

PRESIDENT'S CABINET MEETING

September 5, 2017

MINUTES

CALLED TO ORDER

9:04 am on 09/05/2017

ADJOURNED

1:20: am on 09/05/2017

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman, Frank Sobey, Collin Witherspoon

DISCUSSION:

Dr. Lowery-Hart introduced Ms. Denese Skinner, the new Vice President of Student Affairs and then introduced the first PLI group.

1. SUPERVISOR TRAINING PLI PRESENTATION Scott Acker, Jim Baca, Donna Cleere, Ruth De Anda, Stefanie Decker, Emily Gilbert, Lisa Holdaway-Townsend, Olga Kleffman, Mary Clare Munger, Michelle Orcutt, Michael Sugden, Kay Taylor, Sarah Uselding, Jenna Welch	PLI Group
<p>Corporal Scott Acker asked each member of the group present to introduce themselves and specified that the group had been tasked with creating a Supervisor Training that would fit with Cornerstone. The group determined characteristics of leaders and then were divided into pairs. The training includes 8 learning sessions and is titled the "Bold Leadership Experience."</p> <p>Ms. Emily Gilbert presented a Power Point describing the sessions. Participants must complete at least six of the sessions to receive a certification. Sessions cover the five AC core values and include case studies and collaborative activities.</p> <ul style="list-style-type: none">• Session One: <i>The Leadership Experience</i> presents a growth mindset model.• Session Two: <i>Leadership Traits, Behaviors, and Relationships</i> focuses on time management and practical ways to juggle personal and professional priorities and responsibilities.• Session Three: <i>Lead Your Team</i> discusses mentoring and coaching employees and team building.• Session Four: <i>Leading Through Change</i> will train leaders to begin the process of embracing change.• Session Five: <i>Communication and the Tough Conversations</i> covers the importance of good communication skills.• Session Six: <i>The Right Fit</i> will guide leaders in developing a process for selecting the best applicants for their department and college using Cornerstone.• Session Seven: <i>Paper Planes Activity and Conversation with the President</i> is a change management simulation followed by a small group session with Dr. Lowery-Hart. Those who had previously participated in the Paper Planes Activity noted that it improves communication skills, helps determine why things are done the way they are done, and shows how all areas of the college impact each other and can speed up or slow down processes.• Session Eight: <i>College Wide Initiative</i> led by Shane Hepler and Charles Hendrick. Process training for supervisors will be included in management wiki in this session.	

Sessions will be two hours in length and will utilize many leaders across the college to showcase their knowledge.

Participants who complete the training will receive a certificate of completion. The training will be required for all new hires in leadership roles and strongly encouraged for current leaders. The group anticipates a cohort of approximately 15 for each training. They will work with Employee and Organizational Development to set up the sessions and hope to roll it out in Spring of 2018. They propose that the first cohort will be comprised of new supervisors, thereafter including current supervisors who want to continue growing in their positions. They hope to continue the partnerships with each other and with EOD to encourage others to go through this training. The biggest challenges faced in the process were finding the time to meet together and sifting through all the cumulative information to determine what to include. They felt it was rewarding to get to know each other and that the week spent in PLI allowed a common understanding of where AC is, where it wants to go, and what it will take to get there.

Cabinet and the committee discussed opening the training to non-supervisors who wish to grow in their career and leadership skills, as well as packaging the training for a Continuing Education offering. Ms. Forrester stated that the CE piece is already in the works.

2. INDUSTRIES OF THE FUTURE PLI PRESENTATION

PLI Group

Mary Dodson, Brian Franks, Austin Rios, and Lesley Shelton

Ms. Shelton introduced the members of this group in attendance. This group was tasked with the very large project of finding ways Amarillo College can remain viable to meet the needs of rapidly changing industry, design a process of how and when to adapt curriculum, determine what industries to prepare for, and look at what interdisciplinary skill building would need to take place. The end goal is to make Amarillo College the epicenter of innovation. They looked at the future in two broad terms – immediate needs in areas such as dairy, veterinary, business, food services, and health care; and, long-term needs such as unmanned aerial vehicles, autonomous transportation, 3D printing, data mining, biogenetics, and bioethics. Although robots are the future, humans will be needed to program these robots. Young people today will likely have jobs in the future that do not exist right now.

