relationships and moral in Academic Affairs, which has been helped in part by the raises to faculty this year. There is a functioning Deans' Council and VPAA Office who feel empowered and experience genuine friendship and real colleague interaction. Recently, a retiree told her that he/she is hearing that moral is up amongst the faculty.

Ms. Skinner thanked Dr. Lowery-Hart on behalf of Cabinet for his good leadership.

ACTION ITEMS n/a	
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2. BUDGETING PROCESS	Lowery-Hart
Mr. Smith had to leave. This item will be moved to the October 17 agenda	
ACTION ITEMS n/a	

3. IT PRIORITIES PLAN

Lowery-Hart

Mr. Shane Hepler, Director of Programming Services, attended the meeting to discuss the list of current projects he has compiled since he started at Amarillo College. Items in blue are in progress, green indicates completed, red items are considered critical, and the others are not started at this point in time. This is his current process to execute priorities. He is a certified Scrum master and has arranged the projects in “sprints” – two-week time frames which allow his team to complete a project and be pulled away if necessary. The sprint number is a timeline with Sprint 14 being the current two-week project timeline. Some projects will last through multiple sprints while some small projects can be completed within other project sprints. Mr. Hepler has met with different groups, listened to their project requests, and created a task list. He also takes requests from individuals through phone calls and emails. These will be placed on a list and prioritized. He has also added projects as a result of his attendance at Completion Committee and has created a master list of all project requests. He added that the Administrative Committee of Technology focuses mainly on Colleague. Using this system, projects in the works for two years or more have been completed creating a sense of accomplishment within the department.

He is working with Collin Witherspoon on his needs for enterprising analytics. When asked about the cost to move Colleague to an SQL server, he indicated it could take 8 to 18 months for the migration at a cost of \$500,000 to \$1M. The advantage would be that it would then be on a supported version of a database with more robust reporting and without delays in data. Projects could take less time.

Mr. Hepler was asked about the timeline for paperless 310's. This project was rolled into Cornerstone which is in the middle of creating onboarding and recruitment processes. The goal is to have the 310 completed by 3-10-18.

Priorities

- Dr. Clunis asked about faculty development transcripts. This is an issue for the stipends for faculty and is now a priority with mid-year check-ins in December and the portal opening in February. Faculty will need to be able to print and upload.
- The portal is not being utilized to communicate with students. Mr. Austin asked about redesign of the portal and whether it might be used to display student planning so a student can see where they are in the progress towards completion.
- The mobile app has been made a priority.

Cabinet discussed the possibility of using one application for multiple processes, i.e. college admission, the Foundation, and financial aid. Mr. Austin is working with Mr. Helper and IT on communicating with students and will include this in discussions.

Communications and Marketing meets with Mr. Hepler each week to work on priorities and Mr. Ball is attending Deans' Council meetings to listen to their needs. Templates are being created to help people get information out quickly without waiting for Communications and Marketing, and they will soon roll out a request form for these communication needs.

Ms. Skinner wondered if a 2nd payment deadline could be created for payments for the 2nd 8-week courses. As it is now the payment deadline and “pay as you go” applies to both 1st and 2nd 8-week sections. Mr. Smith noted that in the past a student was required to pay at least one-half down before enrolling and that progress is being made.

ACTION ITEMS <ul style="list-style-type: none"> <input type="checkbox"/> Invite Mr. Hepler to Cabinet quarterly for updates. <input type="checkbox"/> Have Mr. Hepler meet with department heads and train them on Scrum project management <input type="checkbox"/> Consider putting the IT projects list on the web page, perhaps within the Strategic Plan 	Forrester Hepler
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4. ENROLLMENT UPDATE, 2ND 8-week data	Austin
<p>Mr. Austin provided information on the efforts to increase enrollments in the 2nd 8-week courses. Enrollment Management and Collin Witherspoon identified students who had applied but not enrolled, enrolled in Spring or Summer 2017, had not graduated, and were not enrolled, and those who were enrolled in the 1st 8-weeks but not in the 2nd. Students in the first two groups received a postcard. Students enrolled in the 1st 8-weeks, but not the 2nd, received phone calls from an advisor.</p> <p>Results: 2,604 Fall 2017 applicants not enrolled – 54 (2.07%) now enrolled 1,853 students enrolled Spring or Summer 2017 and not graduated – 53 (2.86%) now enrolled 2,062 students enrolled 1st 8-weeks but not 2nd – 81 (3.93%) now enrolled</p> <p>Some students could be a “wash” as they had previously dropped a class.</p> <p>Ernesto Olmos has results of a survey he compiled reflecting why students said they did not enroll. These include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course not available <input type="checkbox"/> Sequencing was off <input type="checkbox"/> Last required class not available <p>Dr. Clunis stated that no courses will be held back beginning in November for Spring enrollment.</p> <p>Headcount is up, but contact hours are flat or down slightly.</p> <p>JoBeth Hill sends recovery alerts to advisors for students who drop their classes. A suggestion was made that faculty could announce and push enrollment in 2nd 8-week courses in their classes. Collin can populate a list of students in their classes.</p>	

ACTION ITEMS <ul style="list-style-type: none"> <input type="checkbox"/> Invite Ernesto to share the results of his survey at completion committee. <input type="checkbox"/> Collin and AtD coaches will be here next week. He will be talking about the FTIC project and will talk about the students who have withdrawn from the 10 identified courses or from the college as a whole. 	Crowley
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5. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
ACTION ITEMS n/a	

6. COMMUNICATION POINTS	Forrester
No covered	
ACTION ITEMS n/a	
7. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	
8. OTHER DISCUSSION	Cabinet
<p>The Cabinet members who attended the State of the City Address this morning discussed how great it was. The videos were exceptional and of good quality. Mayor Nelson's speech celebrated the city's successes but did not shy away from the problems the City is facing and addressing.</p> <p>At some point, there will need to be a genuine conversation about the need for and possibility of dorms and athletics, especially with the changing student demographics that will likely happen with the new ACE Amarillo students. Mr. Austin has a list of community colleges who have these services but does not have costs associated with upstart and continuation costs. While we don't know if this is something we should do, we are clear that we should explore if dorms and athletics prepares AC for the future, or if including them hinders AC's future.</p> <p>The ARC has seen over 700 students in the first two months and this semester and a correlation might be drawn with the FTIC project and the identification of at risk students.</p>	
ACTION ITEMS <input type="checkbox"/> Set appointment for Russell, Lyndy, and Kevin to discuss a nomination from Amarillo College to the TRS Advisory Board	Brenneman