

RPRESIDENT'S CABINET MEETING
August 13, 2019
MINUTES

CALLED TO ORDER
 9:06 am

ADJOURNED
 10:30 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Kevin Ball; Cara Crowley

OTHERS PRESENT

Joy Brenneman; Toni Van Dyke

DISCUSSION:

1. COUNCILS & COMMITTEES	Clunis
<p>Dr. Clunis provided a draft of Councils and Committees for Cabinet review. She noted that she has been deliberate to not put faculty on the same committees over and over and to limit the number of committees on which faculty serve. She prefers new faculty not be placed on committee for the first couple of years but then need committee service for rank and promotion. Discussions and changes related to certain committees are stated below.</p> <p>Academic Technology – Move Shane Hepler to full member, not just ex-officio.</p> <p>Crisis Intervention Team – Ms. Skinner expects to have a replacement for Lindsey Eggleston by the end of the month.</p> <p>Curriculum Committee – Due to reorganization of department chairs, the positions on this committee were more difficult to fill but it has been accomplished.</p> <p>DevEd Council – This may be renamed. It is an important and active committee.</p> <p>Employee of the Year Committee – Add Cheryl Jones to represent HR.</p> <p>Faculty Evaluation Committee – This committee is active and has worked on issues related to merit and compensation</p> <p>Faculty Professional Development Committee – This committee allows for many faculty to participate.</p> <p>Financial Aid Appeals Committee– Add Bob Austin.</p> <p>Honors Program – Remove Jill Gibson and list only Lesley Ingham as the Coordinator. Add Mark White and Russell Lowery-Hart as ex-officio members.</p> <p>Master Plan Subcommittee – Delete this committee and add the Master Plan Implementation Committee. Mr. Smith can provide names of members to Toni Van Dyke and will call a meeting of this committee before General Assembly.</p>	

Rank and Tenure Committee – This committee has stabilized and is doing good work on policy and clarity of roles.

Records Management – Ms. Van Dyke will check position descriptions and correct where necessary.

Staff Council – Add Cheryl Jones as a permanent member and Dr. Lowery-Hart as ex-officio.

Student Activity Fee Advisory Committee – Add Denese Skinner as a permanent member.

Wellness Committee – Craig Clifton is the chair and Cheryl Jones and Cindy Lanham will still serve on this committee.

Add the Emergency Response Team – Cheryl will send member names to Dr. Clunis who will ask Ms. Van Dyke to add this team to the list.

Add Dean’s Council.

Dr. Clunis will consider adding a Data Governance Committee to this list next year. She will put this on a future Cabinet agenda for discussion.

Action Items:

- None

2. TRAVEL POLICY FOR ACADEMIC AFFAIRS	Clunis
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Dr. Clunis discussed some changes she would like to make to the Travel Policy for Academic Affairs. It is a procedure rather than a policy. Suggested changes were discussed.

- Insure that travelers complete their Travel Authorizations and Travel Expense statements.
- Limit gratuity to 20% on all meals.
- No meals provided for travel 12 hours or less. Cabinet determined that this should apply only to intercampus travel as it would adversely affect those traveling for the college outside the Panhandle.
- Pay actual receipts, rather than per diem. It was suggested that this needs further conversation and discussion with faculty groups.

Any changes to this policy should be campus wide, not just specific to a certain division. Cabinet determined that this policy should be clarified but not overregulated. Employees should be trained on the policies and individual situations handled when necessary.

Action Items:

- Dr. Clunis and Ms. Jones will work to update the policy for the overall campus. Dr. Clunis will provide the updated copy to Cabinet prior to next Tuesday’s meeting and Cabinet will take action on the proposed changes. Put on August 20, 2019 Cabinet Agenda.

3. INFORMATION SECURITY OFFICER (ISO)	Lowery-Hart
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Ms. Jones and Shane Hepler will look more closely at this position and the required trainings and bring back their findings and suggestions next week.

Action Items:

- Mrs. Brenneman will forward the email from TASB to Ms. Jones.

4. CENSUS BUREAU COMPLETE COUNT COMMITTEE	Lowery-Hart
<p>Amarillo's Mayor is creating this committee on a recommendation from the U.S. Census Bureau and has asked for a representative from Amarillo College to serve. Across the country, the Complete Count Committees (CCC) program is key to creating awareness in communities. Ms. Skinner volunteered to be the AC representative.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> Ms. Brenneman will forward the email information to Ms. Skinner and notify the City that she will serve on this committee. 	

5. ENROLLMENT UPDATE	Austin
<p>Mr. Austin provided this update via email prior to the Cabinet meeting.</p> <p>Fall 2019 Enrollment 13 Days Remaining 8,393 Unique Students (up 0.26%) 1,574,106 Contact Hours (up 0.43%) 73,503 Credit Hours (up 2.02%)</p> <p><i>"Our fall enrollment numbers came crashing back to earth when we dropped 675 students for non-payment early Saturday morning. While this number is significant, 674 is actually the fewest number of students that we have ever dropped for non-payment in a fall semester (see the attached "Deregistration History" document for context).</i></p> <p><i>Keep in mind that we dropped students a week earlier this fall than we did last fall. We will have a better sense of where things stand when I send a new update next Tuesday."</i></p> <p>Mr. Austin reported that enrollment is looking good. The drop date was a week earlier to allow more time for wait-listed students to get into classes. Even after the drop, enrollments are still up. Dual credit enrollments are close to their max and more students are expected to enroll in Degrees and Diplomas. Each day of this week, enrollments should continue to grow. Summer enrollments had an increase in the number of students enrolled full time. It is important to continue encouraging full-time enrollment.</p> <p>There has been a 100% increase in graduation of part-time student because of the 8-week class structure. The payment plan has been modified to allow students to pay 1/3 down rather than 50% and set their payment schedule. TouchNet calculates the percentage for the payments based on when the student sets up the plan. The closer to the semester, the higher the percentage.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> n/a 	

6. BRAGGING ON EMPLOYEES	Cabinet
<p>Ms. Skinner – Advisors are now seeing walk-ins after the purge, AskAC and the Assistance Center are managing increased student traffic, and Nancy Farren is taking some calls at her desk. (Denese – Call Center, Lisa and Mark will send something over to Advising)</p>	

7. COMMUNICATION POINTS	
<p>Not discussed</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> n/a 	

8. POSITION JUSTIFICATIONS	Cabinet
None	
Action Items:	
<ul style="list-style-type: none"> • n/a 	

9. OTHER DISCUSSION	Cabinet
<p>The new bus system starts on Thursday. There will be a bus direct to WSC that will take only 10 minutes from the downtown bus station, so whatever route one takes they should go to the downtown station to catch the bus to AC. Sadie Newsome is working on a video explaining how to use the system. Equipment provided by the Kresge grant will track usage. Until that is installed, users will be counted manually.</p> <p>Dr. Lowery-Hart discussed the General Assembly data summit which will include data points specific to the different divisions/areas of the college. Faculty and staff will learn how to find the data, look at it, and use it. Grants, the AC Foundation, and Advancement will make up one group.</p>	
Action Items:	
<ul style="list-style-type: none"> • n/a 	