

PRESIDENT'S CABINET MEETING
February 4, 2020
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

11:14 am

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Scott Acker, Joy Brenneman; Becky Burton

DISCUSSION:

1. FTIC DATA UPDATE	Burton
<p>Ms. Burton reported back on FTIC data that was discussed in Fall of 2019. 220 FTIC students who started AC in Fall 2017 and had not yet graduated or transferred were identified and targeted for follow up. The college's goal of 70% completion by 2020 applies to this group. These students were divided up by community and attempts were made by faculty and others to contact all of them to determine their status and what might be done to help them to complete or transfer.</p> <p>35 (16%) of these students completed in 2019 either by graduating in December or transferring in January. There may be an additional number of these students as the National Clearinghouse has not yet reported this information. 86 of the students will graduate in May 2020. These two numbers represent a 55% completion rate for this group. 14 more students plan to graduate in Fall 2020 and are being encouraged to go ahead and transfer to their 4-year institution and reverse transfer courses to obtain their Associate's Degree.</p> <p>The AC Foundation recently hired a company to locate alumni and former students. They might have information on the group of students that have not yet been located. A letter will be sent to non-responsive students soon asking them to respond whether or not they are interested in returning. This is the most intensive work the college has done to work with non-returning students.</p> <p>Cabinet discussed students whose graduation might be held up due to outstanding debt to the college. It might be possible to confer the degree but hold the transcript, and Mr. Austin noted that the college does confer degrees without hearing from the student as stated in the student policies. Mr. Sherrod wondered if the Foundation might have funds to help with small amounts of student debt. Melody Graves is contacting students who don't owe much.</p> <p>Faculty have become engaged in one-on-one conversations with this group of students and have requested this list every year to continue working with these students. The biggest gains made were with the General Education group of students.</p> <p>Mr. Witherspoon provided an updated list for Spring of 141 students, but 25 of these were not on the list for Fall. These could be THRIVE students who went to a university in the Fall but returned to AC for the Spring. Ms. Burton will work with him to compare the two lists. Those</p>	

students who did not return or transfer will be a target group. There are still two semesters for this group to complete – the 2nd 8-weeks of Spring and Summer.

Action Items:

- Ms. Skinner and Mr. Austin will work together to look at the list and award degrees where possible.

2. WTAMU REPORT ON AC STUDENT'S ACADEMIC PERFORMANCE

Lowery-Hart

Dr. Lowery-Hart received a letter from WTAMU reflecting the success rates of AC students who transfer. Cabinet was provided a copy of this information and Dr. Clunis may want to share it with her team. Overall, Amarillo College students have a higher retention rate and GPA than other transfer students and WT native students. But, WT native students are enrolled in more hours.

Information by major reflects that AC education and engineering students outperform WT students, but business and fine arts students do not.

Dr. Clunis is working with Dr. Brad Johnson and Dr. Wade Shaffer to identify programs to work on alignment. They have initially chosen Health Sciences but could use this list to determine where best to start on alignment. They will use targeted conversations with faculty to lay requirements side by side to make adjustments and decisions.

The information also included breakdowns by demographics. Cabinet had a lengthy discussion regarding men of color and specifically African American men who are more successful at 4-year institutions. Jamie Perez is hosting monthly meetings for men of color and Pam Jackson is taking a group to Memphis during Spring Break to visit the home of Martin Luther King. Dr. Clunis suggested a possibility of co-enrolling African American men at WT.

Action Items:

- Dr. Lowery-Hart will discuss Talent Search, Upward Bound, and other ideas with WTAMU. He will also talk with community contacts regarding mentorships for African American men.
- Ms. Skinner noted that the Diversity Committee is working towards a student chapter for the NAACP on AC's campus. The WT men of color group at WT will also be making connections with AC students.
- Mr. Sherrod will work with Paul Evans, VP for United Supermarkets and new member on the WTAMU Foundation board, to start a conversation between the two foundation boards regarding men of color.

