

PRESIDENT'S CABINET MEETING
April 7, 2020
MINUTES

CALLED TO ORDER

9:10 am

ADJOURNED

9:55 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

DISCUSSION:

1. SUMMER CLASSES	Lowery-Hart Clunis
<p>Dr. Lowery-Hart stated that the communication for summer classes was sent out last evening but students still have questions. Dr. Clunis is working with faculty to insure that the college does have summer classes available and is hopeful that the situation may be back to Phase 2. She is working to be sure faculty is ready. Dr. Lowery-Hart reported that some colleges are deciding the use Cares Act money to offer summer courses at no cost. He asked Cabinet to consider whether AC should do the same and to discuss other options for best use of these funds for Amarillo College. Cabinet discussed the following:</p> <ul style="list-style-type: none">• Mr. Sharp believes that the college will not need all the funds that are allocated to cover expenses related to COVID-19 which could free up some of those funds for enrollment incentives.• If free summer courses are offered, it is possible Dr. Clunis would need to prepare faculty for a summer surge. Will students who have lost their jobs at this time be ready to return to school by summer?• Since the funds don't have to be used until the end of September, would the college be better served to offer discounted tuition or one free class in the Fall to encourage enrollment then? Data reflects that Fall enrollment impacts Spring and this is a base funding year.• Could the offer of one free class be used to incentivize students to enroll full time?• THRIVE and dual credit students would be excluded.• Offer free books or a portion of books paid. Dr. Lowery-Hart believes that tuition and books may be covered in the one-half portion of the funds for student emergency aid and basic needs.• Salaries of federal work study students are covered. After this payroll run, HR will have a good idea of how many employees are being paid with no work to do from home. She will provide that information to Mr. Sharp for projecting the amount needed to reimburse costs associated with the pandemic. TACC has provided forms for tracking this information.• If loss of enrollment can be tied to COVID-19, these funds can also be used to cover this.• Students who received their Financial Aid in January and did not return to school during this time will owe some of those funds back. This emergency aid should help with that.	

Dr. Lowery-Hart stated that Part 4 of the Stimulus Package will allow colleges to apply for loans. However, Mr. Sharp does not believe that will be necessary for Amarillo College because of its healthy fund balance.

Action Items:

- Determine the logistics of offering free summer courses or one free course in the Fall and how that might be implemented.
- Mr. Sharp and Andrew Flores will determine an average cost per student if free books were offered.

2. GRADUATION

**Lowery-Hart
Ball**

Mr. Ball did not have any updates at this time but will keep Cabinet apprised as he has information. *Care and Share* is now ready and Dr. Lowery-Hart might present that at a town hall meeting. AC's music department will be participating in a project with the Fairly Group. Songs recorded remotely will be submitted for judging and the winner's charity will receive a \$5,000 prize.

Action Items:

- None

3. BOND PROJECTS

**Lowery-Hart
Sharp**

Dr. Lowery-Hart noted that now is a good time to start work on empty parking lots. He also asked Cabinet's input on moving forward with approval for the IT department to retrofit some classrooms while they are empty. Cabinet was in agreement as long as IT works in conjunction with planned bond projects.

Action Items:

- Mr. Sharp will reach out to Mr. Hepler to coordinate this work.

4. OTHER DISCUSSION

Cabinet

Cabinet discussed situations where an employee might be fearful to work on campus when their job requires it. It was agreed that this should be acknowledged and that employee be allowed to work from home.

Cabinet also discussed providing professional development opportunities for workers who have been sent home with nothing to do. Ms. Skinner has found some activities on the Microsoft website and will share those. They could be listed on the website. Ms. Jones will work with Mr. White to finalize a contract for training.

Action Items:

- None