

PRESIDENT'S CABINET MEETING

May 28, 2019

MINUTES

CALLED TO ORDER

9:10 am

ADJOURNED

11:24 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Cara Crowley

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. EFFECTIVE TEAMS DISCUSSIONS – LOWERY- https://www.inc.com/michael-schneider/google-thought-they-knew-how-to-create-the-perfect.html?cid=sf01002&sr_share=facebook	Lowery-Hart
Reschedule to a later date when all of Cabinet is present.	
Action Items: <ul style="list-style-type: none">• None	

2. SERVICES FOR STUDENTS	Skinner
<p>Ms. Skinner provided a review of this ongoing process to determine which students are entitled to which services. After many discussions, iterations, and reviewing SACS requirements, the committee concludes that this is an equity issue. For example, in some classrooms there are students eligible for services and others who are not. At Badgerama this year, some AEL students were turned away from lunch because their AC ID did not say "student" while others were allowed to go through the line. It is now recommended that any student who is paying for a course at Amarillo College have access to all services during the normal business hours that service is provided. This could include dual credit and CE students. This would not include Emergency Aid offered through the Foundation as that has very specific criteria.</p> <p>Ms. Skinner recommended a slow roll out. If some areas, such as the counseling center, are overwhelmed, then other options might be explored. Technology options such as Therapy Assistance Online (TAO) for counseling and SmartThinking for tutoring should be utilized first when possible.</p> <p>After discussing the impact adding these students might have on services provided by the college, Cabinet agreed to test this and look at it again in a year.</p>	
Action Items: <ul style="list-style-type: none">• Move forward, track usage including student status, and report back in March of next year.• Get usage data for the past year for comparison.• If usage increases dramatically, consider adding fees to some programs such as dual credit, CE, and AEL.	

- Educate faculty/staff that this is our perspective moving forward and that we serve any student who comes to us for help.

3. FULL SCALE EXERCISE DEBRIEF

Lowery-Hart

Dr. Lowery-Hart was unable to attend the exercise on May 7, 2019 but received reports that those who attended felt there was some confusion with the process. He asked for Cabinet’s thoughts.

The scenario of a bubonic plaque outbreak was not a great fit as far as disasters the college might face. The College would follow the City’s recommendations and direction in a scenario like this and then would have to make some decisions later. Active shooter training should be the main focus of a disaster exercise. For the most part, in cases of fire or tornados, most people will know what to do. What this exercise did do was bring to light that there is further preparation necessary for an emergency situation.

Ms. Jones stated that the AC police department did what they have done on the emergency side. The FEMA courses completed by all Cabinet members delineated who should be in charge and defined roles. These have been incorporated into AC’s 80-page Emergency Plan. Ms. Jones is working with a core group made up of herself, Scott Acker, Cassie Montgomery, and Kevin Moore to create a one-page step plan for each Cabinet member which should give role clarity and assignments. Dr. Lowery-Hart has given Chief Birkenfeld his order of authority in his absence. Denese Skinner will be first in line, followed by Cheryl Jones, Bob Austin, and Steve Smith. He intends to make sure at least one Cabinet member is on campus at all times.

Emergency Management procedures should be practiced periodically so that everyone is familiar with their role and responsibility. In an emergency Cabinet needs to meet at a location such as the Board room and also identify an alternative command center. Communication and Marketing should remain in their campus location if possible to work where they have the tools and equipment needed.

It was also noted that the AC Alert system contains many numbers for students and/or others who do not need to be contacted and this slows down the system.

It was noted that Amarillo College police presence on campus has been increased.

Action Items:

- Use a portion of General Assembly to let faculty/staff know that active shooter trainings will take place in the Fall. An active shooter training video is in development. Make trainings mandatory.
- Clean up the AC Alert System.
- Onboard disabled students so that they know what they need to do in an emergency.
- Make Emergency Procedures a standing agenda item.
- Develop and bring to Cabinet a timeline of when documents, videos, and trainings will be ready (Jones).

4. YOUR BIGGEST PRIORITY

Cabinet

Dr. Lowery-Hart would like each Cabinet member to be ready to discuss their biggest priorities and concerns when they meet individually with him.

