

# PRESIDENT'S CABINET MEETING

July 9, 2019

## MINUTES

### CALLED TO ORDER

9:08 am

### ADJOURNED

11:02 am

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Steve Smith

### OTHERS PRESENT

Joy Brenneman, Shane Hepler

### DISCUSSION:

1. ACALERT NOTIFICATION CRITERIA	Hepler
<p>Mr. Hepler reported that there are about 17 different lists in Blackboard, broken into groups for campuses, faculty/staff, alumni, etc. Anyone on a list must have a record in Colleague. There are approximately 200,000 records. The criteria for the AC Alert list is correct and includes currently enrolled students and current faculty/staff. This list is updated frequently to remove students no longer enrolled or people no longer employed. There have been instances in the recent past where the wrong list was selected resulting in alerts sent to a great many people who did not need to receive them. There is a "cheat" in the police department with instructions for sending out an alert and which group(s) to include. Mr. Helper noticed that in some cases the text message is the last alert sent, however it is the fastest (the last one took only four minutes to reach all on the list). Ms. Jones will update the procedures manual to list text message as the first alert to be sent.</p> <p>Blackboard was not designed to be an emergency alert system, and Mr. Austin recommended that the ERT team continue looking at other options. Lieutenant Scott Acker is researching other institutions using a product called Everbridge.</p> <p>Ms. Cassie Montgomery is meeting with Cabinet members who were unable to attend the presentation last week on the ERT playbook for Cabinet in the case of an emergency.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Ms. Jones will update AC Alert procedures to send text message first.</li><li>• Cabinet should provide Ms. Jones the names of their two designees and next steps to add to their section of the emergency playbook, which is confidential.</li></ul>	

2. QUICK REVIEW OF SCRUM LIST	Hepler
<p>Mr. Hepler reviewed the SCRUM list he had discussed at Cabinet on July 2 for those who did not attend that meeting. He asked them to contact him with any questions. The Colleague migration and implementation of the Radius CRM are the two most intensive projects currently. The Colleague migration is happening internally and should not affect end users. They are still working to define some pieces of the CRM and this project will take some time. EMMA, the college wide notification email, will be converted to the CRM in Phase 2.</p>	

Cabinet discussed a perceived disconnect between the two teams working on the CRM implementation. Mr. Austin explained that this is a communication piece for students who meet a defined condition based on student behavior. Mr. Hepler added that it can also be used to communicate with faculty and staff. It is not completely automated but is also used to create screens that are worked as “cases” by enrollments specialists. Once a specialist works a case, it can be assigned to a person – faculty/advisor/staff. It might also be used to create work lists specific to a faculty member or class.

Dr. Clunis will ask Mr. Hepler to attend the meetings of the faculty team. In order to align conversations, Dr. Lowery-Hart will schedule a meeting with both teams on August 1.

**Action Items:**

- Mr. Hepler will provide information on current Radius projects at the August meeting and will look at options for faculty involvement so that they can know what students are receiving.
- Ms. Brenneman will schedule the August 1 meeting and include Mr. Ball.

**3. LEADERSHIP AMARILLO/CANYON RECOMMENDATIONS**

**Lowery-Hart**

Ms. Skinner recommended Stephanie Brackett, Testing Services Director. Ms. Jones recommended Will Ratliff, Training & Internal Communications Specialist, Human Resources. Each have the funds to pay the fees for this training in their budgets.

**Action Items:**

- Ms. Brenneman will send the applications to Ms. Brackett and Mr. Ratliff and asked them to submit them to Lisa Blake.

**4. LEADERSHIP TRAINING**

**Crowley Jones**

This discussion began at a previous meeting when Dr. Lowery-Hart was not in attendance and was moved to this date for further discussion. As an institution, AC should consider identifying future leaders and invest in additional training for those identified with a goal of having a succession plan in place as older leadership begins to retire. There is also a more urgent need to train mid and lower leadership in supervisory roles now. These trainings could help identify the high performers as future leaders. Ms. Jones discussed the use of a heat map to analyze current leaders to determine where they are in their career path and where they might be headed. She talked about Jody Holland’s Learn-2-Lead Management and Leadership Courses and provided information to Cabinet. This is a two-year program, requiring three hours per month, and teaches tactical and softer leadership skills. The cost to train approximately 140 leaders would be \$72,000/year. She also discussed a more practical training by Michael Mirarchi that covers the legal side of management. It is a two-day intensive training (14 hours) at a cost of \$38,000 - \$39,000 for 140 leaders. AC has about 135 employees in leadership roles. She would recommend the Mirarchi training now with plans for the Holland training (or another program) a year from now. Ms. Skinner also suggested the new books by Gallup with a focus on developing managers. These provide structured programs to work through. Ms. Jones would like to see Gallup’s Q12 survey implemented across the campus but it is expensive at \$40,000/survey. Ms. Crowley mentioned the employee grants available through the AC Foundation and will look into seeking some funds through them for the Mirarchi training. This training would teach to AC’s policies as well as federal and state law. Funds for other trainings or the Q12 survey could be sought the following year.

**Action Items:**

- Ms. Crowley will pursue an AC Foundation grant for full or partial funding of training.

