

**PRESIDENT'S CABINET MEETING**  
**February 27, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:05 am on 02/27/18

**ADJOURNED**

11:46 am on 02/27/18

**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, Stephanie Birkenfeld, Tracy Dougherty, Kathy Dowdy

**DISCUSSION:**

<b>1. ACF GRANT PROJECT</b>	<b>Dowdy Dougherty</b>
<p>Tracy Dougherty and Kathy Dowdy, Co-Directors of the Amarillo College Foundation, presented information on the ACF Board's decision to allocate \$50,000 per year for program grants. The goal of providing these funds is to serve college needs in a more purposeful way and cover requests that are not funded through other sources, either institutionally or with other Foundation funds. The first cycle is now complete. Seven applications were received requesting \$46,000 and \$23,000 was awarded. The maximum allowed amount per request is \$10,000. This program is still a work in process and the ACF Directors requested guidance from Cabinet members on allowable requests. Currently, if a request is put forward by the Cabinet member, the Foundation assumes it is acceptable. Cabinet members were asked to encourage applications if a need is evident and to be comfortable in saying no to applications that do not meet the guidelines or support the college's goals and priorities.</p> <p>Ms. Dowdy and Ms. Dougherty review the applications and provide an executive summary to their 6-member ACF Board Committee for final decision. ACF requests recognition of the award in some form – a banner or other type of recognition – and will require reports from the recipient. They requested that these applications be signed and forwarded to the Foundation in a timely manner. Their next deadline is April 13, 2018.</p>	
<b>ACTION ITEMS</b>	<b>Forrester Clunis</b>
<ul style="list-style-type: none"> <li>• Ms. Forrester will include ACF contact information in the Cabinet Notes.</li> <li>• Dr. Clunis will meet with the ACF Directors to get more clarification on what are appropriate requests</li> </ul>	
<b>2. SAFETY PLAN</b>	<b>Forrester Birkenfeld</b>
<p>Amarillo College Police Chief Stephanie Birkenfeld presented the college's Emergency Operations Plan. A response plan has been created utilizing three teams:</p> <ul style="list-style-type: none"> <li>• The smaller Emergency Response Planning Team is able to work quickly, and its members are Chief Birkenfeld, Lyndy Forrester, Hank Blanchard, Kim Crowley, and Kevin Moore. Their responsibilities include creating and maintaining the Emergency</li> </ul>	

Operations Plan which can be found on the AC home page at <https://www.actx.edu/emergency-preparedness>. This document further describes the responsibilities of each of the teams.

- The larger Emergency Response Team includes the Planning Team members listed above plus Corporal Scott Acker, Toni Gray, Michael Kitten, Daniel Esquivel, and Renee Vincent. This team has participated in more than 40 hours of training. They have created CPR and First Aid classes for employees and are working to get AED's and first aid kits in all buildings on every campus. They are also conducting monthly tests of the emergency notification system.
- The Campus Emergency Response Team (CERT) consists of faculty and/or staff in each building. These are the people who will be responsible for their building. Training will begin in March 2018 where they will learn what to do in specific situations. There have been many questions from those identified as CERT team members, many regarding liability issues for the team member. Once responsibilities for this team are disseminated, the list may need to be tweaked to remove those who do not want this responsibility

The Amarillo College Police officers have completed the Advanced Threat Integrated Response Course and will attend a training on Incident Response to Terrorist Bombing in May. Additionally, they attend Active Shooter Response Training Classes when available. They are also revamping the employee training program to include scenario training. All employees will be required to take this training and to recertify each year. To date, 462 employees have received training which began in 2016. The ACPD is upgrading some equipment through grants and will be receiving new rifle vests. They have added a dispatcher and now have two full-time dispatchers.

The Police Department is also working on an expanded training for students with the possibility of offering it at convenient times for non-traditional students.

Chief Birkenfeld showed a video of a new software named Copsync 911 which can be loaded on every employee's computer allowing them to contact police with the click of a button. This will contact the 5 officers closest to the location of the alert. The ACPD will be able to forward this notification to their phones. It will be funded through a grant from PRPC and can be implemented in two to three months after grant approval.

Additional information on this presentation may be viewed on the Power Point slides attached to these minutes and in the Emergency Operations Plan located on the website. Chief Birkenfeld will also present this information to the Amarillo College Board of Regents at tonight's meeting.

A couple of ideas were discussed including holding emergency drills in each building for crisis situations and doing some marketing of our police officers so staff and students will know who they are.

Sunday coverage was discussed for the time period that the college is open that day. Currently, there is no AC police coverage at that time.

It was noted Badger Buzz conveys important campus information regarding safety and ACPD in each issue.

