

PRESIDENT'S CABINET MEETING
November 13, 2018
MINUTES

CALLED TO ORDER
 9:09 am on 11/13/18

ADJOURNED
 11:20 am on 11/13/18

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Russell Lowery-Hart; Denese Skinner

MEMBERS ABSENT

Lyndy Forrester; Steve Smith; Mark White

OTHERS PRESENT

Joy Brenneman; Diane Brice,

PLI Members attending: Shannon Gonzales; Eric Fauss; Jeanette Nelson; Diane Bedell; Kathy Dowdy; Penelope Davies; Carol Bevel; Amanda Lester-Chisum

PLI Member not attending: Raul Dominguez; Tracy Dougherty; Shane Hepler; Kristen Johnson; Alexa Maples; Dan Porter; Richard Stephenson

DISCUSSION:

1. SPRING COMMENCEMENT RECOMMENDATION	Brice
<p>Registrar Diane Brice brought a recommendation to the Cabinet for two Commencement ceremonies in the Spring. The Civic Center requires 1-1/2 hours between these to allow time to re-set. The committee is recommending 3:00 pm and 7:00 pm on Friday, May 10, 2019. After looking at students who attended Commencement in Spring 2018 it was determined that students could be evenly split with Technical Education and Health Sciences students at the 3:00 pm ceremony and Liberal Arts, Business, Public Service, and Creative Arts at 7:00 pm. Students may not switch between the ceremonies and faculty attendance will be determined by the VPAA. Dr. Lowery-Hart met with Faculty Senate and faculty attendance with likely correspond to their discipline.</p> <p>Some concerns are anticipated with the 3:00 pm time as this might be difficult for some families, however, there was no other option as the Civic Center has required that the college find a solution to the overcrowding problem and the venue is not available on Saturday. The ceremonies will be live-streamed.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Add to Status Update for the November 27 Board meeting – Ms. Brenneman. • Mr. Austin moved, seconded by Ms. Crowley to accept the Commencement Committee's recommendation for two ceremonies in Spring 2019 at 3:00 pm and 7:00 pm divided as outlined above. The motion carried unanimously. 	

2. PLI PRESENTATION	PLI
<p>This PLI Group was tasked with looking at Employee Diversity. Shannon Gonzales and Eric Fauss presented their recommendations on behalf of the team. They had three recommendations:</p> <ol style="list-style-type: none"> 1. Develop a college-wide strategy <ol style="list-style-type: none"> a. Recognize existing diversity b. Modify and add to this existing diversity 	

c. Mandate diversity training

Mr. Fauss noted that the diversity of AC's faculty and staff does not match the diversity in the student population and that the Strategic Plan does not include a section devoted to diversity. One of this team's recommendations is a diversity officer or team to build diversity among staff and faculty and provide training.

2. Standardize hiring practices

- a. Recruit rather than screen new hires
- b. Determine the best places to post positions, promote Amarillo College as a great place to work within those postings, and provide funding for expanded advertising
- c. Provide training for supervisor in hiring practices

3. Dedicate resources

- a. A designated diversity officer or team to monitor and develop strategies
- b. Allocate funds for recruiting and competitive salaries

The committee noted that they would like to see the college cast as wide a net as possible to ensure the best candidate pool. Their research of other institutions showed that most have a dedicated diversity officer. This is a trend in higher education, however, there is a concern that the job becomes that person's responsibility rather than everyone's. The PLI team and Cabinet discussed both a dedicated person and the team approach. All agreed that training will be necessary. The PLI team that looked at student diversity also discussed the need for training. These could be combined.

Dr. Clunis implemented a process in June of this year requiring her supervisors to document how and with what organizations they had sought new hires. This revealed that faculty are not part of national organizations where they might take advantage of hiring boards. In other instances, good candidates were identified but funds were not available to bring them to campus for the interview process. The difficulty in hiring a diverse faculty is a challenge for many institutions.

Cabinet noted that the committee had done good work. There was some discussion on timelines, types of training, length of training, and whether trainings would be mandatory. The PLI team suggested creating a video that could be used in recruiting that highlights the college and the community and an employee training that is has impact and is position. Kathy Dowdy suggested that the AC Foundation might also partner in this process. This topic might be addressed at General Assembly or a Town Hall meeting and development of trainings should include EOD and faculty leaders.

Action Items:

- Nothing at this time following this presentation.

3. CO-REQ MODEL RECOMMENDATIONS

Clunis

Cabinet had a robust discussion of co-req models that have been implemented for some math courses and other community colleges. Dr. Clunis will ask for faculty input on this model.

Action Items:

- None

4. STUDENT SERVICES BY ENROLLMENT

Skinner

This item is moved to the December 4 Cabinet meeting.

Action Items:

- eSports on next agenda

5. DATA SUMMIT	Skinner
<p>Ms. Skinner provided proposed dates during the week prior to classes beginning in January and an agenda. The summit should be a maximum of 1-1/2 hours, perhaps in the morning. Dr. Clunis wondered if it could be prior to the departmental meetings allowing the information to then be included with those meetings. The target audience would be academic leaders and all supervisors.</p> <p>Dr. Lowery-Hart is not here during the proposed dates. The administrators and supervisors involved in registration and advising students would also not be able to participate during those dates. A possible date of February 1 was suggested. Dr. Davis Jenkins with the Community College Research Center was discussed as a possible speaker/facilitator. Dr. Clunis will reach out to him to check his availability. The event could be held at the Downtown Campus auditorium beginning with a continental breakfast. Dr. Jenkins would be asked to work with table leaders prior to the meeting. He would then present for 45 minutes, followed by a 15 to 30-minute data presentation by Collin Witherspoon, and then one-hour table conversations. Summary articles would be provided to the participants prior to the event. After this training, those in attendance can take the information back to their individual departments.</p> <p>If this option does not work, a training for faculty might be held in January, with trainings for all others provided later through EOD. These might be required and facilitated by a Cabinet member.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Dr. Clunis will check with Dr. Davis • Ms. Skinner will begin working on other logistics 	

6. SKILLS DEVELOPMENT GRANT	White
<p>Mr. White and Teresa Clemons submitted a written request for approval to submit a Skills Development Funds Grant proposal for Owens Corning. The grant, in the estimated amount of \$425,000, is funded by Texas Workforce Commission and will cover a 12-month period. The grant will reside with Technical Education and will provide training for Owens Corning. Dr. Clunis noted that the East Campus is excited to provide this training.</p> <p>Monthly reporting will require that AC appoint someone to fulfil this duty. The level of grants the college manages has decreased and Jamie Perez's duties have shifted to focus on the retention of the 2017 cohort. Teresa Clemons could be appointed to handle the monthly reporting for this grant.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • The request to submit this grant was approved by Cabinet with Teresa Clemons appointed to manage the monthly reporting. 	

7. ENROLLMENT UPDATE	Austin
Not covered	
<p>Action Items:</p> <ul style="list-style-type: none"> • n/a 	

8. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
<p>Action Items:</p> <ul style="list-style-type: none"> • n/a 	

9. COMMUNICATION POINTS	Forrester
Not covered	

10. POSITION JUSTIFICATIONS	Cabinet
None	
Action Items:	
<ul style="list-style-type: none"> • None 	

11. OTHER DISCUSSION	Cabinet
Place eSports on the November 20 agenda.	