

**PRESIDENT'S CABINET MEETING**  
**November 14, 2017**  
**MINUTES**

**CALLED TO ORDER**

9:10 am on 11/14/2017

**ADJOURNED**

11:20 am on 11/14/2017

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Bob Austin

**OTHERS PRESENT**

Joy Brenneman, Frank Sobey

**DISCUSSION:**

<b>1. EMERGENCY PLAN</b>	<b>Lowery-Hart</b>
<p>During his recent trip to St. Petersburg, Florida, Dr. Lowery-Hart had the opportunity to talk with an Aspen Fellow who is the president at the community college in New York City across the street from the recent terrorist attack there. This school had been through emergency training and had a plan, yet did not put it in to place. This serves as a reminder to Amarillo College that emergency training is essential and continual discussion is necessary. In the event of an emergency, Cabinet members will receive a text informing them of the emergency and where to go immediately. Dr. Lowery-Hart also noted that every classroom at St. Petersburg College had the emergency plan posted.</p> <p>Emergency training needs to be expanded and the Safety Committee is working to identify people in critical areas to receive emergency and CPR training. Cabinet members may take the training as well. This could be expanded to additional staff later. Corporal Scott Acker and Officer Stephanie Birkenfeld are working with the Amarillo Police Department to get additional assistance. Team members toured the National Weather Bureau who subsequently came to the college to identify the safest areas on campus. The Committee is also looking at installing AED's.</p> <p>Ms. Forrester reminded Cabinet members to complete their FEMA training by January 1, 2018. The online training consists of 4 sections, each of which require three to four hours of study. This training will familiarize AC's leadership with guidelines and terminology used by the National Incident Management System (NIMS) and FEMA in an emergency. Members of the Emergency Response Team will take the advanced FEMA training.</p> <p>After this discussion, Ms. Forrester and Mr. Smith requested that a night dispatcher position be added back to the Police Department. This position had been cut a few years ago. Cabinet approved the request.</p>	
<p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• Complete FEMA training</li> <li>• Post night dispatcher position</li> </ul>	<p>Cabinet Forrester</p>

<b>2. DR. SARA GOLDRICK-RAB AND CLARE CADY</b>	<b>Crowley</b>
<p>Ms. Crowley informed Cabinet that Dr. Goldrick-Rab and Ms. Cady will be on campus Wednesday through Friday of this week. They are coming to finish up their case study on Amarillo College and will be meeting with students, community partners, faculty/staff, advisors and the Advocacy and Resource Center staff. The only cabinet member on their agenda this time is Mr. White. This case study is being funded by the TG Foundation.</p>	
<p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>3. WARE BASEMENT COMPUTER LAB</b>	<b>Crowley</b>
<p>Cabinet had previously discussed a computer lab in the basement of the Ware Student Commons but these discussions were placed on hold until a space planner was hired and plans for a larger part of the campus had been proposed. However, Pam Madden recently met with AC's Title V program officer in Washington, D.C. and discussed using Title V funds to go ahead with this development of this computer lab. This would be an acceptable use of Title V funds, but Ms. Madden will need to present a revised budget to the US Department of Education as soon as possible so a quick decision is necessary. It can take up to 30 days to get a response back from the DOE. Approximately \$100K is available through Title V for the project. It will require a three-year commitment from the college that this lab will not be moved or changed. Dr. Clunis stated that the issue of relocating faculty and staff has been resolved. Mr. Smith may go ahead and put out a Request for Qualifications for an architect. The RFQ will require the architect selected to have prior experience in ED spaces. Once an architect has been selected and the price negotiated, the item may be placed on the January 2018 board agenda for approval.</p> <p>Dr. Clunis moved, seconded by Mr. Ball, that Ms. Madden move forward with submitting a budget to the Department of Education for this computer lab and make a three-year commitment until the Title V grant is completed. The motion carried unanimously.</p>	
<p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• Ms. Crowley will ask Ms. Madden will submit budget to DOE</li> <li>• Mr. Smith will send out an RFQ</li> </ul>	
	Crowley Smith

<b>4. PATHWAYS UPDATE</b>	<b>Clunis</b>
<p>Dr. Clunis reported that only she and Dr. Lowery-Hart were able to attend the Texas Pathways Institute #3 in San Antonio last week. The dates for Institute #4 are April 15-18, 2018 in Houston. She is working on a list of faculty to attend this institute and network with faculty from other Texas colleges. Grayson Community College will be visiting AC on January 9. They will be scaling pathways in the Fall of 2018 and are listening to us on lessons learned. AC's pathways are in good shape and the website looks good. She gave kudos to Kevin Ball and his staff in Communications and Marketing.</p> <p>She had a good meeting with the academic leaders on Friday, the 10th. They are planning a super showcase in January or February with area ISDs at the Civic Center. The academic leadership is on board and working to determine ways to make communities a part of AC's culture. Richie Garza and Jason Norman are working with the high schools to determine a date. The plan is to meet with the Amarillo ISD in the morning and other area ISDs that afternoon.</p> <p>Mr. Ball and Wes Condray attended the meeting to learn what recruitment materials will be required for this event. Outstanding presentation materials for the communities will be an important component of the showcase.</p>	