**ACTION ITEMS**

- Add Keith Gamblin, Room Scheduler, to the Emergency Response team.
- Simplify and limit what CERT team members are required to do.
- Encourage departments to have internal safety trainings

Forrester  
Birkenfeld

<ul style="list-style-type: none"> <li>Ms. Forrester and Chief Birkenfeld will come back to Cabinet with a plan for police coverage on Sundays. Currently, calls go to voice mail when there is no dispatcher on duty.</li> </ul>	
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<b>3. TOUCHNET</b>	<b>Smith</b>
<p>Mr. Smith discussed this program that ties to Colleague and will allow students to customize their payment plans. Students will be able to set up automatic drafts timed with their paycheck dates. This program is supported by Ellucian, is easy, and customer focused. On the marketplace side, the system could be used to pay student organization dues, collect fees that are sometimes collected by faculty in classrooms, and sell event tickets. It is customizable and could be used by the AC Foundation. The cost of this program is \$92,000/year. Currently, the college is paying \$212,000 per year in credit and debit card fees. This program will encourage students to choose the option to pay by ACH (electronic check) or debit card which could potentially save more than the cost of the program. Amarillo National Bank fees for credit cards are 2% and debit cards are 1%. There is no fee if a student uses automatic draft or ACH. There will be an additional cost in year one for set up which would take approximately six months. Most of the set up work will be handled by Touchnet and/or Ellucian. They will provide the credit card machines and there would not be a tremendous demand on AC's IT staff. If recommended, the program will require Board approval. The program also handles refunds and tax documents.</p> <p>Mr. Smith will demonstrate this product to the Enrollment Management Committee at their next meeting and will bring a demonstration to Cabinet. Cabinet also suggested that he ask a group of students to look at the program to see how intuitive it is. If approved, a communication and marketing plan will need to be implemented to be sure students know it is available.</p>	
<b>ACTION ITEMS</b>	<b>Smith</b>
<ul style="list-style-type: none"> <li>After meeting with the Enrollment Management Committee and testing with students, bring a full proposal and demonstration to Cabinet</li> </ul>	

<b>4. ACCREDITATION AND COMPLIANCE SOFTWARE</b>	<b>Clunis</b>
<p>Dr. Clunis reported on her recent SACS meeting in Odessa, Texas. The expectation is that campus safety will become a SACS standard but they will not define what it will should look like.</p> <p>Dr. Clunis is requesting purchase of accreditation software to be used in preparation for the 5<sup>th</sup> year report. There is a need for one, self-contained system to house all SACS information including supporting documentation, links, reports, etc. This system could also be used for the decennial. It could also provide a collective place for all programmatic accreditation information. Currently, some of these are housed on program director's personal or work computers making AC vulnerable to losing data and information. The cost in year one is \$10,485 and \$9,285 in subsequent years. This quote does not include adding program accreditation information. Faculty credentialing is not included in this program, but the college has a robust system built in house for this. Cabinet wondered if Cornerstone might be used for this information which could then be exported out. It does not have to capacity to do so.</p> <p>Dr. Clunis is reviewing the change in SACS principles (standards) and the topical grouping of the principles. She is a reviewer for an off-site visit and will gain a greater understanding from this process. Schools can choose to report using the old standards but some have been held to new standards even if they choose the old. Dr. Clunis and Tina Babb have starting writing and are working through these issues. They have until September and may need to write to the new standards. A copy of the principles guide will be provided to Cabinet. The QEP is no longer a core requirement but is a comprehensive standard. If not done, it will not hold up accreditation but will cause problems for the institution. The QEP may be covered</p>	

in the strategic plan rather than treated as an add-on. As soon as the 5<sup>th</sup> year report is done in the Fall of 2019, Dr. Clunis will focus on the new QEP. It is only required every 10 years and the next one will be a Cabinet led process.

<b>ACTION ITEMS</b>	
<ul style="list-style-type: none"> <li>No action taken on this purchase request. Will revisit at a later Cabinet meeting</li> </ul>	

<b>5. TERMINATION PROCEDURES</b>	<b>Forrester</b>
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Cabinet had a robust conversation regarding differing roles in employee matters.

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

<b>6. ENROLLMENT UPDATE</b>	<b>Austin</b>
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Not covered.

<ul style="list-style-type: none"> <li>None</li> </ul>	
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<b>7. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
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Not Covered

<b>8. COMMUNICATION POINTS</b>	<b>Forrester</b>
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Not covered.

<b>9. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
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None

<b>10. OTHER DISCUSSION</b>	<b>Cabinet</b>
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The THECB has requested a site visit for civil rights compliance in October or November. This visit happens about every twenty years. Ms. Crowley will coordinate the visit and be the communication liaison. She will let everyone know when this will take place. They will be looking at gender enrollments and the college will need to document outreach efforts to potential students in non-traditional programs. ADA upgrades are budgeted and Jim Baca and the Physical Plant are working through the list.

