

# PRESIDENT'S CABINET MEETING

April 23, 2019

## MINUTES

### CALLED TO ORDER

9:05 am

### ADJOURNED

10:47 am

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Tamara Clunis, Mark White

### OTHERS PRESENT

Joy Brenneman; Collin Witherspoon

### DISCUSSION:

<b>1. DATA</b>	<b>Witherspoon</b>
Not covered	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>n/a</li></ul>	

<b>2. EFFECTIVE TEAMS DISCUSSIONS</b>	<b>Lowery-Hart</b>
<a href="https://www.inc.com/michael-schneider/google-thought-they-knew-how-to-create-the-perfect.html?cid=sf01002&amp;sr_share=facebook">https://www.inc.com/michael-schneider/google-thought-they-knew-how-to-create-the-perfect.html?cid=sf01002&amp;sr_share=facebook</a>	
Move to a later agenda meeting when all Cabinet members are present.	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>n/a</li></ul>	

<b>3. ASSISTANT/ASSOCIATE DIRECTOR OF ADVISING</b>	<b>Skinner</b>
Ms. Skinner requested Cabinet approval to add back an Associate Director of Advising position. This position was eliminated during the buyout and shifting of responsibilities. If a current employee is selected, funds could be moved along with a reorganization of some duties and no additional salary funds would be needed. This would not be a new position. If not filled internally, this would require \$3,000 - \$5,000 in additional funds. Mr. Smith indicated that this would have to come from the contingency budget. Internal candidates will be sought before looking externally. Cabinet agreed that this position is needed to relieve the load currently carried by Ernesto Olmos, Director of Advising.	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>Cabinet did not have an issue with this position and expect that it will be filled internally with no need for the additional salary. Ms. Skinner may move forward with filling this position.</li></ul>	

#### 4. ALLIED HEALTH/NURSING STUDENTS

**Clunis  
Austin  
Skinner  
Witherspoon**

Mr. Austin reported that this team met last week and had a great discussion looking at opportunities to increase the number of students in the Nursing program. The new Perkins reauthorization process requires a local needs assessment before funding programs. That process will allow the college to sit with partners to clarify real needs both locally and regionally and determine labor market demands in nursing and other health science fields. Dr. Clunis is meeting with advisory boards to realign and place members on the boards who are in positions to make decisions. She is also working to re-evaluate clinical sites. The application and screening process that determines which students are accepted into programs is being reviewed. Cabinet asked Mr. Witherspoon to evaluate previous students and determine who was successful and who stayed in the field after graduation.

Data suggests that students who don't get into their chosen program simply walk away and don't return to school. Cabinet discussed ways in which to help these students:

- Develop alternative pathways.
- Design an FYS class specific to the Health Care Community with focus on these jobs and career opportunities. These should include realistic conversations about the possible lack of job opportunities locally.
- Identify transfer pathways to complete their Bachelor's degrees, perhaps to online programs such as UT-Arlington. AC students have been successful in these programs.
- Move A&P to later in the course sequence.
- Provide a transfer navigator for students who don't get into their program.

Plans are now in place to intentionally reach out to these students. The advisors are looking at the timing of A&P in the course sequence. A new FYS specific to health science students will be available in Spring 2020. Jamie Perez's position will move to Student Affairs to help work with these transfer students.

Dr. Brannan, Director of the Associate Degree Nursing program, is working on a plan to increase the number of nursing students. Dr. Lowery-Hart and Mr. White have been in discussion with clinical sites outside the hospitals which would provide opportunities for students outside normal hours.

The new Perkins reauthorization process expects local colleges to work together with Perkins to determine local needs and the highest growth jobs in the region and to realign programs with these needs. Industry will usually project a higher need than what is real, but they prefer an abundance of qualified applicants. The Perkins project director will need to take the lead on getting local entities together to determine needs.

The PEW Foundation just released information that projects a decrease in population in the region, but Mr. Witherspoon believes growth will continue in the allied health areas along with jobs that do not require higher education such as transportation and food processing.

General Assembly in Fall 2019 will be a data summit this year. Dr. Lowery-Hart requested separate report cards for transfer, technical, and health sciences. Developmental Education was a first priority. Now allied health programs and students will be a focus.

**Action Items:**

- Provide a transfer navigator to help allied health/nursing students to get into other programs. and/or universities
- Redesign FYS course specific to health science students.
- Move A&P to later in the course sequence, perhaps even after a student has been accepted into a program and make initial course sequence more GenEd focused to allow students more options.
- Provide report cards specific to transfer, technical, and health science to be used in pre-general assembly meeting to structure the data summit.
- Train faculty/staff to use the data dashboard designed by Mr. Witherspoon.

**5. YOUR BIGGEST ISSUE****Cabinet**

Not covered

**Action Items:****6. ENROLLMENT UPDATE****Austin**

Mr. Austin reported that Fall enrolment is up, likely because of the schedule which it makes it appear there is an extra week and more days remaining. Registration events have been held at Amarillo High, Palo Duro, and Canyon highs schools with Tascosa scheduled for the next week. These have gone very well. Summer enrollment is down but contact hours are up. AskAC staff are split between navigating the enrollment process and handling the phones. They are manually contacting students who have just enrolled.

Communications and Marketing are targeting about 1,000 applicants who have not registered, Fall students who did not register for Spring, and 2018-2019 dual credit students who have not enrolled. Dual credit students will be targeted for Summer enrollment.

Ms. Skinner and Ernesto Olmos have worked with IT to get a report that lets them know who is scheduled to take a class in the summer but has not yet enrolled. These students receive personalized contact which includes their advisors name.

**Action Items:**

- None

**7. BRAGGING ON EMPLOYEES****Cabinet**

Mr. Smith reported that TouchNet is up and running. Mrs. Crowley sent notes of appreciation to this group previously.

**Action Items:**

- None

**8. COMMUNICATION POINTS**

Not covered

**9. POSITION JUSTIFICATIONS****Cabinet**

None

<b>10.OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Mr. Smith noted that Potter County’s computer systems were hit with two viruses, however the election has not been compromised as it resides on different system. Potter County is required to contact the FBI and Department of Homeland Security to declare that they have been compromised even though the election itself is secure. He wanted Cabinet to be aware in case they received questions.</p> <p>A request was made to close the campus early on the day of commencement since there are two ceremonies, especially since the police department will need to be at the civic center. Dr. Lowery-Hart will send out an email.</p> <p>Ms. Jones reported that Cindy Lanham and been promoted to a human resources management position. She is still looking for a compensation and benefits manager and will keep Cabinet apprised.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	