

**Deans Council**  
**Minutes – November 2, 2017**  
**Ware Student Commons 207, 1:30 pm – 3:30 pm**

**Members Present:** Dr. Tamara Clunis, Frank Sobey, Kim Crowley, Becky Burton, Tina Babb, Vicky Taylor-Gore, Jill Gibson, Mark Rowh, Edie Carter, Toni Gray, Dr. Carol Buse, Megan Eikner, Daniel Esquivel, Renee Vincent

**Others Present:** Wesley Condray, Kevin Ball, Denese Skinner, Toni Van Dyke

**Members Absent:**

### **Communities, Welcome Week, Communications & Marketing**

All department should have access to their websites at this time. If not, contact College relations.

The CE catalog is now being broken up into two booklets. One booklet is Workforce & Business, and the other is Personal Enrichment. The booklets will be mailed out to the zip codes that were most used for the different courses.

When printing any promotional items, use zip print; for certificates or letterhead, use Cenvaro.

Welcome week is to connect students to communities. There will be discussion panels during welcome week. There will be community teams of faculty to engage students. Student affairs, academic affairs, and college relations will work together to get the word out.

### **Eligibility for Counseling Services**

Denese Skinner asked the council to help identify who would be eligible to use the counseling center. Discussion regarding the definition of a student and student fees followed. Tina Babb is going to reach out to the Assistant Commissioner regarding the definition of a student according to HB2895. Jill Gibson suggested reviewing other community colleges procedures.

### **Emerging Tech Taskforce**

Megan Eikner mentioned Technical Education is looking into creating an agriculture mechanic class. There is a demand in industry for a certificate or degree in the advancement of farming equipment. According to the EMSI, there are roughly 208 jobs annually in Agriculture Mechanics and zero local colleges offering classes or degrees.

Since Texas Tech & WT are looking into opening veterinarian schools, Megan would like to offer a basic animal science certificate that would transfer into veterinarian schools.

### **Apple Partnership**

AC is looking into doing a partnership with Apple and AISD to offer programming classes. The partnership will teach three courses designed by Apple themselves.

### **Mortuary Science**

Dr. Clunis, Mark Rowh, Brant Davis, and Tina Babb will be attending a meeting in Salt Lake City, UT on October 1, 2018, in response to the findings from the ABFSE COA site visit.

### **FY19 Budget Process and Timeline**

Budgets never stop in Academic Affairs, so we need to start prepping for FY19. Steve is currently working on the budget timelines for FY19. Deans are going to use the old budget spreadsheets and turn them into Dr. Clunis by January 15, 2018.

### **Cornerstone Goals and Competencies**

The goals in Cornerstone are the No Excuses Strategic Plan goals. The primary four goals we will not focus on this year are labor market alignment, learning, completion, and financial effectiveness. Equity is not a goal this year because of the lack of engagement. Merit pay is not based upon your everyday job duties. Dr. Clunis will send the deans an email on what their job duties are.

### **Other**

Pros and cons discussion regarding extra credit by donating to the food pantry, attending events, etc. There is currently no policy in place regarding extra credit.