

PRESIDENT'S CABINET MEETING
June 16, 2020
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

12:03 pm am

MEMBERS PRESENT – VIA GOOGLE MEETS & IN PERSON

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. COVID PLAN FOR FALL I	Lowery-Hart
<p>Cabinet discussed the plan for the Fall semester. Currently, face-to-face classes with modifications are planned for Fall I, but the college will need to be ready to be flexible and pivot quickly if cases of COVID increase. Face-to-face classes are learning specific and it will be easier for students to make the transition to tech supported classes if they have had at least a few weeks on campus in the classroom. Plans for Fall II are to be even more open. This is an aspirational goal not set in stone that could quickly change.</p> <p>More is known now that the virus is not as contagious on surfaces, so social distancing and requiring masks for students, faculty, and staff should make this more manageable.</p> <p>Preparations and messaging need to be clear that this could all change rapidly requiring a move back to tech supported learning and working from home.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• None	
2. ROOM SCHEMATICS	Lowery-Hart
<p>The Chronicle of Higher Education has written an article that identifies room schematics for social distancing. The challenge for Amarillo College will be room size and capacity. The current plan is to keep course caps the same and find ways to rotate students, especially in labs, and provide ways for faculty to broadcast their classes.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Academic Affairs is working on this.	
3. POLICY FOR MASKS	Lowery-Hart
<p>Mr. White emailed the proposed policy to Cabinet for input. It is simple and straightforward. Dr. Lowery-Hart requested that the wording stating that the policy would be “strictly enforced by the AC Police” be changed to “be strictly enforced.” Some students may have liabilities that prevent them from wearing masks (such as claustrophobia or anxiety). To meet ADA requirements, Ms. Jones will reword that section and include a requirement that a student or employee must have a documented reason not to wear a mask and should contact HR or</p>	

student affairs to discuss this. Anyone who is in an enclosed space or in an office alone may remove their mask. The Regents may wish to reword the policy.

Action Items:

- This policy will be an action item for Board approval at the June 23 meeting.
- Ms. Jones will provide the revised policy to Dr. Lowery-Hart by Friday.
- Dr. Lowery-Hart and/or Ms. Jones will have research notes available to answer any questions by the regents.

4. TEXANS CARING FOR TEXANS SUBMISSION

Skinner

Cabinet considered which employee should be selected for this nomination. They determined it should be one of the employees of the year from the previous year and selected Ernesto Olmos.

Action Items:

- Denese will complete the nomination form.

5. ANTI-RACISM PLAN

Lowery-Hart

Dr. Lowery-Hart asked for Cabinet reaction to the events in the nation over the last few weeks related to racism. It is his intention that Amarillo College will become an anti-racist institution and will make this a part of the No Excuses 2025 plan. Over the past few years, the college has been working on equity and implicit bias training and has closed some equity gaps. Moving forward, the college will need to begin intentionally removing unrecognized racism from policies and the institution and determine how to eliminate adverse impact in college processes.

As with poverty and the Donna Beegle trainings, leadership will look at data, provide education and training (bring in an outside expert), and develop a common language for this topic. It will be a comprehensive plan that requires a culture shift including hiring the right people and discipline for infractions. Leadership should listen to students' reflections and thoughts on these issues.

Cabinet will begin putting together a plan at the next Cabinet meeting and start defining leadership, common language, the framework, and communication. Dr. Lowery-Hart asked all to read the book *How to Be an Antiracist* by Ibram X. Kendi.

Some employees have volunteered to support activities related to these topics and Dr. Lowery-Hart will bring these names to Cabinet. He asked Cabinet to suggest other books. These employees, partnered with a Cabinet member, could be trained and empowered to lead discussions on selected books. A common reader should be selected soon in order to apply for a Foundation grant to purchase the books and support the program. The common reader and protocols for the year could be launched at General Assembly. PBS programming will be used to supplement the programs.

Action Items:

- Put this topic on next week's Cabinet agenda.
- Cabinet to bring book suggestions.

6. ASPEN PLAN

Crowley

Ms. Crowley stated that the Aspen site visit will be virtual but several meetings will be occurring at the same time during part of the visit. She, Dr. Lowery-Hart, and Dr. Clunis have determined that the Underground is the best location for these meetings as it has spaces for a few people and large groups. Those spaces have been reserved and Ms. Crowley will meet with

Communications and Marketing to discuss some wall wrapping for the spaces. Dr. Lowery-Hart will meet with IT to discuss technology needs and set up for these meetings. Ms. Crowley has begun creating the lists of people with whom the Aspen team will meet. The first meeting will be with Cabinet and include Collin Witherspoon. The meetings should be relaxed, authentic, and conversational allowing all to participate, not just the president or a cabinet member. They should reflect on and celebrate what the college has accomplished by creating systemic change in the face of declining funding.

Dr. Lowery-Hart asked Cabinet to begin recommending students from the areas below to make up the student group. These students should reflect the demographics of AC's student body.

- A male student from the ARC
- Dev Ed – Maci Dearmond
- CTE – Mr. White will find the name of a female student who contacted him
- ESL to graduation – a refugee student
- SGA – Ms. Skinner will recommend an SGA student
- Esports – Ms. Skinner will recommend this student
- THRIVE – Connie Bradford with AAF could help with this
- Student from a partner organization such as Faith City Mission/other shelters – Mr. Austin will find this student

More discussion will take place as the time gets closer, but the visit is September 9 – 10 so preparations need to start now. Everything the college has done to this point that led to the Aspen top ten has been intentional, including Dr. Lowery-Hart's Aspen Fellowship, national platforms, national and state awards, and speaking engagements. The college's rate of change, scale of changes, and breadth of accomplishments put AC in the top ten. Those meeting with the Aspen team will need to continue to be compelling and intentional in communicating the theory of change and telling the AC story.

The Aspen team will pull the most recent data which will be even better than the IPEDS data looked at previously. The success with the co-requisite model will also be a compelling part of the story. AC should build an unforgettable case for the Aspen team to take back for discussion and selection of the winner.

Action Items:

- Listed above.

7. OTHER DISCUSSION	Cabinet
<p>Dr. Clunis requested Cabinet approval to fill the open Law Enforcement Academy Director's position. She would like to convert this from an administrative to faculty position to align with other programs. Currently, the position is underutilized requiring use of several adjuncts to fill teaching spots. Eric Wallace would take over some of the administrative duties allowing the director to teach classes reducing the number of adjuncts needed. It is budget neutral or better and the new director's salary will not be greater than the current salary. This change is not effected by any TECOLE requirements. Cabinet approved refilling this position.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	