

**PRESIDENT'S CABINET MEETING**  
**September 25, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:02 am on 09/25/18

**ADJOURNED**

11:23 am on 09/25/18

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Denese Skinner, Steve Smith

**OTHERS PRESENT**

Joy Brenneman

**DISCUSSION:**

<b>1. PLI PRESENTATION</b>	<b>PLI Team</b>
<p>The PLI Team charged with bringing a recommendation to Cabinet for Increasing Diversity and Retention Among AC's Student Body presented their work and proposed action steps. Members of the committee attending were Becky Byrd, Sandra De La Rosa, Kim Boyd, Delane McUne, and Jamie Smith. Holly Hicks was a member of this committee but unable to attend this meeting.</p> <p>Ms. McUne reported that the committee sought input from students other than the "average student Maria" and talked with a diverse group. These students said they felt things were good at Amarillo College and they had not faced too many barriers. They then surveyed students in FYS courses. There were 100 responses with 86% of these from the 19 and under age group. When asked about factors that might cause them to quit college, they talked about mental health, anxiety, finances, and balancing life and school. Things they wish AC had included free student printing, a 24-hour computer lab, more resources for support, and parking. Goals they mentioned were graduation, passing classes, and exploring who they were. Collin ran data on these students which indicated it was a good representation.</p> <p>Recommendation 1: Ms. Byrd reviewed the first recommendation to provide interpretation services by Voiance. This service uses a "blue" phone that provides 3-way communication between a faculty/staff person, the student, and an interpreter. There are no recurring fees or minimum charges. It is available 24/7 and would be beneficial at all campuses, AskAC, the Ware Student Commons, and in ESL. The cost for Spanish is \$.57/minute. All other languages are \$.62/minute. A video remote option is \$.82/minute and sign language is \$.92/minutes. Rental of the phones is \$5.95/month. Voiance provides documentation of the translation services by word count and is effective and affordable. The committee recommends implementation of this solution.</p> <p>Recommendation 2: Ms. De La Rosa discussed the need for printed bi-lingual materials. She related an experience with an ESL student who happened to stop by her office and needed basic information on GED. She was a new resident to the U.S. and did not speak English. Ms. De La Rosa was able to translate for her but there were no printed materials or other translators available. The committee is requesting simple literature in Spanish to provide a bridge for students. Examples were provided. The most important documents in their recommendation</p>	

are the AC Checklist, AC Application, Student Planning Instructions, Registration Clearance Instructions, and recruiting materials. She also noted that many parents of high school students do not speak English and recommended that THRIVE brochures be printed in Spanish as well. Mr. Ball stated that Communications and Marketing is in the process of translating some of these documents and would check to see which ones are currently in that process. This PLI team should work with Mr. Ball's staff to create these documents.

Recommendation 3: Ms. Boyd presented information on the recommendation to create a network of bi-lingual AC employees. An email request for bi-lingual employees resulted in more than 30 responses which included 19 different languages, including sign language. The committee recommends networking this group and asking them to interpret when possible.

Recommendation 4: Ms. Graves discussed the committee's recommendation to launch an AC Diversity Web Page which could include resources, trainings, a calendar of diversity celebrations, student spotlights, and important Title IX information. Holly Hicks worked on this recommendation. The webpage could provide information to targeted groups and would be reviewed and updated on a regular basis.

Recommendation 5: The committee is recommending a diversity summit to educate faculty and staff. Ms. Graves noted that they are proposing a two-day awareness training which could be offered during the summer and accommodate 30 – 40 participants. It could be recurring each summer. They would target faculty first for this training and look to administration to determine if it would be optional or mandatory. Completion of this training could be shown on the performance evaluations. The goal is for those who take the training is that they leave wanting to make a difference.

Recommendation 6: Ms. McUne discussed this recommendation to provide Comfort Zone Training – a four-day training which provides staff with tangible steps to help students from specific populations to find a safe space. Employees from all campuses would be included and those completing the training would have a decal outside their office designating them as a safe place. A comfort zone is a person who is an ally and provides support, not a specific location or department. The committee proposes a pilot in June/July 2019 limited to 30 participants. Dr. Lowery-Hart asked if this training could be combined with the proposed diversity training.

Dr. Clunis noted that Relay Texas provides free sign language interpretation which could reduce the cost of the Voiance recommendation as that was the most expensive interpretation cost.

Ms. Forrester reported that EEO training was beginning today and her team is in the process of crafting a diversity slogan such as *Amarillo College is committed to attracting, hiring and retaining a workforce as diverse as our student population and community.*

Mr. Ball noted that *Success is Equity* will be featured on the web page.

Cabinet discussed the proposed summit which will involve AC faculty/staff and perhaps a keynote speaker or facilitator. They suggested May might work better than July for AC faculty. It should be actionable with minimal cost and the planning team should work with EOD, America Adame, and Will Ratliff to determine where there might be overlap in the EEO training. Angela Allen, WTAMU's Chief Diversity and Inclusion Officer, is willing to work with AC to bring in speakers and share costs.

**Action Items:**

- The PLI Team asked time to prepare more information and bring back to Cabinet.

