

PRESIDENT'S CABINET MEETING

April 14, 2020

MINUTES

CALLED TO ORDER

9:06 am

ADJOURNED

11:28 am

MEMBERS PRESENT – VIA GOOGLE MEETS

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

DISCUSSION:

1. NO EXCUSES 2025-ATD RECOMMENDATIONS	Lowery-Hart
<p>This information was collected pre-COVID-19 and many of the recommendations are things the college is already discussing. It does reflect areas needing discussion and provides tools that may be used to spark conversations, especially for faculty engagement. The ATD documents provide information on processes and problems, but not strategies and solutions. Cabinet will need to outline strategies while paying attention to the problems revealed.</p> <p>These steps were discussed by Cabinet:</p> <ul style="list-style-type: none">• Establish vision• Over communicate• Over train• Take time to meet with people to walk them through what we are doing• Don't skip steps in getting to the goal• Tie the strategies to the goals of the college	
<p>Action Items:</p> <ul style="list-style-type: none">• Mr. White announced that Sean Garretson will report on the status of the innovation hub and will propose a plan. (The was subsequently canceled due to more pressing issues with COVID-19.)• At the April 28th meeting Cabinet will begin outlining strategies to achieve the College's five goals	

2. COVID-19 AND ENROLLMENT PROJECTIONS	Lowery-Hart Witherspoon
<p>Dr. Lowery-Hart suggested that while others are hunkering down and riding out this crisis, Amarillo College can use this time to push forward and come out stronger than before by thinking beyond the status quo and moving forward aggressively. He provided two articles for Cabinet discussion. It is projected that colleges won't see an impact on enrollment for 18 months. During the last recession of 2008, enrollments began to increase with the 2008-2009 year but didn't peak until 2010. This time unemployment benefits have been increased by \$600/week and may be claimed for as long as 39 months. Cabinet discussed marketing programs such as coding, plumbing, and other trades that will get students quickly into the workforce. This could be a good time to begin working with AEDC and AAF to create</p>	

partnerships for refueling the local economy and building the Earn and Learn model. The college could build on its strengths, look at all programs, and realign to meet the needs of the regions.

During this time, students are becoming conditioned to the online experience and becoming familiar with the technology. Increases in online enrollments can be expected and Amarillo College will need to continue to provide its Culture of Caring in this environment to differentiate it from other big online universities. The strength and competitive advantage of AC is this culture of caring for the whole student. Another area to be explored is self-paced learning that is offered by college such as Western Governors. If not allowed by rule, Amarillo College could begin to accelerate some programs for students unemployed due to COVID, align skills with certification and degrees, and provide skills based transcripts.

It is anticipated that it will take longer to recover from this depression/recession. Enrollments will increase but funding will decrease. The college is in a better position than it was during the last recession and can afford to take a year to figure out its plans for recovery.

Dr. Lowery-Hart provide this summary of the discussion:

- Emerge stronger from the crisis
- Accelerate the right programs with online learning and competencies
- Target construction trades, technology, and health sciences
- Market programs for adults who are at home receiving unemployment
- Partner with the community
- Leverage technology to revisit antiquated policies and procedures
- Change grant making philosophy to instructional support, technology, and training

Mr. Witherspoon shared his projections for enrollment and unemployment. The model uses two previous years of unemployment and one previous year of enrollment to project one year forward. The model predicts that Amarillo College can expect to see its biggest increase in enrollment in two years, Fall 2021, based on unemployment. He does not think AC will see an immediate increase in the Fall of 2020. Some of this will depend on how many businesses will be able to maintain and rehire employees with the Paycheck Protection Program money.

There are too many variables to determine right now. People are receiving more unemployment than last downturn. He doesn't think that we can expect an immediate increase in enrollment for Fall 2020. Models don't depend on what causes the unemployment just that it happened. As we start getting unemployment numbers we can predict when enrollment will start increasing. Biggest market would be to employees in service jobs that were laid off to encourage them to move into "virus resistant" jobs. Economic downturns increase enrollment but not immediately.

Action Items:

- It was noted that some summer courses will be offered at the East and West Campuses, Moore County, and Hereford. Frank Sobey will provide an updated list to the Registrar in order that these students might begin to register and marketing will get that information out on the web and social media.

3. HR AND COVID-19

**Lowery-Hart
Jones**

After reviewing timesheets, HR plans to work individually with supervisors to determine reasons for leave with pay. Based on the review, it was determined some supervisors misunderstood how to code hours worked. Some employees were marking hours COVID when they were

actually working from home. Discussion of how to better utilize employees in support roles for students and faculty. This could be an opportunity to provide training to teach employees how to leverage technology. Other employees will have the opportunity to contact and support students.

All employees must be working from home or engaging in training offered by AC. HR just signed contract with online training company and will fast track getting this live for all employees. RLH will announce at Friday town hall.

Action Items:

- Supervisors should emphasize to direct reports that they need to be productive while working/not-working from home
- Cheryl and Cindy will work with supervisors to answer questions and guide them to be thoughtful and consider pre-COVID work and pay
- Message optics of working from home and doing nothing
- Encourage employees to contact their supervisor if they don't have regular work to do
- Provide clarity to leaders on what to offer to employees if they don't want to work from home, don't have the option to choose not to work
- CE course offerings formalize and provide accountability. Tamara will talk with Toni to get these set up so Russell can talk about it on Friday, make it mandatory if people don't want to do the other work options. Timeline for Cheryl's training will be at least a couple of weeks. Get list by end of day of classes that can be up and going by Monday with process for enrolling. Make sure fee is waived and charged back for reimbursement.