

PRESIDENT'S CABINET MEETING

October 31, 2017

MINUTES

CALLED TO ORDER

9:10 am on 10/31/2017

ADJOURNED

11:20 am on 10/31/2017

MEMBERS PRESENT

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

MEMBERS ABSENT

Kevin Ball

OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

DISCUSSION:

1. DATA	Witherspoon
<p>Aspen data for the 150 top colleges was released a few weeks ago. Aspen pulls the data from IPEDS and this year's list includes 155 colleges. Amarillo College is not on the list. Aspen looks at six areas to determine their top 150: first-year retention rates; 3-year graduation rates, credentials awarded per 100 FTE students; performance variables – year to year increase or decline over 5 years; 3-year minority graduation rates; and, minority credentials awarded. Aspen's data for average 3-year graduation rates are 39.6/34.5(minority). Amarillo College's rates are 15.4/15.79 respectively. This report looks at data from the years 2013, 2014, and 2015; reports students completion rate one time; and, only includes full-time, first-time in college students. Transfers rates are not included. AC and WT have a good reverse transfer program but it could be better to increase graduation rates. Part-time enrollments have decreased, however this is not yet captured in the data due to a two-year lag in data reporting to IPEDS. AC's first-year retention rate is close to the average. AC's completion rate differs from Aspen's, because AC bases its completion rate on the state's success funding model and students may be counted more than once for completions.</p>	
<p>Achieving the Dream is now using this same list of 150 schools for their awards, which could hurt Amarillo College until the data catches up. AC's increase in the performance variables category may help get the college on the 2019 list for Aspen. AC reports all completions to IPEDS, but it was noted that changes were not fully in place until last year and the early part of this year. Keeping students at full-time enrollment will have the greatest impact on our data and increase graduation rates.</p>	
<p>Cabinet briefly discussed some future needs for training and programs. Artificial Intelligence is expected to have a huge impact on the health care industry and cyber security will become more necessary. A group from the college including Mr. Smith, Toni Gray, and members of the BSET department will be traveling to Abilene Christian University in December to see their "maker space." Dr. Carol Buse is working on a contract with Austin Community College to become an Apple school, which will allow AC to offer Apple training and certifications. The college will be able to modernize the technology curriculum through the Apple contract and Apple helps market the program. Partnerships with WTAMU and TTU could be created.</p>	
ACTION ITEMS <ul style="list-style-type: none">• None	

2. BUDGET PROCESS	Smith
<p>Mr. Smith demonstrated a program that uses existing Excel spreadsheets and automates the budgeting processes. Last year, he spent many hours creating individual spreadsheets for every department and emailing them. This program would house everything in a central location, populate the approval chains, and upload information into the master budget when completed. It should systemize and simplify the budget processes for budget managers and their admins. It will also prepare financial statements.</p> <p>He has an upcoming demo with the company and will obtain pricing. The system uses normal Excel spreadsheets and Mr. Smith expects that it could be implemented and ready to go by mid-February. Good training with follow up will be key to a smooth transition especially for large divisions.</p>	
<p>ACTION ITEMS</p> <ul style="list-style-type: none"> Mr. Smith, Dr. Clunis, Mr. Austin, and Mr. Ball will work on a training for this and Mr. Smith will provide cost and a training timeline to Cabinet 	<p>Steve Tamara Bob Kevin</p>

3. POTENTIAL PROPERTY SALE	Smith
<p>At the last Board meeting, Mr. Smith made the regents aware of the potential sale of two properties: property adjacent to the Hereford Campus, and the building at 3rd and Harrison, which is a 12,600 square foot warehouse previously used by the college as a storage building. The contents of the building were disposed of, given to charity, or moved to another location.</p>	
<p>ACTION ITEMS</p> <ul style="list-style-type: none"> None 	

4. ED Spaces	Crowley Clunis Skinner
<p>Dr. Clunis, Ms. Crowley, and Ms. Skinner attended a conference in Kansas City that was entirely dedicated to furniture and architects with many vendors displaying furniture specific to higher education. It brought to light the need for a real master plan for space usage at Amarillo College. Ms. Crowley provided Cabinet with a video link to the Missouri Innovation Center, which has created purposeful use of space and furniture. Some examples include glass walls which double as white boards, glass bi-fold doors to create an open flow, pull-down/retractable plug ins, and movable furniture. Everyone was involved in the planning stages and architects who specialize in educational space planning were consulted from the very beginning of the project. The space was flexible, brought the outside inside, and every space was a collaboration space. Use of different colors marked different academic areas. They created areas similar to miniature living rooms without using a cookie-cutter approach. Eastern New Mexico University has something similar and a trip to their space will be planned for a future time.</p> <p>The space planners who are working on AC's needs have been asked to include the College Union Building and Business Building in their plans.</p> <p>Other space utilization mentioned might be the possibility of AC students using WTAMU dorms or apartments and an international education center.</p>	

<p>ACTION ITEMS</p> <ul style="list-style-type: none"> • November's Status Update will move the No Excuses Report to after the SGA report. Discuss the possibility of a master plan proposal in January. • Include the architect requirements in the bid. • Determine a plan and the cost for renovating existing buildings. • Include a feasibility study on community college athletics and dorms as part of a master plan. • Include a member of the Board Finance Committee on the committee to review the RFQ 	<p>Brenneman Smith Lowery-Hart</p>
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<p>5. TWC AND OFFICE OF THE GOVERNOR GRANTS</p>	<p>White</p>
<p>Mr. White brought three grants to cabinet for consideration. Two grants from the Texas Office of the Governor for AC Police Department communication equipment and body armor had previously been approved but require a resolution by the governing board (Cabinet) designating Steve Smith, Vice President of Business Affairs, as the grantee's authorized official. Mr. Austin moved, seconded by Ms. Skinner, to approve these resolutions. The motion carried with Mr. Smith abstaining.</p> <p>The Texas Workforce Commission grant is necessary to offset the loss of revenue from Northwest Texas Hospital. It provides funding for a part-time position. Ms. Crowley questioned whether contract labor could be used for this instead as the hours needed for grant reporting would not require a part-time person. Mr. White and Ms. Crowley will work to change that wording and bring this grant back to Cabinet for approval at a later date.</p>	
<p>ACTION ITEMS</p> <ul style="list-style-type: none"> • Mr. White and Ms. Crowley will work on the TWC grant. 	<p>White Crowley</p>

<p>6. ENROLLMENT UPDATE</p>	<p>Austin</p>
<p>Mr. Austin reported that his team met yesterday to begin planning for the Spring semesters. He is still working with THECB to present his proposal for determining the formula for funding AC's 8-week classes.</p>	
<p>ACTION ITEMS</p> <ul style="list-style-type: none"> • None 	

<p>7. BRAGGING ON EMPLOYEES</p>	<p>Cabinet</p>
<p>Not covered</p>	
<p>ACTION ITEMS</p>	

<p>8. COMMUNICATION POINTS</p>	<p>Forrester</p>
<p>No covered</p>	
<p>ACTION ITEMS</p> <p>n/a</p>	

<p>9. POSITION JUSTIFICATIONS</p>	<p>Cabinet</p>
<p>None</p>	
<p>ACTION ITEMS</p> <p>n/a</p>	

10. OTHER DISCUSSION	Cabinet
<p>Dr. Lowery-Hart discussed a visit to AC by Lee College and Barbers Hill ISD leadership coming up on Thursday, November 2. Proposed legislation, which has passed the Texas legislative committees, could allow ISD's to create their own community colleges. These two schools will visit AC's Hereford Campus.</p>	
ACTION ITEMS	
<p>None</p>	