

PRESIDENT'S CABINET MEETING
July 17, 2018
MINUTES

CALLED TO ORDER

10:00 am on 07/17/18

ADJOURNED

11:15 am on 07/17/18

MEMBERS PRESENT

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

MEMBERS ABSENT

Tamara Clunis; Mark White

OTHERS PRESENT

Collin Witherspoon; Frank Sobey; Stephanie Birkenfeld

DISCUSSION:

1. EMERGENCY OPERATIONS PLAN AND ANNEX	Forrester
<p>Chief Birkenfeld noted that she had made all requested adjustments and corrections. She worked with Mr. White and Ms. Skinner and had an English faculty edit the document. All Cabinet members have had the opportunity to review this. It now requires approval and signatures of Cabinet members. This will not be a static document but will continually be updated when required or necessary. Cabinet discussed whether an inventory of equipment is necessary. The chief commented that everything is located at the Police Department, in Police vehicles, or at the Facilities Management Center (Physical Plant). She feels that an itemized inventory would be difficult to maintain due to continual use and replacement.</p> <p>Mr. Smith moved, seconded by Ms. Skinner, to approve the Emergency Operations Plan and Annex. There was no further discussion, and the motion carried unanimously.</p> <p>Chief Birkenfeld then provided Cabinet with additional information on an Emergency Manager Position. She stated her research found that most institutions with enrollments over 6,000 have this position or at least an Office of Emergency Management. In her survey of a few of these colleges she indicated they recommend having this position. It was determined that the enrollment numbers she had likely included dual credit students. Additionally, she provided the estimated cost of contracting with a company to provide a training session. These costs could run between \$32,000 to \$75,000 and training would need to be provided annually. She feels this is cost prohibitive. Under the list of job duties for this position, should it be created, she explained that maintaining the Emergency Operations Center would include keeping things running and replenishing inventory. No decisions were made on this position.</p> <p>Dr. Lowery-Hart thanked Chief Birkenfeld for her assistance over the weekend providing safety information requested by the Office of the Governor.</p>	

Action Items:

- Chief Birkenfeld will resend the previously created job description for an Emergency Manager Position to Cabinet

2. DATA POINTS - THRIVE

Witherspoon

Mr. Witherspoon updated Cabinet on the list of data points to be used with this group of students. Mr. Austin and his team are working to get these students in the system and determine eligibility. Mr. Witherspoon will use the information for tracking. He noted one issue that has arisen. There are a handful of AISD students who graduate mid-year. They will need to be coded differently to insure that their 3-year timeframe starts with graduation from high school. It was determined that after the first cohort begins in Fall 2018, these students will be eligible beginning with the Spring semester following their early graduation and their 3-year window will begin then. Any students who may have graduated last December can begin their eligibility with the Fall 2018 term. IR will capture graduation date from the list received from AISD. The school district will be working to have all information completed and to the college by June 30 per the current agreement after this first year. A similar deadline for those few December graduates should also be determined.

Data points to be tracked are:

- Start semester
- End semester
- FTIC semester/term
- Number of eligible students
- Eligible students who wait until year two or three to enroll
- High school

It will be important to capture as much data as possible from the beginning even though it is not known just how much, or what, will be needed.

The MOU states that THRIVE eligibility begins the fall following high school graduation excluding summer. Community partners in THRIVE were reluctant to fund students for summer classes when they will be attending other colleges in the Fall and not staying in the area. Advisors will need to monitor summer enrollments to determine if a student is committed to remaining at Amarillo College in the fall. After this first cohort, students will sign a THRIVE agreement.

Mr. Witherspoon will create a THRIVE dashboard and track transfer information. He is still working out the component with TWC that will better track employment following graduation. The partnership will want labor market data and economic impact information for this first cohort of students. He will also track number of hours per semester by cohort, success, number of hours attempted vs. number of hours completed, and graduation and transfer rates. Some lists in the dashboard will not be accessible by all.

Action Items:

- None

3. BUDGET	Cabinet
<p>Dr. Lowery-Hart reminded Cabinet of the Board Retreat/Board Budget Retreat on Thursday, July 26, from 5:00 to 8:00 in the Palo Duro and requested that Cabinet attend the entire meeting. There will be a few other discussion-only agenda items including the master plan, innovation hub, community partnerships, and a rural health collaborative. Although he will not be here next week, Cabinet will still take place. Mr. Smith will walk through the budget presentation. He will get the local tax rate information on Friday, July 20.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Add budget run-through to July 24 agenda - Brenneman 	

4. AUGUST GRADUATION	Cabinet
<p>Dr. Lowery-Hart noted that there are several concerns with adding an August graduation which will be discussed at a later meeting.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Add this item to the July 31 Cabinet agenda 	

5. GRANT PROPOSALS	Lowery-Hart
<p>Mr. White provided requests for two annual grants and one new grant. The Perkins grant is requested yearly. The United Way sub-award allows the college to benefit the community, especially those in the 79107 zip code, and supports Kids College. The Accelerate Texas IV grant is new and would be similar to the iBest grant that was very successful at the East Campus. When that grant ended some of the support systems also went away, and this grant could reinstate some of those supports and help with some strategic plan completion. With many grants ending in the next year, adding a new grant would not add a burden to the grants department.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Perkins approved • United Way sub-grant approved with a caveat that Char Modersitzki coordinate with the AC Foundation on fundraising • Accelerate Texas approved 	

6. ENROLLMENT UPDATE	Austin
<p>Prior to the meeting, via email, Mr. Austin provided enrollment updates and information on current marketing initiatives for enrollment. He noted that it is difficult to predict Fall enrollment based on this information. There have been summers in the past where the college was lagging in Fall enrollment but then was up when Fall enrollment was complete and vice versa. He should have more information next week on enrollment progress for THRIVE students. He suggested that Cabinet might participate in a phone calling event in the evening to reach these students and parents. He noted that reactions from parents regarding THRIVE is outstanding and hopefully the word is spreading. He is working the Kelly Steelman (formerly Prater) to get the students to complete the FAFSA. His team took the AISD list and matched it to the records in Colleague. AskAC went through this list manually to enter the information. The list is now clean and the students are coded. Maria Juarez has created lists that reflect who has applied and/or completed the FAFSA. Mr. Austin will provide that information to Wes Condray this afternoon so that they may target a second group of students.</p>	

Action Items: <ul style="list-style-type: none"> • Add this item to July 31 Cabinet meeting - Brenneman

7. BRAGGING ON EMPLOYEES	Cabinet
Mr. Ball complimented Ms. Skinner on the Strengths Training she provided for PBS staff. Ms. Skinner – Redesign Team for Badger Beginnings for all their work on this.	

8. COMMUNICATION POINTS	Forrester
Not covered	
Action Items: <ul style="list-style-type: none"> • None 	

9. POSITION JUSTIFICATIONS	Cabinet
None presented	
Action Items: <ul style="list-style-type: none"> • None 	

10. OTHER DISCUSSION	Cabinet
Dr. Lowery-Hart stated that the Master Planners will have a focus group with senior citizens on Friday and that he will send calendar invites to Mr. Ball and Mr. White. He also let Cabinet know that Lumina is writing a story about AC and will be sending a videographer to campus.	
Action Items: <ul style="list-style-type: none"> • None 	