

PRESIDENT'S CABINET MEETING

August 29, 2017

MINUTES

CALLED TO ORDER

9:02 am on 08/29/2017

ADJOURNED

11:15 am on 08/29/2017

MEMBERS PRESENT

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

MEMBERS ABSENT

None

OTHERS PRESENT

Joy Brenneman, Frank Sobey, Collin Witherspoon

DISCUSSION:

1. DATA (CCSSE REPORT FOR BOARD PRESENTATION)	Witherspoon
<p>Mr. Witherspoon discussed the final video of the 100 students from Fall 2016 which will be shown to the Board of Regents at tonight's meeting. He reviewed the breakdown of their selection – requiring developmental education, first generation, minority. He was still waiting on some data, but 35 students were lost from Fall 2016 to Fall 2017: received no degree, did not transfer, or not currently enrolled. This number is the same as before. 52 of the students are enrolled for Fall 2017, 17 graduated, some with a certificate and are re-enrolled in Fall, and two transferred to WTAMU. September will start a new cohort which will focus on FTIC students.</p> <p>Mr. Witherspoon then presented the comparison CCSSE benchmark scores for Amarillo College from 2014 to 2017. The top tier is the top 10% of schools. Benchmark scores are standardized and scores are either above or below the cohort. The categories are Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners. He will provide a description of the categories at the Board meeting. In 2014, AC was below the cohort in all categories except Support for Learners. In 2017, AC ranked above the cohort in every category, and in Support for Learners ranked in the top 10%. The sample size, selected by CCSSE, was approximately 900. The 2017 survey included questions that were not on the 2014 survey so Mr. Witherspoon did an item by item comparison with 27 common questions between the two. He noted which responses had the highest effect rate or made the greatest difference from 2017. The Student Effort category revealed that there are a greater number of students coming to class without completing assignments. Academic Challenge was significantly higher than 2014 results. Student-Faculty Interaction showed the most improvement in all areas with the most significant being students working with instructors on activities other than coursework. Support for Learners had the highest effect rate overall and its highest response in that category was in helping students cope with non-academic responsibilities (work, family, etc.). The question related to providing the financial support needed showed no significant increase.</p> <p>These results indicate that there has been a significant culture change with regard to faculty/student interaction and support structures. Overall, comparing 2014 – 2017, nearly every single question had a positive increase in student responses. Changes which have led to this include required tutoring, academic support, the ARC, mentoring, course redesign, program redesign, group work, active learning, and required assessments from the state. Retention and completion are going up at the same time course rigor is stronger. The SENSE survey will include some Amarillo College specific questions related to food insecurity and transportation and will focus on FTIC students. AC will also be doing the Hope Lab survey which will be</p>	

sent to all students. It was noted that the things that have been scaled over the past few years, course redesign, social services, and tutoring, have had the greatest impact.	
ACTION ITEMS Mr. Witherspoon will present this data to the Board tonight.	Witherspoon
2. COMPLIANCE WITH HB1508	Sobey White
Mr. White discussed HB 1508 which requires the college to notify students who will be applying for certain occupational licenses of the potential ineligibility to obtain this license if the student has been convicted of an offense. Failure to do so could result in the college being required by the licensing authority to refund tuition, fees, and the licensing fee to the student. He has worked with Mr. Sobey to include this in all syllabi. Dr. Lowery-Hart requested that they also work with Ernesto Olmos and Melody Graves in advising so that these students may be advised into appropriate programs. It was noted that most programs leading to occupational licensure are informing students of these issues and requiring them to go through Pre-Check.com. Department chairs will also be provided this information. Mr. Austin noted that the information could also be included in the <i>Students' Rights and Responsibilities</i> document.	
ACTION ITEMS Provide this information to advising.	Sobey White
3. UPDATE ON MASTER SCHEDULE	Sobey
Mr. Sobey noted that 76% of general education enrollment is in 26 courses which have been targeted for the master schedule, excluding chemistry. Standardized delivery methods (hybrid-2 days/week, 1 hour and 15 minutes; traditional M-Th, 1 hour and 15 minutes) were given to department chairs to use when creating schedules. The top tier of courses has been spread through morning, afternoon, and evening times to make sure students are able to get a full schedule each semester. Students will be able to get a block of classes in the afternoon. Advisors will need to offer this schedule and it will need to be marketed. Evening classes will be done by 8:15. He reported that there was not much push back to these changes. The master schedule will be implemented in Spring 2018. The ability to create a 2 or 3-year completion schedule should be available by Fall 2019.	
ACTION ITEMS None	
4. PALACE TRANSITION	Brenneman
Ms. Brenneman noted that all tables in Badger Den were completely full during the lunch hour the first week of school and asked where these students would go once Palace Coffee comes in. Mr. Smith noted that the final contract with Palace is in the process of being negotiated and that there have been discussions about allowing students who do not purchase their goods to use the space. First floor of the Ware building needs to be utilized.	
ACTION ITEMS Finalize final contract.	White Smith

