

PRESIDENT'S CABINET MEETING
November 12, 2019
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

10:23 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Joy Brenneman; Shane Hepler

DISCUSSION:

1. PHISHING EMAIL AND VIRUS	Hepler Jones
<p>Mr. Hepler provided an update on the virus that hit the college's system last week. It came through an email attachment, and 64 people reported that perhaps they had opened the attachment. 26 computers had to be reimaged, and the J: drive for several departments had to be restored. Four of the 26 computers were older and did not have the antivirus installed. IT is checking all computers to insure that antivirus software is installed. This was a sophisticated virus that got around the firewall which was found not to provide 100% protection. Changes have been made to block the domain it used and more restrictions have been added to what is let in through email. The virus used one computer to send it out through that contact list, so not everyone received it. Amarillo College has a backup system that will reinstall files, so instead of taking just a day and half, this could have taken weeks or even months to fix. MAC's were not affected. Although this virus was stopped, there will always be others trying to get in, so better employee training is required.</p> <p>Cabinet discussed mandatory training which might be offered online. Training on the use of Google Drive could be included. The local C: drives are not backed up but all others are. This event pointed out that AC has good security measures in place, although a few holes were exposed. The college was able to recover quickly and it was not widespread.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Mr. Hepler will work on what a training might look like and a possible "fire drill" that would test employee knowledge.• Ms. Jones noted that CTL has program that could be used for this training and online testing. It is able track who has completed the training.• Provide basic training on how to manage email more effectively.	
2. STRATEGIC HORIZON NETWORK	Lowery-Hart
<p>Dr. Lowery-Hart asked for Cabinet feedback on the recent trip to the Strategic Horizons Network meeting.</p> <p>Mr. Austin reported that the trip to the Smith Center pointed out that all projects should be framed by the power of the project and what it wants to accomplish rather than just space</p>	

utilization for individuals or departments. With the bond, the college is in a unique position to consider what they want spaces such as Carter Fitness Center, Russell Hall, and the Student Service Center to accomplish, not just what they look like.

Dr. Lowery-Hart noted that projects for this bond need to be handled differently than the last bond. They should not just recreate existing space but should instead be built to produce an outcome and then decide where people fit into that space. The design should start with a purpose and then design the spaces that deliver the experience and are easy. Every touch point should be considered, beginning with curb appeal. With so many involved on the different committees for the various projects, this will need to be communicated to the design teams as they begin their work. Once the committee has determined the purpose, they can ask the architects to guide them through the vision of what the space needs to look like to accomplish the purpose. Projects should focus on service and providing the “wow” factor.

Mr. Hepler added that everything the college does should revolve around providing easy service for the customer.

Cabinet briefly discussed possibly of having a beautification project with perhaps an institutional day of caring to take care of facility and campus needs that custodial and grounds staff is unable to get to due to lack of time and adequate staffing.

Action Items:

- None discussed.

3. ASPEN

Lowery-Hart

Cabinet was reminded that their sections are due on Monday. Most seem to be in good shape and will be sent to Ms. Crowley.

Action Items:

- Ms. Crowley will edit these sections next week. She will ask someone to review these and then have two people edit the sections.

4. BRAGGING ON EMPLOYEES

Cabinet

- Mr. Austin – Margie Netherton and Dan Ferguson who have been very supportive and helpful to accommodate a Disability Services student. (Dense)

5. OTHER DISCUSSION

Cabinet

Ms. Crowley asked for Cabinet member help with the next AtD agenda. The Achieving the Dream coaches will be here next Tuesday and Wednesday (November 19-20, 2019) and she needs help finding students for some of the meetings. She will reserve the spaces and include Ms. Skinner and Mr. Austin in those appointments. Ms. Skinner will work with Amber Brookshire to select students. Ms. Crowley will also schedule appointments for the AtD coaches with Dr. Clunis, Frank Sobey, Collin Witherspoon.