Action Items:

- None

5. ENROLLMENT UPDATE	Austin
<p>Mr. Austin reported that summer enrollment is at the 5-year average which is good and Summer II and online courses are still available. However, credit hours are down. Fall and Spring enrollments were down and normally summer follows that pattern. If students who have summer classes in their plan were enrolled, Summer enrollment would be up. He and Ms. Skinner are looking at reasons students aren't enrolling and if the courses they needed were available.</p> <p>He did note that there is a cultural issue to overcome and many see summer as time off and a break from school. Students, both current and THRIVE, have received marketing communication pieces highlighting the importance and availability of summer enrollment. Ms. Skinner has talked with Odessa College and they have not experienced this drop in summer enrollment after implementing their 8-week courses. AC's summer enrollments have dropped every summer over the past 10 years, except once. Unemployment is low in Amarillo and the biggest loss in enrollment is in adult students. It was noted that community college enrollments are down across the state but bigger school districts are better able to absorb the loss.</p> <p>Fall enrollment, including contact and credit hours, are up. There was a good effort by the advisors and recruiters to get into the high schools and register graduating seniors. The high schools have been asked to provide everything needed – test scores, transcripts, etc. – to expedite registration.</p> <p>The revised orientation for new students should have a bigger impact and there are processes in place to make sure pre-registered students attend a session. More students are expected to take advantage of THRIVE next year. The AISD newsletter gave Amarillo College good PR and highlighted THRIVE.</p> <p>Student Affairs and Academic Affairs will need to explore further what may be causing this decline in summer enrollment.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None discussed. 	
6. BRAGGING ON EMPLOYEES	Cabinet
<p>Mrs. Skinner – Cara Crowley for her excellent coordination and planning for the Poverty Summit Mrs. Skinner – the Advising teams for their work in the high schools to get students registered Dr. Lowery-Hart – the College in general for demonstrating the college's Culture of Caring. Summit participants commented on it often and Cabinet members may expect counterparts from other institutions to contact them to discuss how their areas implement and support this culture. He wanted them to be prepared for those contacts and possible requests to present at other institutions or state conferences.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Notes to be sent as listed above. 	
7. COMMUNICATION POINTS	
<p>Not covered</p>	
8. POSITION JUSTIFICATIONS	Cabinet
<p>None</p>	

9. OTHER DISCUSSION	Cabinet
<p>Dr. Lowery-Hart reported that the college is ahead in funding from the Legislature as of today due to success point funding. However, if enrollment and retention decrease AC could face reductions in future legislative years.</p> <p>The letter informing students of academic probation has been revised and Dr. Lowery-Hart requested a copy be sent to him.</p> <p>Mr. Austin discussed the SWIM Digital help in mapping out the process for retention. The recruitment piece is working well and this vendor has been very helpful. All communication is in the CRM now and is being built out. Everything should be completed and ready to make an impact for Fall 2020. They are looking at a way to determine if a student who has shown an interest has applied for admission. Faculty have expressed concern about a lack of the human element in this process and ways to involve them in the communication will be explored.</p> <p>A good thing that came out of the Summit is the work the college will be doing with the Kresge Foundation. Cabinet also noted that they had some good takeaways from other schools when talking with them and wondered if there was a way to capture those.</p> <p>Educate Texas is interested in helping AC communicate our work and Reagan Hales has connected us to the national organization. Amarillo College is becoming known as the problem solving school rather than the poor school.</p> <p>Cabinet discussed whether it was appropriate for employees to have fundraisers for personal gain, for example to raise funds to help another employee pay for an unexpected life expense. The policy is that an employee may not use AC resources for personal gain – time, email, computers, space, etc. It was determined that these will be handled on a one on one basis if, or when, they occur.</p> <p>Ms. Skinner asked if Esports had reached the level of needing funding in the budget. Shane Hepler will be upgrading a classroom in the Business Building to be adequate for Esports. This room is in the rotation for upgrade. It will not be excessive or more expensive than a normal upgrade of the space. Could funds from closed labs be allocated to Esports? Dr. Clunis requested that Mr. Hepler provide a plan. Mr. White will work with Mr. Hepler to begin fundraising efforts for this program. It was determined that the college should move forward with this program over the next year. If successful, then move forward more aggressively to support and market Esports.</p>	