## 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:

	<u> </u>	
1. ACF GRANT PROJECT	Dowdy	
	Dougherty	
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.		
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.		
ACTION ITEMS		
<ul> <li>Ms. Forrester will include ACF contact information in the Cabinet Notes.</li> </ul>	Forrester Clunis	
<ul> <li>Dr. Clunis will meet with the ACF Directors to get more clarification on what are appropriate requests</li> </ul>		

2. SAFETY PLAN	Forrester Birkenfeld
Amarillo College Police Chief Stephanie Birkenfeld presented the college's Eme	ergency
Operations Plan. A response plan has been created utilizing three teams:	
<ul> <li>The smaller Emergency Response Planning Team is able to work quickly, and its</li> </ul>	
members are Chief Birkenfeld, Lyndy Forrester, Hank Blanchard, Kim C	rowley, and
Kevin Moore. Their responsibilities include creating and maintaining the	Emergency

Operations Plan which can be found on the AC home page at <u>https://www.actx.edu/emergency-preparedness</u>. 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.	Forrester Birkenfeld		
•	Simplify and limit what CERT team members are required to do.	Dirkomola		
•	Encourage departments to have internal safety trainings			

 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.

3. TOUCHNET	Smith	
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, or	collect fees that	
are sometimes collected by faculty in classrooms, and sell event tickets. It is cu could be used by the AC Foundation. The cost of this program is \$92,000/year, college is paying \$212,000 per year in credit and debit card fees. This program	. Currently, the will encourage	
students to choose the option to pay by ACH (electronic check) or debit card wh		
potentially save more than the cost of the program. Amarillo National Bank fees are 2% and debit cards are 1%. There is no fee if a student uses automatic dra There will be an additional cost in year one for set up which would take approxit	ift or ACH. mately six	
months. Most of the set up work will be handled by Touchnet and/or Ellucian. The credit card machines and there would not be a tremendous demand on AC's recommended, the program will require Board approval. The program also han and tax documents.	s IT staff. If	

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.

### **ACTION ITEMS**

Smith

Clunis

• After meeting with the Enrollment Management Committee and testing with students, bring a full proposal and demonstration to Cabinet

4.	ACCREDITATION AND COMPLIANCE SOFTWARE	

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.

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.

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

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

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.

### **ACTION ITEMS**

No action taken on this purchase request. Will revisit at a later Cabinet meeting

#### 5. TERMINATION PROCEDURES Cabinet had a robust conversation regarding differing roles in employee matters.

## **ACTION ITEMS**

None

## 6. ENROLLMENT UPDATE

Not covered.

• None

## 7. BRAGGING ON EMPLOYEES

Not Covered

## 8. COMMUNICATION POINTS

Not covered.

# 9. POSITION JUSTIFICATIONS

None

## **10.OTHER DISCUSSION**

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.

Forrester

Austin

Cabinet

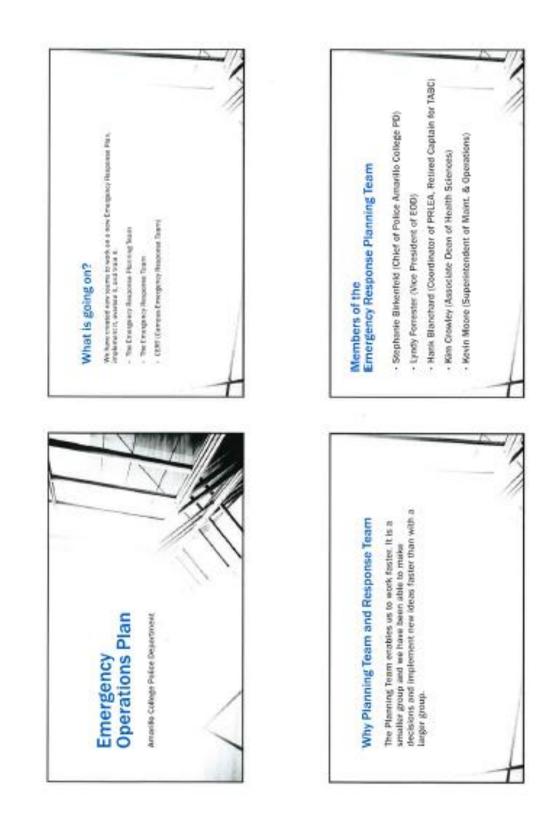
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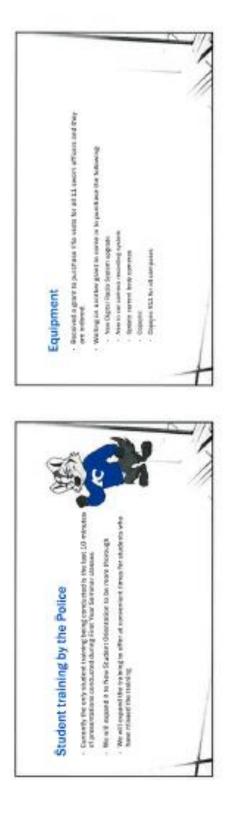


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