Their Power Point included an enlightening video of emerging technologies, and Dr. Dodson highlighted some of these where AC will need to provide training (UAV's, autonomous transportation, and 3D printing as examples). She provided the cabinet with a comprehensive report of general recommendations and specific ideas and asked that they review it as this will need to be an ongoing conversation. The committee is proposing that an Emerging Technologies Task Force be created as a Standing Institutional Committee which reports to the curriculum committee once each semester beginning this Fall. The members of this PLI group would comprise the first task force and membership from areas across campus will be described in the task force description.

Mr. Rios discussed 3D printing and UAV drone aviation systems and showed some of his own 3D creations. He noted that manufacturing is being micro-sized and made available to people at home. Bell Helicopter and Boeing Aircraft have already partnered with 3D printing companies and are using some robots. AC is using 3D printers in engineering and drafting but needs to expand these to the East Campus technology programs. These new technologies will revolutionize the manufacturing industry. Drone delivery will be ready in the near future, but people will be needed to operate these systems.

All future students will need coding and interdisciplinary skills. This committee believes that the most critical needs are in the areas of additive manufacturing and UAV training. The conversations will need to be ongoing and continual. At the end of this month, the college will be meeting with Monique Wilson on these topics.

Dr. Clunis noted that Continuing Education courses can provide flexibility and meet training needs most quickly. Academic course could then follow. This could be a daunting task, but ultimately the Curriculum will be responsible. State approval will need to be sought after there is a plan. Buy in will be critical. The

college may need to look at some skills development funds grants to begin creating these trainings and faculty development funds might be used to begin retraining for some faculty.	
ACTION ITEMS	
Both groups had excellent presentations, and this is just the beginning of these conversations. Cabinet may ask these groups to come back and answer additional questions.	

3. DATA	Witherspoon
Enrollment is flat and credit hours are down. Mr. Witherspoon showed the final student profile comparison from Fall 2016 to Fall 2017: full-time, developmental education, initially dev ed, and female students are up; financial aid and transfer is down, first generation and average age is about the same.	
Dual credit is still enrolling students. The census date is Wednesday so some dual credit enrollments will fall into flex and will be reported in the Spring. Mr. Smith is still working with the Legislative Budge Board to fund both Fall I and Fall II, and Mr. Austin is still working with the THECB on how numbers are reported. There was discussion on which dates would be best for reporting. Austin, Witherspoon, and Smith will meet to discuss this. IPEDS has different tracking dates for different information but eventually picks up all the numbers.	
Mr. Witherspoon presented his comparison by location – East Campus, Hereford, Moore County, Washington Street, West Campus, Distance, and Off-Campus In District (one math course offered at a Sheriff’s office). The East Campus is down 9% in enrollment but has been the recipient of more equipment and renovations recently. The graphs also reflected caparison by department including dual credit or without dual credit. The Speech Department is down in enrollments although they received two new faculty lines, but with dual credit added in enrollments are up. Leadership is working with the department to move to more enhanced online courses. There is excess capacity in the 2 nd eight week courses. Mr. Witherspoon briefly noted some other findings. Humanities is up, Education, Biology, and Automotive are down. Industrial Technology enrollments are very low with part of the problem being students who get off rotation in this program can’t get back on for a year. Systemic problems are being addressed by Academic Affairs.	
Mr. Witherspoon also presented information on the top three eight-week enrollment combinations. To increase Fall II enrollment, students in only one Fall I course will be contacted.	
After researching this data, Mr. Witherspoon found that coding for Business Management is incorrect. The Registrar’s office can correct this which should result in positive contact hours.	

ACTION ITEMS	Austin Smith Witherspoon Clunis Skinner
<ul style="list-style-type: none"> • Austin, Witherspoon, and Smith will meet on reporting and funding dates and report back to Cabinet. • Clunis will take the lead on Industrial Maintenance. • Advisors and student workers will contact students who have applied but not enrolled or are under-enrolled. Skinner will talk with advisors and will start with students enrolled in only one course in each Fall term. • Correct BGMT coding error. • Clunis will ask the Success Center to enroll AEL students in their next class before completion of current class. 	

Cabinet reconvened at the Amarillo Club for lunch and to continue the Cabinet meeting.

4. UNITED WAY LEADERSHIP RALLY	Forrester
This rally will be held at the Panhandle PBS studio at 4:00 pm on September 12 th . All those in leadership positions at the college will be invited. Live music and refreshments will be provided.	

