

PRESIDENT'S CABINET MEETING
February 26, 2019
MINUTES

CALLED TO ORDER
9:01 am

ADJOURNED
11:04 am

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman; Collin Witherspoon

DISCUSSION:

1. DATA	Witherspoon
<p>Mr. Witherspoon presented data on the effect academic probation and suspension have on retention from semester to semester. He excluded dual credit students. The number of students on academic probation is decreasing but is still 10% of overall enrollments. Academic probation does not affect the next semester's financial aid, but if a student is later put on academic suspension, they do not receive financial aid. Fewer than ½ of students placed on probation return the following semester. There is no higher education law that requires a student be placed on academic probation. It is an internal Amarillo College process. The student receives a letter from the Registrar's Office that they are on academic probation and have one semester to remove themselves from probation. The letter has been improved to encourage students to be proactive, but it should be discussed with SWIM, perhaps not calling it probation.</p> <p>Of those students placed on probation, nearly half go on suspension the next semester. Spring to Fall retention for those on probation is only 35%, and of those, 38% end up on suspension.</p> <p>There are very specific indicators in the demographic data. Each semester more male students go on probation and significantly more black students. The numbers for Hispanic students are improving. The demographic of a student more likely to go on probation is young, male, black or Hispanic, Pell recipient, in developmental education, and a transfer student, but not necessarily first generation. This is the group of students who could most benefit from the ARC services but the least likely to use it.</p> <p>Financial aid probation and suspension is different. A student must maintain a 63% Satisfactory Academic Progression (SAP) and maintain a 2.0 cumulative GPA. If a student is placed on suspension, they must pay for one semester on their own and increase their SAP and GPA.</p> <p>Mr. Witherspoon and Becky Burton are discussing restructuring FYS and looking into making it an institutional requirement.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• None	

2. CABINET RETREAT	Lowery-Hart
<p>The Cabinet Retreat will be held in the Palo Duro Room on February 27 from 12:00 – 2:00 p.m. Lunch will be served and Denese Skinner will review the Strengths Quest during that time. Dr. Lowery-Hart requested that cell phones/computers be turned to silent or not brought to the meeting.</p> <p>The main conversation will focus on the recent data conversations and what it will take to get to 70% by 2020 in closing out the current strategic plan.</p> <p>Mr. Witherspoon has identified the top three issues keeping the college from reaching 70%.</p> <ul style="list-style-type: none"> • Academic probation • Developmental Education • Transfer focus <p>Cabinet needs to determine what needs to be in place by Fall 2019 to address these issues. Each Cabinet member should think through how their division can address these and how Cabinet might help.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Discuss and explain these three top issues at a No Excuses meeting. 	

3. HR POLICY & PINNING CEREMONY	Jones
<p>Faculty and staff still would like to be recognized individually but also like the bigger, celebratory party. Ms. Jones would like to select a small group to organize this. It was suggested that a No Excuses meeting could be used for the celebration as employees are now accustomed to this meeting time. She will get those dates from Will Ratliff and begin planning something.</p> <p>Cabinet discussed the donation of sick time. The college has a policy in place that an employee on FMLA or short-term disability may be able to receive donated sick time. No changes to this policy were recommended. Mr. Jones and Mr. Ball are working on communicating the benefits college employees receive. A print out of all the added benefits an employee receives in addition to his/her salary was discussed. This was done in the past. Ms. Jones indicated that it would be relatively simple to do.</p> <p>Ms. Jones is looking into a more automated timekeeping system and ways to encourage employees to use their vacation. Data shows that it is healthy to do so. She is also looking at implementing a robust employee wellness program.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Use a No Excuses meeting to show the health benefits of taking vacation • Dr. Lowery-Hart encouraged cabinet to set the example and limit texts and calls after hours and to take advantage of their own vacation time 	

4. YOUR BIGGEST ISSUE	Cabinet
<p>Dr. Clunis and Ms. Skinner will be discussing the combination of the developmental education advisors with the advising department with those employees tomorrow. These employees will report to Ernesto Olmos. Melissa Hightower will stay with the Start Center and will begin working on Perkins Initiatives. They are working on the logistics of getting them all in one location.</p> <p>Frank Sobey has done great work on curriculum this year. Developmental Education prerequisites have been removed. There is much solid research behind this change which will be communicated to faculty. It is now time to begin building up and scaling these processes.</p>	

<p>Action Items:</p> <ul style="list-style-type: none"> • Alignment of developmental education and other advisors • Dr. Clunis will provide talking points for these changes. Mr. Ball, Ms. Crowley, and Dr. Clunis will schedule a meeting to discuss

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

6. BRAGGING ON EMPLOYEES	Cabinet
<p>Ms. Skinner – Stephanie Brackett, Testing Services Director, has discovered approximately \$5,000 in uncollected TSI payments and is working to collect that and correct the issue.</p> <p>Mr. Smith – All of the team that worked to get the TouchNet program up and running. He will provide a list of those employees.</p>	

7. COMMUNICATION POINTS	
Not covered	

8. POSITION JUSTIFICATIONS	Cabinet
None	

9. OTHER DISCUSSION

Cabinet

Dr. Lowery-Hart informed Cabinet that the wife of Fred Synder, previous AC regent, died recently.

Dr. Lowery-Hart gave each Cabinet member copies of *Chief Joy Officer* and *Primed to Perform*. These are the books PLI will be reading this year and he wanted them to be aware.

Mr. Ball noted that Communications and Marketing has won four national awards.

- Gold - General Social Media Campaign
- Gold - "Become the Person You Always Wanted to Be"
- Gold - Total Marketing Program
- Merit - Kids College Gymnastics Video

Cabinet member who attended the DREAM Conference shared some of their thoughts.

Mr. Austin – it was incredible to be there and see what Amarillo College has accomplished by achieving this award. Faculty and staff need to know how impactful their work is and how they contributed to this award.

Dr. Clunis – it was affirming and showed just how progressive AC is compared to other schools. It is becoming difficult to tell other schools "no" when so many are asking for AC to come to their campuses.

The AC story is now just who we are, but when compared to other institutions at conferences like this it becomes clear how unique AC is.

Ms. Crowley – it was beautiful, amazing, and completely overwhelming. The most interesting part for her was hearing Sadie Newsome's comments on what the conference had meant to her. It allowed her to see the bigger picture that she hadn't experienced before and to contemplate how to bring that message back to campus and share it, perhaps at a No Excuses meeting, so everyone can know the importance of what they do.

Dr. Lowery-Hart – two takeaways. Insure that more Board and college leadership share AC's story outside of the college. AC is getting much national attention now that could lead to grant funding. There are ongoing conversations with Kresge, Gates, and Lumina foundations.

The Leah Meyer award was submitted under AC's Culture of Caring, not just the Poverty Initiative. AC's Poverty Summit in May will feature a session on 8-week courses.

The Chronicle of Higher Education will be writing a story on Amarillo College and will be on campus next week. Dr. Lowery-Hart provided the keynote at the FYE Conference which included mostly universities.

Mr. Austin noted that AC's financial aid default rate down to 12.7%. This is an improvement.