

PRESIDENT'S CABINET MEETING

September 26, 2017

MINUTES

CALLED TO ORDER

9:05 am on 09/26/2017

ADJOURNED

9:40 am on 09/26/2017

MEMBERS PRESENT

Bob Austin, Kevin Ball, Tamara Clunis, Lyndy Forrester, Denese Skinner, Steve Smith, Mark White

MEMBERS ABSENT

Cara Crowley, Russell Lowery-Hart

OTHERS PRESENT

Joy Brenneman, Scott Acker, Stephanie Birkenfeld

DISCUSSION:

| 1. EMERGENCY RESPONSE PLAN | Forrester |
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| <p>Ms. Forrester provided each Cabinet member with a copy of the proposed Emergency Operations Plan which is still a working document and in draft form. The Emergency Response Planning team was divided into two teams. Scott Acker, Stephanie Birkenfeld, Kevin Moore, Hank Blanchard, and Kim Crowley were tasked with working on this plan. They did research, looked at FEMA guidelines, and at WTAMU's policy. They used WT's policy as a framework and made it applicable for Amarillo College. A warning annex which addresses techniques that may be used in emergency situations is not publicly viewable but will be made available to Cabinet and those who will need it. The larger team was called together to review, change, and vet this plan.</p> <p>She noted that the previous plan did not follow FEMA guidelines and that this plan puts AC further ahead than in the past. She asked Mr. Ball to go ahead and place this on the web page in place of the previous plan.</p> <p>The team is now setting goals for each quarter. This year's goals include:</p> <ul style="list-style-type: none"> • Approval and adoption of this plan • Publishing the plan to the webpage • FEMA training for the Emergency Response Team and Cabinet • CPR training for some faculty/staff • Tabletop training in November <p>Next year's goals include:</p> <ul style="list-style-type: none"> • Installing Automated External Defibrillators (AED's) <ul style="list-style-type: none"> ○ The police department has looked at grants that could cover AED's however they have some fairly strict maintenance requirements • Identifying storm shelters • Pandemic flu planning <p>Corporal Acker brought the response trailer for Cabinet to view after the meeting, and is also investigating the possibility of obtaining a 42" goose-neck trailer from the East Campus after a grant has ended. This would allow mobility for the command center. The grant requires that it be used for training and community service. It might also be used from training in the Criminal Justice program – both academic and/or Continuing Education.</p> <p>Ms. Skinner is now leading the crisis team. Previous discussions of the emergency plan included a provision for a student and family assistance center during an emergency. The</p> | |

purpose of this center would be to handle re-unification of people, work with students and their families, and provide immediate support services. It would be established at a location apart from the location of the emergency occurrence.

Mr. Austin, Ms. Skinner, and the Emergency Response Team will work together to incorporate that into this plan.

Mr. Austin asked about progress on the emergency notification plan for parents of children who may be on campus during an emergency. Ms. Forrester indicated it was close to finalization.

Ms. Forrester asked Cabinet to approve this plan while it is still a working document so that training can begin.

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| <p>ACTION ITEMS</p> <ul style="list-style-type: none"> • Cabinet should review the document and send changes, corrections, or suggestion so to Forrester. • Mr. Ball will get this on the website <p>Mr. Austin moved, seconded by Mr. Ball, to approve the draft Emergency Operations Plan. The motion carried unanimously.</p> | <p>Forrester Ball</p> |
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| <p>2. OTHER DISCUSSION</p> | <p>Cabinet</p> |
| <p>Ms. Skinner had several items to discuss with Cabinet. She asked for a definition of Continuing Education students. Mr. Austin explained that this is partly determined by the way courses are funded. The CE Division functions as a separate entity which has its own transcripts, registration system, and operates independently of the academic side of the college. However, it is interwoven with academics as some courses lead to credit courses and some are cross-listed. She wondered if support services were offered to CE students in the same manner as academic students. CE students do not pay a student service fee, but some CE students, such as AEL and disabled students, do have access to these services. Dr. Clunis suggested that Deans and Department Chairs with cross-listed classes get together to determine who and what classes are eligible for these services. They need to come up with a policy and have it vetted. She will take this to Dean’s Council and have them start working on it. It likely will exclude enrichment classes and Kid’s College classes.</p> <p>Ms. Skinner informed Cabinet that her team met yesterday and is looking at welcome week. She noted that New Student Orientation is offered after school starts or through an online format that takes little time to complete. She discussed repurposing Badger Beginnings with differing orientations for traditional students and non-traditional students and emphasizing to new students that these are required. These would be family friendly and include spouses. If a student absolutely cannot attend, a redone online version with meaningful content would be offered. Ms. Forrester volunteered Charles Hendrick to work on the online version. Ms. Skinner asked for Cabinet’s blessing to discontinue NSO and proceed with this new plan. Cabinet was in agreement.</p> | |
| <p>ACTION ITEMS</p> <ul style="list-style-type: none"> • Clunis will take student services for CE courses to Dean’s Council. • Skinner will work with Clunis to determine what academic components should be included in the new Badger Beginnings • Ball will place Skinner on the training schedule for website access • Skinner will let Clunis know which syllabi still have the old Counseling Center phone number so that it those may be updated. | <p>Clunis Skinner</p> |