<b>2. SPRING 2019 COMMENCEMENT CEREMONY</b>	<b>Austin Lowery-Hart</b>
<p>Mr. Austin and Dr. Lowery-Hart have met with the Civic Center and determined that adding an August graduation will not solve the over-crowding problem at Spring commencement. The fire marshal will not approve another commencement like last Spring's, and the Civic Center is requiring the college to propose a solution prior to next Spring. The coliseum is rented for the entire Friday and two graduations could be held with the faculty/staff reception in between. AISD holds multiple graduations in a single day. Cabinet discussed several ideas.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Mr. Austin will meet with the Commencement Committee; Diane Brice, and ask her to take ideas to the full committee at the Cabinet's request. The committee will be asked to review the ideas and present an option.</li> <li>• Dr. Clunis may relay to faculty that this is a Cabinet decision after analyzing the numbers and determining that an August graduation does not solve the problem and the Civic Center has required a proposed solution.</li> </ul>	
<b>3. TRANSPORTATION</b>	<b>Lowery-Hart</b>
<p>Ms. Crowley reported that the City is looking at revised transportation routes that might better accommodate AC students. This is in preliminary stages and still requires research. If better transportation in the evenings was available, a robust class schedule could be offered in the evenings and marketed to adult students.</p> <p>Cabinet discussed some of the issues with adult students. There are many who might enroll but have a hold on their record because they owe money. Mr. Ball, Mr. Austin, and Mr. Smith will review that list and make some analysis, including academic eligibility, of these students. A list of programs which might be completed at night will need to be compiled as well. Night courses are hybrid so students are able to enroll in two classes each semester.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Mr. Austin will provide a report to Cabinet on October 16 regarding adult programs.</li> </ul>	
<b>4. WARE BASEMENT</b>	<b>Smith</b>
<p>Mr. Smith was at jury duty and did not attend. He will show renderings of the proposed renovation at the Board meeting tonight. No action will be taken. The plans are exciting and beautiful, and Mr. Smith is still working on the budget to meet what the Board previously approved. The basement furniture will be integrated with the first floor and will provide flex space. Location of the hospitality room was discussed.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith will provide an update at tonight's Board meeting.</li> </ul>	
<b>5. FACULTY SENATE MERIT PAY DISCUSSION</b>	<b>Forrester</b>
<p>Ms. Forrester was invited to the last Faculty Senate meeting for their merit pay discussion. It was evident that most faculty do not like this process and will continue to voice their concerns. They wondered if Cornerstone could be adjusted based on the pool allowed and do not like the fact that some can slide the scale. Dr. Clunis is meeting with all departments regarding merit pay and asked that Cabinet let her handle these discussions. She can convey the process in a consistent message and delineate the benefits faculty receive through travel and professional development incentives. She also requested that Cabinet members inform her anytime they may be asked to attend a Senate meeting.</p>	

**Action Items:**

- Always inform Dr. Clunis if invited to a Senate meeting.
- Dr. Clunis, Ms. Forrester, and Mr. Smith will be attending the Faculty Senate meeting on October 5 to answer additional concerns regarding merit pay.

**6. TRAINING CALENDAR****Forrester**

Ms. Forrester provided a draft copy of this training calendar. Dr. Clunis requested that academic leaders have their own specific training as their questions are different and will not apply to staff.

Ms. Forrester announced that as of October 15 there will be no more paper 310's. Trainings will begin on October 8. She also discussed some of the issues with the new Novus requisitions that are being resolved.

A supervisor training for 310's was provided on Friday. Mr. Ratliff covered hiring questions that are, or are not, allowed. Ms. Forrester gave a preview of the new EEOC training and received good feedback.

**Action Items:**

- Ms. Forrester will ask Fran Garcia/Cindy Lanham to schedule appointment with Joy Brenneman regarding the paperless 310 prior to the paperless launch.

**7. ENROLLMENT UPDATE****Austin****FALL 2018 ENROLLMENT UPDATE (Day 15)**

Not covered

**Action Items:**

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**8. BRAGGING ON EMPLOYEES****Cabinet**

Not covered

**Action Items:**

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**9. COMMUNICATION POINTS****Forrester**

Not covered

**10. POSITION JUSTIFICATIONS****Cabinet**

None

**Action Items:**

- None

**11. OTHER DISCUSSION****Cabinet**

Dr. Lowery-Hart discussed the upcoming SACS 5<sup>th</sup> year review site visit. Since taking on her role as Director of Institutional Effectiveness, Tina Babb has corrected and/or submitted sub changes for dual credit sites that had not been done previously or correctly. Because she has been diligent in self-reporting these, SACS is taking a very close look at the dual credit sites and decided to do a site visit. Ms. Babb expects that the college will have some recommendations on assessment. Our assessment process is now good, but has not been in the past. It is best to get these corrections made prior to the decennial. A response report for corrective action will likely be required.

The President's Office will take care of providing gift baskets and requested snack food items for the SACS team. Dr. Lowery-Hart asked Cabinet members to keep their calendars flexible and accept any appointments that might be required to meet with SACS team members.

**RESIGNATION OF LYNDY FORRESTER**

Ms. Forrester informed the Cabinet that she is resigning. She and her husband have decided they should return to Wellington to care for aging parents. Her resignation will be effective December 31, 2018 at the latest. Cabinet expressed their support for her decision.