ACTION ITEMS	
n/a	
5. TWC GRANT APPROVAL	White
Mr. White and Dr. Clunis discussed this grant which provides AEL services for the Panhandle region. Amarillo College would remain the AEL Service Provider. This is the 4 th year for Amarillo College to submit this grant for approximately \$1M. It serves 2,000 students and provides development education, basic ESL, and GED classes.	
ACTION ITEMS	
Ms. Forrester moved, seconded by Ms. Crowley, to approve submission of this grant. The motion carried unanimously.	
6. COURSE ALIGNMENT WITH WT	Austin
Mr. Austin worked with Shane Hepler and Tommy deJesus regarding the idea of incorporating WTAMU curricular pathways in AC Connect. They considered three options and, ultimately, determined that the most reasonable course of action would be to simply allocate a “frame” in AC Connect that is specifically designed to display the Buff Advisor log-in link for AC students who are Destination WT participants.	
<ul style="list-style-type: none"> • AC will automatically send electronic transcripts to WT at the end of every term for AC students who are Destination WT participants. • WT will post transfer credit which will then display in Buff Advisor along with the rest of the student’s WTAMU curricular pathway. • Destination WT guidelines may need to be modified in order to accommodate this process. 	
The goal is to eventually have a full-time WT advisor on AC’s campus. It was also suggested that we ask WT to place copies of their newspaper on our campus.	
ACTION ITEMS	
<ul style="list-style-type: none"> • Strengthen the Destination WT partnership agreement • Dedicate a page in the portal for Buff Advisor 	
7. ENROLLMENT UPDATE	Austin
Headcount down -.55%; contact hours down -1.98%; credit hours down -.73%. Unduplicated headcount compared to the three-year average is down -.84%. Dual credit enrollment is up 1.44%.	
Efforts are needed to Increase Second 8-Week Enrollment	
<ul style="list-style-type: none"> • Financial Aid report sent to Megan Eikner regarding East Campus students who applied but did not start, with an explanation of their aid status • List of Fall 2017 Applicants who are not currently enrolled has been sent to Marketing and Communications • List of students who were enrolled Spring 2017 or Summer 2017 and not enrolled for Fall 2017 has been sent to Marketing and Communications • Students enrolled in 1st 8-week classes, but not enrolled in 2nd 8-week classes will be discussed at Cabinet 	
ACTION ITEMS	
Advising, Communications and Marketing, and Enrollment Management will find ways to contact students for enrollment in Fall II through phone calls, mail outs, and other means.	
Skinner Condray Ball Austin	
8. BRAGGING ON EMPLOYEES	Cabinet

- Kevin Ball congratulated Kyle Arrant and Chip Chandler on the *Yellow City Sounds Music Festival: Music that Changed the World* Concert in Memorial Park on September 2
- Lyndy and Steve – Terry Kleffman for coming back to campus after he had already left town to help with Colleague programming and working late into the evening
- Bob – Terry Hawthorne for volunteering to smoke 400 pounds of brisket for General Assembly
- Russell – Collin for the great new data he presents

9. COMMUNICATION POINTS	Forrester
Not reviewed	
ACTION ITEMS n/a	

10. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	

11. OTHER DISCUSSION	Cabinet
<p>Dr. Lowery-Hart asked Cabinet members to review their “Three Things” – items they are working on this year.</p> <ul style="list-style-type: none"> • Ball: Comprehensive Marketing Plan; Communication Plan including signage; Comprehensive Branding Plan for the whole campus. PPBS – Content Plan; Funding and Membership Development; FM90 lab for students • Forrester: Cornerstone Implementation; Roll-out of Merit Pay; Safety and Risk Management Plan • Smith: Utilization of software for more automation; Payables-electronic checks and rebates; Business Intelligence • Austin: Working through details with ACE partners; Scaling the Mentoring Program; Enrollment Management and Student Affairs partnership; Looking at customer relationship management software • Crowley: Develop policies and procedures for equity; ARC outreach to students; Completion Committee; Presidential Initiatives • White: Fundraising Priorities; Work with the AC Foundation to review processes; work on Board of Regents policy manual • Clunis: Pathways; Learning Goals; Academic Affairs leadership restructuring • Lowery-Hart: ACE/Amarillo; the future of the college; Regent relationships <p>Cabinet approved adding voice mail to email capability. Mr. White moved, seconded by Mr. Smith, to add this capability to the college’s email system. The motion carried unanimously.</p>	
ACTION ITEMS Ms. Forrester will provide a list of IT projects to Cabinet for prioritization.	Forrester