Dr. Lowery-Hart announced that the Amarillo College Board is one of two finalists for AACC's National Community College CEO/Trustees Award.

Ms. Skinner wondered why the Amarillo College Bookstore does not accept AC's credit card. Mr. Smith will look into that.

Amarillo College does not close at noon on the Wednesday of Spring Break.



### Responsibilities of the Emergency Response Planning Team

- Create and maintain the Emergency Operations Plan
- Conduct a hazard analysis in conjunction with local emergency management personnel
- Organize Emergency Response Teams
- Recommend training for the Emergency Response Teams and the Building & Floor Coordinator (CBFT)
- Provide information to faculty, staff, students and the community on emergency procedures
- Provide assistance during an emergency in accordance with designated roles
- Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan

### What have we done?

- Created the Emergency Operations Plan
- Organized the Emergency Response Teams
- Identified the CBFT team members and recommending training for them
  - Assigned members to CBFT
  - Will train them by the end of March
- Developing information to faculty, staff, students and the community on emergency procedures
  - Give every employee an Active Shooter Safety card
- Conducting tests of the AC/Alert System monthly to ensure it works properly and anyone needing or wanting to be part of it is.

### Members of the Emergency Response Team

- All members of the Emergency Response Planning Team and the following
  - Scott Acker (Campus Armville College PO)
  - Tom Gray (Dean of Continuing Education)
  - Michael Wilson (Dean of Technical Education)
  - Daniel Esquivel (Dean of Hopedale Campus)
  - Renee Vincent (Dean of Moore County Campus)

### Responsibilities of the Emergency Response Team

- Participate in the Campus Emergency Response Team (CERT) program.
- Assist the Emergency Management Coordinator during an emergency by providing support and care for Amabel College employees, students and visitors during an emergency before local emergency services arrive at in the event of natural local emergency services being unavailable.
- Provide the following functions when necessary and while performing their assigned function will not put them in harm's way:

### What have we done?

- Received advanced training in the ICS (Incident Command System) through FEMA
- 8 total classes totaling over 40 hours
- Started the CPR, First Aid, AED initiative to get as many employees certified as we can
- Adding AEDs and first aid kits in every building on every campus
- Campus Safety Awareness articles will be in every issue of the Ranger Buzz Newsletter

### Members of the CERT Team

- Each bring non-regular people from regular business hours and after hours
- Identificaiton complete (see attached list)
- Training will begin in March

### Responsibilities of the CERT Team

- 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 fire.
- Routes Evacuation - Requires all faculty, staff and students to go to safe places in the building from outside the building
- Lock Down - All exterior doors and glass doors close with interior door locks are locked and everyone stays in their classrooms
- Mutual Aid - Faculty, staff and students are kept in the building, windows and doors are locked and all ventilation systems are shut off. Limited movement is allowed. Faculty are kept in their classrooms during emergencies involving hazardous materials which need air to be replaced outside of the facility. Taking shelter inside a locked building is highly effective in avoiding exposure to air.
- Data, notes, available - Faculty, staff and students keep log, take over leader functions, cover eyes and protect internal organs



**Amarillo College  
Police Department**  
What are we doing?



### Police Training

- All officers completed ALEC Advanced Threat Investigating Response Course this month.
- They all attended the same training and in February 2018.
- Beginning next month through May, all officers will attend Incident Response to Terrorist Bombing.
  - This will include detection, risk assessment, mitigation, call out protocols, and recovery training.
  - Approximately 24 hours of training.
- As Active Shooter Response Training Classes are available, officers are encouraged to attend.



### Employee training by the Police

- We have officers who are certified OJADE and AUCZ trainers.
- This is critical response to active shooter training.
- We are encouraging the program to update and add scenarios leading to each presentation.
- The new course will be approximately 1 and a half hours.
  - Every set player will be required to attend. 100 when
  - Every employee will be required to receive every year.
  - 400 employees have received the training since 2016.



### Student training by the Police

- Currently the only student training being completed is the last 10 minutes of presentations conducted during First Year Seminar classes.
- We will expand it to New Student Orientation to be more thorough.
- We will expand the training to other all-investment classes for students who have received the training.



### Equipment

- Received a grant to purchase 170 vests for all 11 sworn officers and they are ordered.
- Working on a contract grant to come in to purchase the following:
  - New Apple iOs10 system upgrade.
  - Area to set cameras recording system.
  - Reprint various body cameras.
  - Copiers.
  - Copies 911 for all categories.



