

# PRESIDENT'S CABINET MEETING

June 23, 2020

## MINUTES

**CALLED TO ORDER**

9:06 am

**ADJOURNED**

11:15 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, Collin Witherspoon

### DISCUSSION:

<b>1. ANTI-RACISM</b>	<b>Lowery-Hart</b>
<p>Other conversations during this meeting took longer than expected, so this item was tabled until the next Cabinet meeting. Dr. Lowery-Hart stated that he will bring book suggestions for campus-wide reading to that meeting. Rene' West and Courtney Milleson are working to pull together a campus book club (reading roundup). The structure for this group and training will need to be in place before the Fall semester.</p> <p>Cabinet discussed how they are handling the pressures of doing their jobs in many different ways during this time. Good collaborative work has taken place in this remote environment but many feel that there is no down time. Some ideas were discussed for taking time away from the job including limiting emailing and texting after 6:30 p.m. and on weekends to emergency or necessary communication only.</p>	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>Put Anti-Racism discussion on June 30, 2020 Cabinet agenda.</li></ul>	
<b>2. STUDENT LIFE ACTIVITIES GUIDANCE</b>	<b>Skinner</b>
<p>Ms. Skinner noted that Student Activities plans for fall at other colleges range from none to pre-COVID normal without social distancing. She asked for guidance on how AC will want to handle this. In the beginning when students return, they should be encouraged not to hang around until the situation is assessed and decisions made.</p> <ul style="list-style-type: none"><li>No face-to-face programming initially</li><li>Communicate that masks are required both inside and outside when on campus</li><li>Continue virtual student life activities (some have been well attended, but not all)</li><li>Consider one or two on-campus events if CDC recommendations can be met</li></ul>	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>None</li></ul>	
<b>3. STUDENT TRAVEL GUIDANCE</b>	<b>Skinner</b>
<p>Ms. Skinner asked for input on what, if any, student travel will be allowed. It must be deemed essential by Cabinet or the Vice President and could include:</p> <ul style="list-style-type: none"><li>Field trips that are course based and well-managed to meet guidelines</li></ul>	

- Competitions that are course based and meet guidelines

Most conferences have been cancelled or moved to a virtual format. For other travel, faculty and/or student life sponsors must determine what safety protocols are in place for the event and present that information to Cabinet before travel will be approved. Ms. Skinner will develop a form to be used for requests.

Cabinet further discussed faculty/staff travel. There was a substantial increase in budget requests for travel. With the expected reduction in state funding and travel restrictions due to COVID, travel budgets will be reduced for 2020-2021. Only travel that is considered critical to the mission of the college will be allowed and will be determined by the vice presidents. Some required travel is expected this year for legislative matters and SACSCOC.

**Action Items:**

- None

**4. BOARD AGENDA ASSIGNMENTS**

**Lowery-Hart**

Dr. Lowey-Hart reviewed the agenda and assignments for the Board meeting. He noted that Charlie Shepard with Gonser Gerber would have a 45 minute presentation on the comprehensive campaign and feasibility study and recommendations. Mr. Sherrod emailed the report to the Board last week and will email it to Cabinet as well. Dr. Clunis will provide the timeline for AC's SACS review. Mr. Witherspoon will provide an overview of the results from the faculty and student COVID surveys and discuss the decrease in the drop/withdrawal rate. Dr. Clunis will discuss the academic plan for reopening in the Fall. Dr. Lowery-Hart will announce the college's plan to close or suspend the Mortuary Science program. The Carter Fitness Center discussion will be moved to a later date. All other agenda items were assigned as appropriate.

**Action Items:**

- None

**5. OTHER DISCUSSION**

**Cabinet**

Cabinet discussed if there might be plans for reopening Carter Fitness Center in the Fall. It currently does not have the staff to provide proper cleaning and enforce the wearing of masks. If the goal is to minimize students' time on campus initially, the opening would not meet that goal. Other discussion included allowing workout times by appointment and only allowing access to employees. Dr. Clunis will ask Craig Clifton to propose a plan for Carter Fitness Center that will provide work for the staff there.

Cabinet also had a robust discussion on protocol if Amarillo gets another spike in COVID cases and employees become sick. If CDC recommendations were violated, then others in the area of that employee should be tested. If not, employees should remain at work. Any employee who is tested must remain at home until the test results are received. The campus does not anticipate another full shut down, but cases and protocol will need to be handled according to individual situations.

Dr. Clunis reported that a student at the East Campus tested positive and the class immediately flipped to remote learning although masks and social distancing guidelines had been followed. Communication and execution of the shift was fairly seamless. It will be necessary to clarify whether courses need to shift immediately if CDC recommendations have been followed. Again, the determination was that these can be handled on an individual basis following some guiding principles based on CDC recommendations. Cabinet will work to determine these guidelines.

These principles and guidelines should be in place before the Fall semester begins. If there is a second wave of the virus, classes will again need to move quickly to a mostly tech-supported format. Dr. Clunis prepared faculty for this possibility at her faculty Town Hall meeting last week. Remote work in the Fall will look different than in the Spring. It will focus on mitigating large scale outbreaks and limiting and managing, but not eliminating, in-person services. Essential programs, labs, and services will stay open. The college will enter into a modified Phase II and not return to a Phase III shut down. The threshold for triggering a return to tech-supported learning does not need to be high but the college needs to be clear on what it is comfortable with to stay open as long as possible. Faculty and students would return to remote learning, but staff will remain on campus unless the State requires another shut down. There are still many unknowns and Cabinet is working through policies, procedures, and processes.

**Action Items:**

- None