

**PRESIDENT'S CABINET MEETING**  
**November 28, 2017**  
**MINUTES**

**CALLED TO ORDER**  
 9:05 am on 11/28/2017

**ADJOURNED**  
 10:45 am on 11/28/2017

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Tamara Clunis

**OTHERS PRESENT**

Joy Brenneman, Frank Sobey

**DISCUSSION:**

<b>1. CABINET CORNERSTONE COMPETENCIES</b>	<b>Cabinet</b>
<p>Cabinet reviewed the list of potential Cornerstone competencies provided by Ms. Forrester and selected the following as applicable to Cabinet positions.</p> <ul style="list-style-type: none"> <li>• Ability to drive change</li> <li>• Budget Management</li> <li>• Collaboration and Influence</li> <li>• Communication</li> <li>• Culture of Caring</li> <li>• Inspires and Motivates Others</li> <li>• Leadership</li> <li>• Policies</li> </ul> <p>Dr. Lowery-Hart will work with the list of competencies and individual cabinet members to tailor them to their specific job descriptions.</p> <p>Mr. Forrester also reminded cabinet members to complete their FEMA training prior to January 1, 2018. The Emergency Response team is participating in a table top exercise on November 29, using the National Incident Management System (NIMS) framework in order to be adequately prepared. They have set quarterly goals and will have a training for Cabinet after the first of the year.</p>	
<p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• Cornerstone competencies will be defined further by individual position</li> </ul>	Lowery-Hart

<b>2. PROPOSED ACADEMIC CALENDAR 2018-2019</b>	<b>Austin</b>
<p>Mr. Austin proposed an academic calendar for 2018-2019 with an earlier start date of August 20<sup>th</sup> in order to accommodate Fall and Christmas breaks. If the normal pattern of the past 15-20 years is followed, the end of the Fall semester and Commencement would be pushed back to December 21 and staff would not return to campus until January 7. The issue will be that this results in a tight turnaround for faculty who teach in Summer II with those courses ending on August 9<sup>th</sup> or 10<sup>th</sup> and faculty returning after the weekend on August 14<sup>th</sup>. He also recommends a start date of January 14, 2019 (one week prior to the MLK holiday) in order to match the Spring break dates of AISD and CISD.</p>	

Cabinet discussed the pros and cons and possible solutions including having summer classes end earlier. Most summer courses have a six-week format while the THECB standard is 5.5. There is also a natural break between Summer I and II that occurs around the 4<sup>th</sup> of July. Beginning summer classes earlier would start classes immediately after the end of the Spring semester and impact dual credit and graduating seniors. One longer 8-week Summer session was also mentioned. Summer teaching has been incentivized by 25% and more faculty are expected to take advantage of this and teach Summer II.

Options presented were:

- Accepting this calendar as presented
- No Fall break
- Pushing everything back a week
- Allowing faculty to return later

Mr. Austin normally presents the proposed calendar to Faculty Senate. At this time, Dr. Clunis and Mr. Sobey will ask Faculty Senate to weigh in on this proposed calendar and other options.

The Spring 2019 calendar was approved.

<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>• Take proposed calendar to Faculty Senate for input.</li> </ul>	Clunis Sobey

<b>3. ENROLLMENT UPDATE</b>	<b>Austin</b>
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Mr. Austin provided information prior to the meeting via email. Registration is going well. Headcount is up 3.05% while contact hours are down 4.48% and credit hours down .26%. Dual credit enrollment is up. Contact hours should increase when students in programs at the East and West Campuses begin their registrations. Spring enrollment at East Campus usually follows the Fall enrollment which was down slightly. Ms. Crowley asked if Mr. Witherspoon had provided a list of FTIC students who had, or had not, enrolled for Spring. Mr. Austin has provided a list of FTIC students to Communications and Marketing for targeted emails, mail-outs, etc.

<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>4. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
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Ms. Skinner – Ina Fiel for all of her amazing work putting together Cornerstone and answering all of her questions.  
 Mr. White – Lisa Gray for the great job she has done organizing the JD Souther event, the TTU signing, and the Hagy Open House  
 Ms. Forrester – Ellen Patterson for stepping into the role as her assistant in addition to her other duties

<b>ACTION ITEMS</b>	
Emails/notes to be sent by those noted above.	

<b>5. COMMUNICATION POINTS</b>	<b>Forrester</b>
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Not covered

<b>ACTION ITEMS</b>	
n/a	

<b>6. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>ACTION ITEMS</b>	
n/a	

<b>7. OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Dr. Lowery-Hart informed Cabinet that AISD still supports ACE Amarillo and is awaiting an opinion from the Texas Attorney General's office.</p> <p>The Cabinet meeting on December 12 will be held at the East Campus from 8:00 to 11:00. Cabinet will discuss the priorities list.</p> <p>Items to be discussed at the Board meeting were mentioned.</p> <ul style="list-style-type: none"> <li>• One of the 100 FTIC students has dropped</li> <li>• The RFQ for a space planner to be sent out followed by an RFP on the January agenda</li> <li>• Andrew Freeman with the City of Amarillo and Joe Bob McCartt will attend the meeting to answer any question on the TIRZ 2 and AFEB agenda items.</li> </ul> <p>Ms. Skinner announced the Brenda Rossnagel and Margie Vitale are both retiring. Their last day will be January 31, 2018 and she is working on a succession plan.</p> <p>Dr. Lowery-Hart asked Cabinet members for updates on their "three big things."</p> <ul style="list-style-type: none"> <li>• Ms. Skinner is working on a redesign of New Student Orientation and scheduling focus groups to get input from students who attended, who did not attend and faculty.</li> <li>• Mr. Smith had an off-campus retreat with his leadership team where they discussed new roles and responsibilities and organizational structure.</li> <li>• Mr. Ball noted that Panhandle PBS is also working on their organizational structures. Today is Giving Tuesday and Randy Burkett has donated some billboards for PBS to use.</li> <li>• Ms. Forrester has safety training ready to go</li> <li>• Mr. White announced that the Hagy Open House will be on Thursday, December 7, from 5:00 – 7:00 pm.</li> </ul> <p>Dr. Lowery-Hart talked about the trip he, Dr. Clunis, CIS faculty, and members of AEDC will be taking to Abilene Christian University to tour their maker space. AEDC, the college, and PRPC are working to define a maker space in the downtown area. Mr. Smith noted that there is a large grant available to fund this and AC may be in a good position to get this grant. This maker space would help people formulate a plan which could then be taken to the WT Enterprise Center for implementation and would not be in conflict with what they are trying to do with their maker space.</p> <p>Dr. Lowery-Hart's first "Conversation with the President" was with Financial Aid and Recruiting. They expressed satisfaction with their jobs but did raise the issue of communication. The talked about students they see who are unable to get the classes they want or who are sent back to Financial Aid when they are slightly short when purchasing books. It was suggested that some Financial Aid staff be included in the NSO focus groups. Mr. Smith will work with Dennis Leslie and the bookstore to correct the problem of students sent back to Financial Aid when they are only a few dollars short.</p> <p>Dr. Clunis updated Cabinet on the Skills Development Grant at the East Campus. Terry Smith will be the grant manager. He has someone lined up to teach the classes which begin on January 22<sup>nd</sup> but she will need approval for an emergency hire to fill the position. This is a 12-</p>	

month grant which is not guaranteed renewal. All costs are covered under the grant. Dr. Clunis will check with Teresa Clemons on the hire slated for this and will email Cabinet for approval.

**ACTION ITEMS**

See individual items above.