

**PRESIDENT'S CABINET MEETING**  
**August 27, 2019**  
**MINUTES**

**CALLED TO ORDER**

9:02 am

**ADJOURNED**

10:11 am

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Denese Skinner; Steve Smith; Mark White

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman; Collin Witherspoon

**DISCUSSION:**

<b>1. AT RISK FTIC</b>	<b>Witherspoon</b>
<p>Mr. Witherspoon reported that taking an FYS class had no impact on the success rates for FTIC students who took the course. He has provided this information to the FYS Department and Student Affairs. Of the 1,600 FTIC students this semester, only about 22% are enrolled in FYS. There are not enough sections taught to accommodate all of these students. It was suggested that FTIC students be included again in the coaches and champions program. FYS courses should be taken by students within their first two semesters. Cabinet discussed the issues and possible solutions.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Mr. Witherspoon will send a list of FTIC students by program to Denese. She will discuss including these in the coaches and champions program with Amber Brookshire and Sami Landers</li><li>• Put FYS courses on a Cabinet Agenda at the end of September and invite Mr. Witherspoon and Becky Burton</li></ul>	
<b>2. MASTER PLAN</b>	<b>Lowery-Hart</b>
<p>Mr. Smith stated that three RFQ's have gone out and another three should go out in a few weeks. These will be published in the paper. The first projects are the Student Service Center, Russell Hall, Tier 1 HVAC systems, and the Carter Fitness Center. It may be necessary to include the College Union Building in the first projects as well.</p> <p>Mr. Smith has sent invitations to faculty and staff to serve on some committees and most have responded affirmatively. All Cabinet members will be asked to serve on a committee at some point in this process. An information only item will be presented to the Board in September detailing the first RFQ's. Then, an action item to approve these will appear on the October Board agenda. Design planning will begin immediately thereafter. The respective committees will make recommendations to Cabinet.</p> <p>The Innovation Hub and First Responders Academy will be in the next round of RFQ's. Dr. Clunis will chair the committee for the First Responders Academy and should schedule a meeting with that committee prior to the RFQ's going out. Dr. Lowery-Hart will invite the Amarillo Fire Chief and Police Chief to serve on this committee as well.</p>	

When these committees begin meeting, they will be given their charge and will then interview the prospective architects, vote, and make a recommendation. Once the architect has been selected, they will work with them to design the plan. Dr. Lowery-Hart requested that minutes be taken at these committee meetings and posted to the web. Mr. Smith indicated that the architects usually take minutes.

A tentative timeline for projects will be presented at General Assembly and the web address for bond projects provided. Timelines and committees should be listed on this website as well.

Cabinet discussed the move of the Art Department and their 16-week courses. Dr. Clunis is working with them. They have an active advisory board.

**Action Items:**

- Dr. Clunis will schedule meeting with First Responders Academy committee
- Dr. Lowery-Hart will extend an invitation to fire and police chiefs

**3. AC MERCHANDISE IN LOCAL BUSINESSES**

**Ball**

Mr. Ball is working with Andrew Flores, Bookstore Manager, to create more clothing options available in the Bookstore. Catherine McGovern is working with the same company that WT uses and should have a plan together after Christmas. This company has inroads with Target, Academy, etc. He is also working with someone at the Amarillo Airport and they are ready now to begin selling AC branded clothing. Mr. Ball's department has some designs ready but are working to come up with more options for women. Once done, the Amarillo College Bookstore will be well-merchandised.

**Action Items:**

- None

**4. ENROLLMENT UPDATE**

**Austin**

Mr. Austin provide this enrollment update via email prior to the meeting.

Fall 2019 Enrollment

Day 2

9,621 Unique Students (up 3.32%)

1,802,628 Contact Hours (up 1.91%)

85,613 Credit Hours (up 3.56%)

He noted that it is nice to be up on day two of the semester. Becky Burton anticipates dual credit students will settle at about 2,000. Last year at this time, 360 students were added and students continue to enroll for the 2<sup>nd</sup> eight week courses. Fall 2018 final enrollment was 9,900. At this time Fall 2019 is at 9,600. There are still THRIVE eligible students who have not registered. The Enrollment Management team will circle back to the students who are complete but not yet registered. There are more of these in the pipeline than in the past and they include FTIC and returning students.

There are still some open sections and some classes lacking with faculty out for various reasons. He projects that dual credit enrollment may be down related to THRIVE as students are waiting to take their classes for free when they get to Amarillo College.

**Action Items:**

- None

<b>5. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
Ms. Skinner – Cassie Montgomery and her teams who volunteered all over campus where needed during the week prior and first week of school and the Student Life team of Amber Brookshire, Jenna Welch, Sami Landers, and Trent Oneal for all their work through a busy summer and first week of school events	
<b>6. COMMUNICATION POINTS</b>	
Not covered	
<b>7. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>8. OTHER DISCUSSION</b>	<b>Cabinet</b>
Dr. Lowery-Hart noted that Montgomery College was down 4% in enrollment and was happy that it was only 4%. Community College enrollments nationally are down. Next year's data should reflect the true impact of THRIVE. He has been meeting with AISD Superintendent, Doug Loomis, to discuss apprenticeships. Dual credit through UT and Texas Tech which is free and completely online is hurting community college dual credit programs. Amarillo College has seen a significant increase in full-time enrollments and contact hours are up. This may be attributed to classes for the prisons and the shift in AEL. This could potentially add 200 more students and allow a buffer as dual credit decreases and THRIVE increases.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Dr. Clunis will present TSI information at the Board meeting tonight.</li> </ul>	