<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>• None discussed</li> </ul>	
<b>5. ACADEMIC AFFAIRS RESTRUCTURE</b>	<b>Clunis</b>
<p>Dr. Clunis made Cabinet aware of a Director of Perkins Basic Grant position that is currently open. She is responsible for Perkins and is currently doing the work herself. She would like the position to be 75% grant funded and 25% institutional to remove some of the workload. Cabinet was in agreement with this proposal.</p> <p>The titles for Daniel Esquivel and Renee Vincent will be changed from Executive Director to Dean of Campus Operations to comply with SACS requirements. This change clarifies these roles with the college's accrediting body and requires no changes with the THECB.</p> <p>Cabinet talked about the necessity of creating succession plans for key people as they approach retirement. This overlap of positions could be planned for during the budgeting process.</p> <p>Lyndi Shadbolt, Director of the Associate Degree Nursing Program, is retiring. The job will be posted and local hospital staff will be asked to serve on the search committee. The Board of Nursing approves the qualifications of the person hired. Dr. Clunis and Mr. Sobey will be sure they have these requirements before posting the position.</p>	
<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>• Cabinet approved a Director of Perkins Basic Grant at a 75%-25% split</li> </ul>	
<b>6. DEVELOPMENT AND SALE OF CURRICULUM TO THIRD PARTIES</b>	<b>White</b>
<p>A third party has contacted Leslie Shelton, Director of Corporate Training, to ask Amarillo College to design a training for their company, which they would then purchase from the college for their own use. Cabinet had some concerns with this proposal including copyright issues. Dr. Clunis will contact Toni Gray to get additional information. Mr. White will get involved only if his help is needed for legal or copyright issues.</p>	
<b>ACTION ITEMS</b>	<b>Clunis</b>
<ul style="list-style-type: none"> <li>• Dr. Clunis to talk with Toni Gray</li> </ul>	
<b>7. ENROLLMENT UPDATE</b>	<b>Austin</b>
Not covered	
<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>• n/a</li> </ul>	
<b>8. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
<p>Ms. Skinner – Kim Carlile for her work on the new One Card</p> <p>Mr. Sobey noted that he had an overwhelming response to his request for faculty volunteers to participate in the communities</p>	

<b>9. COMMUNICATION POINTS</b>	<b>Forrester</b>
Not covered	
<b>ACTION ITEMS</b> n/a	

<b>10. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
<p>Ms. Forrester noted that Police Chief Steve Chance will be retiring in January and the job will be posted internally.</p> <p>Others positions have been listed above in these minutes.</p>	
<b>ACTION ITEMS</b> n/a	

<b>11. OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Mr. Smith reported on his discussions with Vena regarding the budgeting program he has been reviewing. The quote was higher than he expected, but he was able to get it to approximately \$40,000 with substantial discounts and a three-year commitment. The discounts would need to be renegotiated at the end of the three years. Implementation costs could be between \$15,000 and \$50,000. He expects the college should be able to keep these down using college staff. This program does not import from Ellucian, so the budget would still need to be keyed in line by line. It will allow permissions and hierarchies to be set up which will allow a vice president, dean, director, etc. to see the budgets of all officers who report to them. Implementation would take 30 – 45 days and could start at the beginning of January with the building of the organizational structure. Shane Hepler will build a bridge from Colleague. This program will automate the budget process and can also tie in to Cornerstone. The implementation fee provides training for end users as part of the integration.</p> <p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith will move forward with the Vena program</li> <li>• Create intentional training and communication of this automated budget process</li> </ul> <p>Ms. Forrester reminded Cabinet that the monthly No Excuses meeting is Friday, the 17<sup>th</sup>. Dr. Sara Goldrick-Rab will have a 30-minute presentation. Ms. Forrester would also like to incorporate an Ask-It Basket at these meetings.</p> <p>Dr. Lowery-Hart reported that there has not been much movement on ACE Amarillo. He will attend a meeting with partners on November 28<sup>th</sup> and may have some clarity at that time. He noted that nationwide enrollments are down 11%.</p> <p>During this month’s Status Update, the RFQ for a master plan will be discussed as will the RFQ for the computer lab in the basement of the Ware Student Commons. Mr. Smith will also draft tax information for the Finance Committee prior to the board meeting.</p> <p>Mr. Ball reminded Cabinet that the “Wall that Heals” will be at John Stiff Memorial Park December 6-10.</p> <p>Ms. Skinner noted that a record number of students have been coming to be advised. Ernesto Olmos is checking to see if this reflects an actual increase or students waiting until the last minute. Advising is working to get greenlighting done earlier for students.</p> <p>Construction on the Palace Coffee shop begin tomorrow, November 15.</p>	