

PRESIDENT'S CABINET MEETING

May 12, 2020

MINUTES

CALLED TO ORDER

9:06 am

ADJOURNED

11:36 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. AC'S CARES AID DISTRIBUTION PLAN	Crowley
<p>Ms. Crowley announced that she, Mr. Austin, Ms. Skinner and Dr. Clunis have worked on a plan to distribute \$100 to each student who completes the FAFSA up to \$800,000 of the Cares Act funds designated for students. The funds will be distributed through the Financial Aid office and tracked to Cares Act fund distributions. Checks will be distributed after the census date to allow the Financial Aid office to get past the busy beginning of the semester. This message will be targeted to students over the summer encouraging them to complete the FAFSA, apply, and register for classes. It was noted that financial aid applications are down across the nation and the hope is that this will increase the number of potential students for Amarillo College. Students in programs such as Radiation Therapy and Mortuary Science which are completely online are not eligible for the distribution. No Excuses funds could be used to help these students. The Cares Act money will cover what No Excuses would normally distribute in a year so these funds would be available to help students who may have additional needs. The ARC has made more than 1,000 contacts with students and distributed about \$35,000 over the last few months. A distribution plan has been created with maximum awards for the emergency aid and poverty coaches will be trained and utilized to help assess applications before forwarding to the ARC. Homeless students will be referred immediately to the ARC. Transportation is not covered in the Cares Act, so the ARC will continue to work with the Foundation on these needs.</p> <p>Once school starts, the college should expect students with many needs. Utility payment collections have been frozen until June. Once that ends, students will begin reaching out for help getting caught up on past bills.</p> <p>Students will need to acknowledge this assistance is from Cares Act money for one-year only and should have no expectation for continuation of this in the future. Amarillo College will continue to use No Excuses funds after that.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Include this on the Board agenda as an information only item.	
2. EMPLOYEE EMERGENCY AID	Lowery-Hart
<p>Ms. Jones reported that Human Resources is continuing to look at ways to streamline processes including reducing the number of payroll runs from four to two each month.</p>	

The college will realize savings of about \$250,000 from decreased utilities and travel during the shutdown. This along with Cares Act funds, improved processes, and other savings occurring during this time will insulate the college in the short term and allow time to work through the process of reopening. Legislative cuts to funding should be expected. Once employees begin to return to work, opportunities for continuing some remote work might also be explored.

Action Items:

- None

3. COVID TIMELINE

Lowery-Hart

Dr. Lowery-Hart briefly reviewed the timeline for reopening. He has made this document available on Google Docs. Once employees return to work, some services will continue to take place virtually with the goal to minimize student contact. Some student events may be considered but nothing has been planned.

- June 29 – supervisors, limited academic and student support personnel, IT, and physical plant staff return following protocols
- July 6 – All staff return to campus following protocols
- August 24 – normal operating hours, courses still offered remotely, limited academic supports and student life
- October 26 – fully operational

Dr. Lowery-Hart will outline this plan at the May 15 Town Hall. Supervisors will work with employees to determine individual timelines. All employees will be required to wear masks when in public areas on campus. Employees who remain at risk and working from home may come to campus on Friday between 8:00 am and noon if needed. The college will need to be flexible with employee schedules through the end of 2020.

This plan is a best case scenario and could change or have some variance. Decisions will be driven by data and the local health professionals. Once in Phase I and back to normal, everyone should be prepared to return to Phase 2 or even Phase 3 if necessary.

Academics will provide their proposed schedule at Cabinet next week. Summer 2 may include some in-person classes, mainly labs.

Action Items:

- Cabinet will provide of list of employees in their areas who are to return on June 29 and July 6.

4. STUDENT WORKER SUMMER PAY

Skinner

Guaranteed student pay will end on May 22. Cabinet will need to determine if these students continue to receive paychecks even with nothing to do. The Department of Education does allow for work study students to continue to receive pay. There will be a summer calling campaign, public relations campaign, and some community service opportunities. Some students might also be trained to sit at the desk in the Ware student commons.

Action Items:

- Ms. Skinner will compile a final list of student workers and determine which of those might be work study.
- Cabinet was asked to provide the names of the students in their areas who should continue to work through the summer.
- No decision will be made until this information is collected.

5. GALLUP COVID SURVEY	Skinner
This was discussed at the COVID task force meeting. The main take away was that better communication with employees is needed to let them know what the plans are during this crisis.	
Action Items: <ul style="list-style-type: none"> • None 	

6. OTHER DISCUSSION	Cabinet
Dr. Lowery-Hart noted that the “Kindness in America” documentary is still moving forward with additional information about what kindness looks like during a pandemic. He also noted that he expects the Board nominating committee to put forward the same slate of officers that are currently serving.	
Action Items: <ul style="list-style-type: none"> • None 	