

**PRESIDENT'S CABINET MEETING**  
**October 29, 2019**  
**MINUTES**

**CALLED TO ORDER**

9:04 am

**ADJOURNED**

10:59 am

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman; Collin Witherspoon; Kim Crowley; Edie Carter; Becky Easton; Frank Sobey; Carol Buse; Becky Burton

**DISCUSSION:**

<b>1. PREDICTIVE MODELING FOR ENROLLMENT</b>	<b>Witherspoon</b>
<p>Mr. Witherspoon has created a time series analysis on enrollments and employment using full-time enrollment and unemployment rates from the area. Amarillo's unemployment rate is the lowest it has been in quite some time. He used this model to predict what will happen with enrollment in the future. The best comparison is to use the two previous years of unemployment data and one lag year of full-time enrollments. This can predict the current year's enrollment with a 95% confidence rate. This could be used in budgeting processes to predict low and high revenue generation.</p> <p>Mr. Witherspoon will work with the Business Office to determine future costs and revenue. Even if retention increases, FTE's should stay within the band range and the model should still hold. Cabinet discussed implications of using the model. Budgeting processes could remain risk-averse but plan to use any windfalls for programs and projects that will continue growth. Additionally, excess funds could be set aside for initiatives.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Ms. Crosley and Jeanette Nelson will discuss the budget process, timing, and Vena at the next Cabinet meeting on November 5. The budgeting process will begin in January next year.</li><li>• Mr. Witherspoon will work with Ms. Crosley using his predictive model beginning in January.</li></ul>	
<b>2. TRANSFER SYSTEMS</b>	<b>Witherspoon Burton</b>
<p>Mr. Witherspoon met with Becky Burton, Frank Sobey, and the deans to discuss the 2017 FTIC students who are in a transfer program but still enrolled at Amarillo College. There are approximately 220 of these students. Each student's EVAL was reviewed and then grouped by number of hours remaining to completion.</p> <ul style="list-style-type: none"><li>• 12 hours or fewer: faculty will reach out to ensure they are on track for graduation and have a transfer plan.</li><li>• 16 to 30 hours: faculty will reach out to discuss transfer and/or reverse transfer, explain the benefits of transfer, encourage attendance at transfer days, and work to engage the student with other WT students who were previously at AC.</li></ul>	

<ul style="list-style-type: none"> <li>Over 30 hours: provide coaching sessions and discuss career choices, persistence, barriers, and challenges.</li> </ul> <p>The deans described individual approaches to address these students in their divisions.</p> <ul style="list-style-type: none"> <li>Business will work to involve students in clubs and partner with WTAMU clubs and faculty to build relationships.</li> <li>General Studies will assign mentors to aid students in deciding where to transfer and provide help with application and scholarships.</li> <li>Health Sciences will provide intentional advising to pre-nursing students regarding GPA requirements for transfer universities and potential alternative programs in other health science programs. They are considering adding an Intro to Nursing course and a Health Science degree with multiple tracks. They are hopeful these measures will result in a decrease in the attrition rate for nursing.</li> <li>Liberal &amp; Creative Arts has been approached by Eastern New Mexico State to collaborate with guest lecturers. They will also host kaffeeeklatsch gatherings at Palace Coffee to meet with students over coffee.</li> <li>In the Public Service community, many Criminal Justice students are just taking classes until they turn 21 and can get into the academy. They are working on ways to help these students better plan their courses.</li> </ul> <p>Of the 220 students identified, 90 can graduate in Spring 2020 and 35 could transfer after fall 2020. The others are still further back on the road to completion or transfer.</p> <p>Each of these groups of students will need a different conversation. The WTAMU advisor and Ernesto Olmos can connect students, and Amber Hamilton can provide a list of AC students who are now at WT. The challenge will be tracking down these students. Mr. Ball is creating videos that will also encourage students to transfer/complete.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>Ms. Burton, Mr. Sobey, and the Deans to report back to Cabinet in January and April on progress.</li> <li>Determine process for follow-up between deans and faculty to close the loop.</li> <li>Aggressively seek out these students.</li> <li>Follow this model each year, tutoring centers might be used.</li> <li>Consider utilizing the coaches/champions program with these students.</li> </ul>	
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3. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
<b>Action Items:</b> <ul style="list-style-type: none"> <li></li> </ul>	

4. OTHER DISCUSSION	Cabinet
<p>Ms. Skinner asked Cabinet to consider ways to fund E-sports. She estimates a budget of approximately \$20,000 and will provide the Business Office with the budget once completed. Dr. Lowery-Hart will work with Ms. Crosley to find a way to budget this.</p> <p>Dr. Clunis discussed staffing needs for the Underground. She would like to move a part-time library position to full-time to provide services and coverage. Salary savings could be used from a retirement in January. This item was tabled until budget discussions begin in January.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li></li> </ul>	