<b>5. BOARD OF REGENTS SELF-ASSESSMENT</b>	<b>Lowery-Hart</b>
<p>Dr. Lowery-Hart discussed the results of the Board of Regents self-assessment in order that Cabinet might gain a more complete understanding of the Board. He is working to balance and prioritize the items on the Status Update to allow time for important updates, discussions, and future agenda items. It is important for Cabinet members to attend the Board Agenda Preparation meeting to insure that needed information is included. The webpage dedicated to the bond projects will be robust and provide much information as these projects progress. It is apparent that this Board is engaged with a desire to be involved. AC's next Strategic Plan will focus on innovation and entrepreneurship while maintaining the culture of caring. Dr. Lowery-Hart plans to host a Regent focus group when developing this plan. He also plans to include an HR state of the college report once a year during a Status Update. More communication is taking place between the President and the Board.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Cabinet members should attend Board Agenda preparation meetings whenever possible.</li> </ul>	
<b>6. COUNCILS &amp; COMMITTEES</b>	<b>Clunis</b>
<p>Dr. Clunis would like this moved to a later date.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Ms. Brenneman will work with Toni Van Dyke to determine when this is ready for Cabinet approval.</li> </ul>	
<b>7. SSS MOORE COUNTY GRANT</b>	<b>White</b>
<p>Renee Vincent, MCC Dean of Campus Operations, contacted Mr. White regarding who would write the new SSS grants for Moore County, West, and Hereford Campuses which will be up for renewal for 2020-2025. Since Teresa Clemons has moved to Perkins she will no longer be writing these grants. Cabinet discussed options including hiring grant writers. A portion of Ms. Clemons salary might be available as well as funds from the Moore County and Hereford Campuses for their grants. It still unknown if a 25% cash match will be required for these new grants.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Mr. White will work with Ms. Crowley. She can connect him with possible grant writers.</li> </ul>	
<b>8. ENROLLMENT UPDATE</b>	<b>Austin</b>
<p>Mr. Austin provided the following information via email prior to the meeting.</p> <p><b>Fall 2019 Enrollment</b></p> <ul style="list-style-type: none"> <li>• 48 Days Remaining</li> <li>• 5,551 Unique Students (up 7.16%)</li> <li>• 1,154,002 Contact Hours (up 10.61%)</li> <li>• 52,903 Credit Hours (up 12.10%)</li> </ul> <p><b>Wrap-up Stats for Spring 2019 Commencement Ceremonies</b></p> <ul style="list-style-type: none"> <li>• Total Attendance: 609 students (exceeding previous record attendance by five students)</li> <li>• 297 students attended the 3:00 pm ceremony</li> <li>• 312 students attended the 7:00 pm ceremony</li> <li>• 790 unique students were awarded a credential at the close of the spring semester which exceeded AC's previous award record by almost 100 students.</li> </ul> <p>Dual Credit head count is up. Contact hours are up indicating that more students are enrolling full-time – need to continue marketing the message that nobody loses when students are enrolled full-time.</p>	

He reminded Cabinet of Badger Beginnings on Thursday.

**Action Items:**

- Attend Badger Beginnings.

<b>9. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
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Ms. Skinner – Ellen Patterson who stepped up to help her and Mr. Austin after JoBeth Hill's retirement and Nancy Farren begin hired. She has also been instrumental in helping to train Ms. Farren.

Mr. Ball – Sadie Newsome and Catherine McGovern who have stepped up after Wes Condray's resignation and taken on additional duties. Mr. Ball plans to work with them on their career goals. He is also the contact for and Communications and Marketing questions or issues.

Mr. Austin – Jeremy Kemp for his work on the AC golf tournament.

**Action Items:**

- Notes to be sent as indicated above.

<b>10. COMMUNICATION POINTS</b>	
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Not discussed.

**Action Items:** None

<b>11. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
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None.

**Action Items:** None

<b>12. OTHER DISCUSSION</b>	<b>Cabinet</b>
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Dr. Lowery-Hart reported that, during his recent trip to Switzerland, he learned much about the difference between apprenticeships versus internships and will share this information at a later meeting. He will be attending the Jobs for the Future Trust meeting next week and will be leading sessions for Aspen the following week. He will not be attending the TACC Summer Conference at Horseshoe Bay this month.

PPBS' campaign "Savor the Goods" has won an award for best program in the country. Corby Fails will be attending a conference where this will be recognized, and Mr. Ball is working on publicity for this award.

Ms. Jones reminded everyone that ERS enrollment is now open and changes may be made online. In her office, Maria Rivas is the contact for benefits questions.

Dr. Clunis reported that she has hit a "snag" with Texas Department of Criminal Justice for the Truck Driving program in the prisons. AC would be the sole provider and they are concerned with the cost. Lee College had been providing some training for a third of the cost, however their program takes 9 months to train a cohort for a basic CDL. AC's program is shorter and also includes endorsements in addition to the basic CDL. She will be meeting with TDJC to encourage use of PELL funds for the students. Their current model is to subsidize the training with State funds. If they want a less expensive training, AC can provide only the CDL.

**Action Items:**

- None