

PRESIDENT'S CABINET MEETING
October 30, 2018
MINUTES

CALLED TO ORDER
 9:01 am on 10/30/18

ADJOURNED
 11:24 am on 10/30/18

MEMBERS PRESENT

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

MEMBERS ABSENT

Lyndy Forrester; Joy Brenneman

OTHERS PRESENT

Collin Witherspoon

DISCUSSION:

1. \$200 DEBT FORGIVENESS-RETURNING STUDENTS	Crowley
Cabinet is recommending changing the procedure for students owing the college less than \$200. Currently, students are prevented from re-registering for the next term or following term, based on the type of debt owed. Mr. Smith recommended that AC remove the hold for students owing less than \$200 and waive that debt if they re-enroll.	
Action Items:	
<ul style="list-style-type: none"> Mr. White made a motion in support of the recommendation and it was seconded by Mr. Ball. The motion passed unanimously. 	
2. DATABASE WAREHOUSE/BUSINESS INTELLIGENCE STRUCTURE	Witherspoon
Mr. Witherspoon discussed the recreation of a new dashboard system that will create a unified data system across the campus. The concept of the Database Warehouse/Business Intelligence (DWBI) is to expand the data maturity levels of administration, leadership and faculty/staff. A DWBI Steering Committee will lead the DWBI Strategy Committees. Mr. Witherspoon will be the chair of the Steering Committee, which will be comprised of Mr. Austin, Mr. Smith, Ms. Skinner, and Dr. Clunis.	
Action Items:	
<ul style="list-style-type: none"> Mr. Witherspoon will send out an invite to start working on the overall college DWBI matrix for AC and determination of first sub-matrix development. 	
3. DIVERSITY PROPOSAL	Lowery-Hart
Dr. Lowery-Hart discussed Recommendation 2 – Bi-Lingual print materials for AC checklist, application, student planning instructions, registration clearance instructions – presented by the PLI Class in October. Cabinet would like a determination of what materials should be in Spanish that targets specifically Spanish-speaking parents and a potential parent-page in various languages.	
Action Items:	
<ul style="list-style-type: none"> Recommendation 1 – interpretation services. Ms. Crowley and Dr. Clunis will meet with vendors and determine the viability of the AEL grant funding this venture. Report due back to Cabinet by December 4. 	

- Recommendation 2 – Mr. Ball will determine the appropriate print materials for bilingual translation and present to Cabinet by Nov. 20.
- Recommendation 3 – Dr. Lowery-Hart will send an email out a college-wide email with the bi-lingual employees list by the end of November.
- Recommendation 4 – Mr. Ball will develop an AC Equity page for the AC website by Nov 20th. The site will be the centralized main page for all the AC equity pages.
- Recommendation 5 – When the new VP of EOD is hired, he/she will be responsible for developing and hosting the AC Diversity Summit.
- Recommendation 6 – On hold until recommendations 1 – 5 are addressed.

4. ENROLLMENT UPDATE

Austin

Campus	Contact Hrs Compared to 5-year Avg on October 16th	Contact Hrs Compared to 5-year Avg Today
WASH	-0.52%	-0.76%
WEST	-0.93%	-0.88%
EAST	-16.37%	-17.12%
DIST	-2.34%	-1.81%
MCC	-3.00%	-3.25%
HERD	-11.16%	-12.95%
HSDC	0.73%	0.73%

Application Tracking

AISD Senior Application Tracking by Year

High School	Class of 2018 Final	Class of 2019 Running Total	Current Difference
Amarillo High School	255	142	-113
Caprock High School	323	289	-34
Palo Duro High School	329	264	-65
Tascosa High School	369	328	-41

AISD Senior Application Tracking by Month

	Class of 2018 Running Total	Class of 2019 Running Total	Difference	
September	333	612	279	
October	888	1023	135	Through 10/29/2018

WSC has a minimal drop but the drop in enrollment on East Campus and Hereford Campus is noteworthy. THECB is going to report that community college enrollment is down across the state but up significantly at AC. This statement is not an accurate explanation of AC's 8-week terms and overinflates our enrollment.

Mr. Austin sends the high school enrollment report to Tracy Mormon on weekly basis. She shares this information with the area high school counselors/principals so they understand where they stand on the application standing of their students.

Action Items:

- Mr. Austin will work with Marketing to review Colleague data to determine adult students that went to AC, did not complete a degree, potential to focus on specific workforce training programs and/or Bachelors General Studies at WTAMU.
- Dr. Clunis will look into apprenticeship programs for electrical and plumbing as well as 2-3 fully online programs.

5. BRAGGING ON EMPLOYEES

Cabinet

Not covered

Action Items:

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6. COMMUNICATION POINTS

Forrester

Not covered

7. POSITION JUSTIFICATIONS

Cabinet

None

Action Items:

- None

8. OTHER DISCUSSION

Cabinet

- Mr. Austin would like to make a recommendation that EOD's EEOC Supervisor Training be put on hold until the VP of EOD is hired and reviews the training program. Ms. Crowley and Mr. White will speak with Fran Garcia about the training program and options of placing this training on hold until the new VP is hired.