3. ASPEN

Lowery-Hart

Dr. Lowery-Hart received an email on Monday that Amarillo College is in the Aspen top 30. They have requested a one hour interview. After interviews, the top 10 will be selected. He, Dr. Clunis, Ms. Crowley, and Ms. Skinner will be included in the interview. He provided each Cabinet member a copy of the Aspen application and asked them to become familiar with it. He noted that changes had been made to some of the information which had been provided for the application based on feedback from an outside party who reviewed the application prior to submission. All information in the application needed to reflect the contributions made to the college's culture of caring and theory of change: *If Amarillo College removes life barriers for students in an accelerated learning environment while providing a deep culture of caring, students will be successful and complete their educational goal.* A bound copy of the application will be printed after Cabinet has had the opportunity to review it.

Amarillo College identified the issue of poverty before others did and this has brought national attention. AC has the best framework for change even if the data is not the best, yet. Ms. Crowley noted that a top 10 rating with Aspen was not expected for at least two years, so the college is ahead of schedule.

Higher Education is listening to Amarillo College's story, and states systems are paying for training. Dr. Lowery-Hart challenged Cabinet to become comfortable telling the AC story as they may be called upon to help with some of these trainings and travel. Mr. Sherrod suggested that more publicity is needed locally, statewide and nationally to tell the story of AC students and the economic impact for the community.

The next focus of the college will be labor market and transfer.

Action Items:

- Mr. Ball will arrange to record Dr. Lowery-Hart's and Ms. Crowley's presentations for use by other Cabinet members who will need to begin practicing telling the story. Dr. Lowery-Hart's presentation covers the core and then others may present more specific trainings based on their areas.

4. COMMENCEMENT

Austin

Prior to her departure, Registrar Diane Brice suggested moving oversight of commencement to Communications and Marketing as it has become more of a production and Mr. Ball manages the budget. No changes to the membership of the Commencement Committee or to Commencement itself were recommended. Mr. Ball would chair the Committee.

Cabinet discussed not using a stage so that the lift would not be necessary for wheelchair students. The Civic Center has no ramps that might be used and there was an issue with the lift at the last commencement ceremony. With Commencement projected on the big screens, a stage is not necessary. This could free up space for more people on the "stage". A long runner would be needed for the students walking across the floor.

Cabinet agreed with these changes.

Action Items:

- Ms. Brenneman will ask Toni Van Dyke to update the committee list

5. STOP THE BLEED EMERGENCY FIRST-AID CLASSES

Lowery-Hart

Robert Harvey, Physical Plant staff, had talked with Dr. Lowery-Hart and presented a proposal requesting \$3,000 to purchase "Stop the Bleed" emergency first-aid kits and provide training. Many Physical Plant staff are in industrial locations and situations where accidents might occur. Chief Scott Acker was asked to address this request and give an update on the work of the Emergency Response Team. He reported that "Stop the Bleed" has been mandated for K-12 and that the kits range from \$40 to \$100. Classes are taught by Jerome Godfrey. The ERT has discussed having these kits available in every building or at key locations where there are many students. They are also discussing having AED's in all buildings. He has contacted one company regarding these and is looking at the possibility of some grant funding. He can purchase patrol officer kits for less money than the "Stop the Bleed" kits. They contain everything but sheers which could be purchased separately and added to the kits.

The current training includes CPR, use of AED's, and first aid. Future trainings would be required of police officers and safety team members and would be offered to all employees but would be voluntary.

Action Items:	
<ul style="list-style-type: none"> Mr. Acker will bring a proposal to Cabinet in a month that includes training, equipment, etc. Marketing can create a program around this. 	
6. ENROLLMENT MANAGEMENT	Austin
Not discussed	
Action Items:	
<ul style="list-style-type: none"> n/a 	
7. BRAGGING ON EMPLOYEES	Cabinet
<ul style="list-style-type: none"> Mr. Ball – Sadie Newsome, Kyle Arrant, and Catherine McGovern for their work on General Assembly Ms. Jones – America Adame, Will Ratliff, and Shane Hepler for their work on General Assembly Ms. Skinner – Testing Center for their work to obtain National Certification Mr. Austin – Nancy Farren for organizing and working with the cook team to provide lunch for General Assembly 	
8. OTHER DISCUSSION	Cabinet
Dr. Clunis noted that she had received a request for a Foundation Grant in the amount of \$10,000 for the Master Chorale. There are only three Amarillo College people involved in this group. She sent it on but wanted Cabinet to know about the request.	