

**PRESIDENT'S CABINET MEETING**  
**December 11, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:09 am on 12/11/18

**ADJOURNED**

10:00 am on 12/11/18

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Lyndy Forrester

**OTHERS PRESENT**

Joy Brenneman, Dr. Carol Buse, Dewayne Higgs

**DISCUSSION:**

1. CIS CONCEPT	Buse Higgs
<p>Dr. Carol Buse noted Dr. Lowery-Hart met with the CIS Department and challenged the faculty to develop a program addressing the coding needs of the area, state, and country. The program's goal is to create an educated work force that would attract technology businesses to Amarillo. Lubbock has a code academy partnership between Texas Tech, UT-Austin, and South Plains College. Coding is important to know for programming and can be considered "grammar" for software developers. Coding boot camps are a good start but more training is needed. Traditionally, software development has been taught using discreet classes where each assignment is development of a program, but in the real world there are hundreds of programs working together. Traditionally, programs have much repetition.</p> <p>Dr. Buse and her team are designing an academy to provide a program, similar to the welding program, where students enroll for a 9-month program. They are meeting with Financial Aid to determine how students' aid will work with this model. Faculty load would be assigned. During the program students will develop a large program with teaching and mentoring from business, industry and free-lance programmers. They will work with guidance rather than sit in lecture classes and milestones with deliverables will be evaluated by outside entities. As an added value, opportunities for employment after the students complete the program may develop as they work with these businesses and free-lance programmers. Students will graduate from this academy with high level, problem solving, and team work skills. Prerequisites are still being determined but could include the Apple curriculum, programming class(es), or entrance by exam. The student would pay for the entire program up front. Cabinet approval is required prior to taking this proposal to the curriculum committee.</p> <p>Mr. Higgs noted that the college might provide some of the large projects for these students to work on. He asked some of his students general questions about a program like this and they expressed interest.</p>	

There are not many of these jobs in Amarillo, but the program director will work with Student Affairs to help these graduates find employment, here or elsewhere. Some contract jobs do exist locally. AC's students would be able to compete for jobs that are currently going to Lubbock and businesses might be attracted to come to Amarillo once a skilled workforce has been established.

Students going through the Apple certification in high school would be immediately able to go into this program. Dr. Buse is working with Jason Norman and area high schools.

**Action Items:**

- Cabinet voted to approve Dr. Buse talking this program to Curriculum Committee.

**2. STUDENT SERVICES BY ENROLLMENT**

**Skinner**

Ms. Skinner reminded Cabinet of the previous discussion to determine which students are able to receive which services and provided a draft policy. She has been looking at defining the enrollment types that have access to services to remove the ambiguity and to minimize the demand on departments with limited resources, for example, the Counseling Center and Disability Services. Cabinet discussed the difference between Dual Credit and Diplomas and Degrees students and the question about billing Continuing Education for services provided to their students. Mr. Smith noted that in the end is all the same pot of money for the college and suggested these CE costs be included in the academic services budgets if it is possible to estimate those. CE does receive a small amount of state funding.

It might be possible to charge the AEL grant for disability services but a new budget would need to be provided to TWC with an estimated cost. Ms. Skinner will check with Edie Carter and Linda Munoz.

Mr. White will look into whether disability students can be charged differently than other students.

Cabinet was in agreement with the policy with the removal of the caveat to charge CE for disability services.

**Action Items:**

- Mr. White will look into if it allowable to bill disability services differently and draft a statement
- Begin documenting the time spent with CE students
- Research if this is a big issue
- Ms. Skinner will come back with a final plan

**3. DATA SUMMIT**

**Skinner**

Ms. Skinner reported that the first date was February 1, but that may not work as several will be out that day. Dr. Clunis is still trying to contact Davis Jenkins but has a backup speaker.

**Action Items:**

- Dr. Clunis and Ms. Skinner will get a speaker in place and will begin planning the event.

**4. ITEMS FROM GENERAL ASSEMBLY**

**Cabinet**

Not covered.

**Action Items:**

- None

## 5. UP SKILL HOUSTON

## Cabinet

Dr. Lowery-Hart discussed UpSkill Houston which is a workforce development program in the Houston area. He noted that this is something that Amarillo College might integrate into the master Plan. Ms. Skinner did some follow up with Trent Morris of Panhandle Workforce Solutions and Dean Michael Kitten attended a recent meeting. The Amarillo area is working on something similar and Amarillo College will be involved. Sandy Whitlow with the Amarillo ISD and Marvin Reavis will be leading this initiative, and Mr. Kitten will be on the team and keep the Cabinet updated.

Mr. Austin reported that he and Mr. Witherspoon attended the 60x30 regional meeting in Plainview. He also noted that he was able to see AISD's plan for Sunset Center which will be a location where everyone can get together. Their program is aligned to the workforce initiative above.

### Action Items:

- Ask Mr. Kitten to let Dr. Lowery-Hart know about the meeting times so that he might attend
- Dr. Clunis will put on VP Council agenda and bring back to Cabinet if necessary

## 6. ENROLLMENT UPDATE

## Austin

Mr. Austin provided the following update via email to Cabinet prior to the meeting.

## Spring 2019 Enrollment

34 Days Remaining

Unduplicated Headcount: 5,261 vs 6,006 DN -12.40%

DN -12.40%

## Contact Hours

DN -14.45%

## Credit Hours

DN -14.47%

Outreach efforts to students who have not registered for spring...

**Register Now!** postcards mailed to 1,160 spring 2019 applicants who have not registered.

**Register Now!** postcards mailed to 4,040 students enrolled for fall but not for spring.

## Fall 2019 AISD Application Tracking

High School	Class of 2018 Total Apps	Class of 2019 Apps Through November	Current Difference
Amarillo High School	255	172	-83
Caprock High School	323	306	-17
Palo Duro High School	329	272	-57
Tascosa High School	369	374	5

### Action Items:

- n/a

## 7. BRAGGING ON EMPLOYEES

## Cabinet

Not covered

### Action Items:

- n/a

<b>8. COMMUNICATION POINTS</b>	<b>Forrester</b>
Not covered	

<b>9. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>10.OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Cabinet briefly discussed moving A&amp;P to later in program sequences and supports this change.</p> <p>Mr. White and the committee looking into an honors college have come up with a proposal. He is ready to begin fund raising and naming for an honors college. Staffing will need to be determined. The annual proposed budget is \$50,000. Student travel in the amount of \$65,000 was funded out of all departments seven years ago to help change the perception of AC as a college and is not included in this budget. It is currently in the VPAA budget. Students who travel with the college are required to go back to their high schools after the trip to promote Amarillo College. Dr. Clunis noted that she would like to see the Honors Program/College be more equitable with a broad reach while promoting the image at the same time. Cabinet supports Mr. White's efforts to begin fund raising for an Honors College. Once funding is identified, other conversations can take place regarding teaching, visibility, admittance requirements, etc. The proposal will be used as a basic framework and will be developed further as more information comes in.</p> <p>Mr. Smith provided results from a survey of dual credit students regarding on-campus housing and athletics. Survey results indicate that the availability of these do not have an impact on these student's decision to attend Amarillo College. Cost and convenience of going to college close to home had the most influence. The survey also asked students about food options. Most students would like to have something available on campus and would utilize a cafeteria, food truck, and a "grab and go" option.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Move the Honors Travel funds out of the VPAA budget</li> </ul>	