5. HONORS FOUNDATION PROPOSAL	Clunis
Dr. Clunis presented a request from Jill Gibson and Lesley Ingham for scholarships to fund a student trip to Paris over Spring Break. They have also suggested that an international fee be added to the general fees. They believe this ties to Strategic Plan 8.3 – develop an international educational plan. Mr. White informed them that the AC Foundation is not likely to fund this narrow proposal and the Board has voted not to raise tuition or fees. Cabinet took no action on this item. Dr. Clunis will this ask them to rework this request and present it through her office first, and then through Cabinet who might choose to send it on for Board approval.	
ACTION ITEMS Send back to Ms. Gibson and Ms. Ingham to rework.	Clunis

6. GENERAL ASSEMBLY	Crowley
Ms. Crowley firmed up the logistics for General Assembly on September 8. Mr. Austin is in charge of the cooking team and they are ready to go for lunch. Ms. Forrester will take care of requesting desserts and providing paper goods. Mr. Ball believes that the flyers for the tables are close to being done. Dr. Clunis noted that no one in the nursing program will be able to attend due to clinical classes that day. She is working with those instructors to find part-time replacements. In the future, adjunct instructors may be required for Friday classes to allow full time faculty to attend required meetings on Fridays.	
ACTION ITEMS None	

7. BUDGET	Smith
Mr. Smith reviewed the 2017-2018 budget that will be presented at the Board meeting tonight. Tuition is up but the new faculty lines are not generating the expected revenue. This could be due to students not enrolling in the 2 nd 8-week courses and students not enrolled into some classes until they have passed the developmental prerequisite for that course. Continuing Education revenue is down. However, Mr. Smith predicts an increase in revenue for the year. KACV is expecting a rebound in underwriting and membership. Auxiliary income runs on the calendar year and includes the East Campus tool store and the increased revenue from the Hagy Childcare Center. Total budgeted revenue is \$67,672,433.	
<p>He highlighted some of the changes in expenses including:</p> <ul style="list-style-type: none"> • Moving some faculty positions to administrative or classified • Higher supplies to catch up on items cut over the past few years • Decrease in property insurance due to change in provider • Expected increase in utilities • Increase in IT hardware, released each quarter based on revenue • Software contracts can be expected to go down in future years • Contingency is set aside for emergency use only • All faculty received a 3% raise plus a \$500 step (budget increase of \$105,000); all other employees received merit raises. • This year faculty may earn \$25/hour up to \$1,200 maximum for professional development. This is a one-time addition to the budget and should not be expected each year. • Adjunct faculty and part-time employees received a 3% raise. Student worker wages were raised from \$7.75 to \$8.00/hour. • A&I is included as a part of the budget and will not dip into reserves. • If revenue dips, A&I and TREC projects will be pulled back <p>Ms. Crowley noted that, after Board approval, all grants will need to adjust their budgets to reflect the raises.</p>	

Mr. Smith reviewed projects in the A&I budget including upgrades to the clock tower which will then be able to give alerts and a falling elevator on the West Campus.	
ACTION ITEMS Mr. Smith will present a brief overview of the budget a tonight's Board meeting.	Smith

8. ENROLLMENT UPDATE	Austin
Headcount is up 2.25%, contact hours down 1%, and credit hours up .6%. Enrollment is up 2.29% over the 3-year average. Enrollment hit 10,000 today. Dual credit enrollment is up 17% over last year at this time with 50 – 100 more enrollments expected. Dual credit may end up flat for the semester.	
Contact hours are down likely to students enrolling only in the first 8 weeks or being only enrolled in a 2 nd 8-week course. Contact hours are down significantly in technical programs and the East Campus has been trending down for several years. Cabinet was advised students are being required to be TSI ready for Level I certificates which is incorrect. They discussed the ramifications of this practice which cannot be made part of admission requirements. There are supports, including AEL, in place at the East Campus to work with these students.	
Mr. Smith is working with the Legislative Budget Board to change funding and Mr. Austin is working with the THECB to change reporting requirements with regard to 2 nd 8-week courses.	
Some enrollment concerns expressed by Cabinet are the new faculty lines that do have the expected additional enrollments and students not loaded into the 2 nd 8-week courses. There is a need to market the 2 nd 8-week courses, perhaps using enrollment events. East Campus will have a Spring entry point for new students as will Moore County technical programs.	
ACTION ITEMS Advise into, and market, 2 nd 8-week courses.	Ball Austin

9. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
ACTION ITEMS n/a	

10. COMMUNICATION POINTS	Forrester
Not covered	
ACTION ITEMS n/a	

11. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	

12. OTHER DISCUSSION	Cabinet
<p>The cabinet discussed the transition of AC's health insurance to Blue Cross/Blue Shield. Many employees have received notification that their doctors will no longer see them. The Board's legislative committee is working with the legislature. Dr. Lowery-Hart has reached out to Jacob Fraire at TACC for help. Bigger cities have a larger pool of doctors and are not seeing the same effect as AC. ERS is not returning calls. Northwest Texas Hospital is in negotiations with BC/BS because they are currently not in network. All employees are asked to write letters to ERS and the legislature.</p> <p>The cabinet talked about Hurricane Harvey and its effect on colleges in Houston and the surrounding areas. It may be that some colleges are unable to offer classes for a whole semester. AC will consider what our response should be and offer some assistance if possible; perhaps offering online courses to affected students.</p> <p>Dr. Clunis noted faculty are implementing items discussed at the faculty meeting which is encouraging.</p>	
<p>ACTION ITEMS</p> <p>Note: The change in insurance companies is from the State. Amarillo College had no voice or input in the change.</p>	