

PRESIDENT'S CABINET MEETING

March 19, 2019

MINUTES

CALLED TO ORDER

9:07 am

ADJOURNED

9:47 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Tamara Clunis; Cheryl Jones

OTHERS PRESENT

Joy Brenneman; Jeanette Nelson

DISCUSSION:

| 1. BUDGET TIMELINE | Smith Nelson |
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| <p>Ms. Nelson presented a proposed budget timeline and asked for Cabinet approval. Vena was opened on March 7 and the Business Office is in the process of budget training for employees. Next level approvals will be due on April 5 which is a little less than three weeks from today's date. Deans approval will be due April 26 and sent to Dr. Clunis. Non-academic areas will be due by May 17. All academic budgets will be due by May 24 giving about two months for the budget process to be completed. The shortest time frame for any one person would be three weeks.</p> <p>Cabinet asked why there was such a late start to this process this year. Last year they had proposed starting the budgeting process much earlier in the year – in December or January. Ms. Nelson reported that they were waiting on Vena to complete updates which took until March 7. She noted that it is rolling out a little earlier than it did last year.</p> <p>Cabinet discussed an earlier timeline going forward which would allow for more discussion of priorities. These could happen earlier in the year to allow the Vice Presidents to discuss requests and realities with their faculty and staff. Cabinet should have time for more robust discussions to focus on long term goals. Budget conversations and preplanning could begin in January regardless of the Vena timeline so that when Vena is available it will be easier for all and require fewer changes on the backside.</p> | |
| <p>Action Items:</p> <ul style="list-style-type: none">• Begin the budget process earlier in the year going forward. | |

| 2. STUDENT WITHDRAWALS | Skinner |
|--|---------|
| <p>Ms. Skinner provided a white paper that supports the college's policy requiring students to receive instructor approval prior to withdrawing from a class. The policy change in 2015 had a statistically significant impact in lowering the number of withdrawals. She and Mr. Austin met with key individuals to address student withdrawals that may still be happening too frequently. She would like to share this data with faculty.</p> | |

Action Items:

- Ms. Skinner will take the white paper to Faculty Senate and ask for their feedback.

3. SERVICES FOR STUDENTS BY ENROLLMENT TYPE**Skinner**

This item will be brought back to Cabinet at a later date.

Action Items:

- None

4. DESTINATION WT SIGNING**Cabinet**

Cabinet ended early to allow Dr. Lowery-Hart and other Cabinet members to attend the Destination WT Signing at the WTAMU Downtown Campus in Amarillo at 10:00 am.

Action Items:

- None

5. OTHER DISCUSSION**Cabinet**

Mr. Smith reported that a link to the Master Plan was sent to Cabinet yesterday. Mr. Ball provided a hard copy of the “distilled” version of the plan that lists the facts about the Plan. This booklet may be used internally and externally to provide information. It is also available on the webpage.

Ms. Skinner provided a brief update of Student Services. Ernesto Olmos is working with SWIM Digital on the communication plan. Shane Hepler has given advisors the capability to run reports to identify where students are in their plan so that they may create celebrations for 25%, 50%, and 75% completions. Advising is also working with AISD to get high school students enrolled and planned before high school graduation. Their goal is 150 students. Career Services is focusing on communities. Counseling is working on ways to scale the number of students they help without actual face-to-face appointments. They are also reminding students of scheduled appointments and scheduling appointments for the full day. Disability Services is working on their LITE luncheon and recruiting interpreters. The Testing Center should be nationally certified by the end of the year which will allow them to provide other testing services that generate revenue.

Ms. Crowley reminded all that the THECB site visit will be next week. The college has done all that it can to prepare for this with physical plant, the website, and policies. Mr. White reported that he, Ms. Jones, and Ms. Skinner are working on Title IX policy. They have met with a Title IX lawyer, have a coordinator, and have begun drafting new policies. These will be approved by the Board at a later date. The website has been updated and corrected. He and Ms. Jones are working through Board Policy Section D which covers employment policies.