

PRESIDENT'S CABINET MEETING

June 11, 2019

MINUTES

CALLED TO ORDER

9:00 am

ADJOURNED

9:50 am

MEMBERS PRESENT

Bob Austin; Kevin Ball; Cara Crowley; Cheryl Jones; Denese Skinner; Steve Smith; Mark White

MEMBERS ABSENT

Tamara Clunis; Russell Lowery-Hart

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. YOUR BIGGEST PRIORITY/CHALLENGE/ISSUE	Cabinet
<p>Student Affairs – Ms. Skinner Ms. Skinner is working with a core group to determine retention strategies. They are working on a dashboard that will let people know what is happening in retention. Jamie Perez will be moving from grants to Student Affairs to work on retention. He is already doing this but will need to complete an AEL grant audit by the State prior to moving fully to his new position. Ms. Skinner will begin working with him after the audit is complete.</p> <p>After Mr. Perez moves to Student Affairs, Jacqui Jones will move from AEL to work with federal grant management, Jennifer Ashcraft will take over state grants management, and Teresa Clements will oversee Perkins funding. For now, everyone will stay in the same offices as bond projects will likely displace them until projects are completed.</p> <p>Communications and Marketing – Mr. Ball Marketing pieces are in place with the Success Is campaign. The next step will be a brand audit with the architects now that the bond projects will begin. He also noted that Panhandle PBS has won an award for their Savor the Goods dinners/fundraisers.</p> <p>Business Affairs – Mr. Smith The College credit rating has been updated. He is hiring an underwriter and working on the timing of bond schedules. Randall County does not want estimates, so it may be necessary to schedule a short Board meeting in July prior to the scheduled August 6 Board Budget Workshop/Regular Meeting.</p> <p>Human Resources – Ms. Jones Ms. Jones' division is working on policies and procedures and she hopes to have the policies completed this summer. She is assessing evaluations, Cornerstone, and Colleague and has trainings scheduled in the next month. These will help her and the staff understand these tools more fully and be better equipped to utilize them.</p> <p>Enrollment Management – Mr. Austin Mr. Austin and his staff continue to work on the implementation of the Radius CRM (customer relations management). They meet each week for four hours, two with the AC team, and two with their Radius representative. They are making sure everything is pushed into the program correctly. All SWIM communication is now in the system and the timeline is that this will be up and running by September of 2019. They are working with AISD to obtain the information for</p>	

THRIVE eligible students. This is a cumbersome project with more than 1,500 names. Many of these students are already in Colleague and create duplicates records. He noted that a better system to get these students in the system needs to be created.

He and Ms. Skinner share an assistant. Nancy Farren has been hired to replaced Jo Beth Hill who retired in May. She was an external candidate and they are working on an onboarding plan to get her acclimated and trained. Ms. Farren will provide administrative support to Mr. Austin, Ms. Skinner, and directors in both divisions.

Strategic Initiatives – Ms. Crowley

Ms. Crowley reported that she had a lengthy and interesting conversation with the Gates Foundation last week. It is clear that they would like to partner with Amarillo College and are looking at ways to fit the college into a larger plan. They will underwrite a 2nd Poverty Summit at AC which is tentatively schedule for Fall Break this year. She will speak with the Kresge Foundation next month. They are interested in funding the college’s data analytics.

She noted that the Spring Poverty Summit has the potential to impact 1.2M students as attendees take what they learned back to their institutions and organizations. The college should see a return on investment for this year’s national travel in the form of funding from Foundations. This will be especially important as federal and state funding continues to decline. Cabinet should solidify talking points as the College becomes more well-known nationally and is contacted to provide presentations and information. The conversation is moving away from a poverty initiative to the broader student success/culture of caring discussion.

Ms. Crowley has also been in discussions with Ms. Jones about ways to begin training the next generation of leaders for the College. Most employees understand their area or niche but not the overall picture and the direction and mission of the College. They have discussed leadership steps for some after attending PLI or identifying a select group to mentor. Ms. Jones noted that there is a need for today’s leaders to have basic leadership training followed by a succession planning program. She is working on part of this. Cabinet discussed ideas on mentoring, shadowing, and imparting information. This will be placed on a Cabinet agenda next month.

Advancement and Legal Counsel – Mr. White

Mr. White continues to work with the consultant from Gonser Gerber on advancement projects. They have identified top donors in the area and will work to meet with them. This is a three-year project. He is working with Ms. Jones on updating policies.

A group from AC will be traveling to Albuquerque on Friday to tour an innovation hub. As this project gets started he will begin working on the legal structure.

He also noted that Lorraine Wilhelm has met with Kim Crowley and has offered to work with health science advisory committees to better connect those with community members who are decision makers in these fields and aware of the needs in those health science areas.

Action Items:

- None

2. OTHER DISCUSSION	Cabinet
None	
Action Items:	
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