

PRESIDENT'S CABINET MEETING
September 24, 2019
MINUTES

CALLED TO ORDER

9:08 am

ADJOURNED

10:27 am

MEMBERS PRESENT

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

MEMBERS ABSENT

None

OTHERS PRESENT

Andrew Flores, Corby Fails, Amy Guerrero, Ashley Guinn

DISCUSSION:

1. PLI COMMUNICATION GROUP	PLI
<p>This PLI Communication Group focused on two areas for their project – staff and students. Those who have a presentation on the staff/college part were unable to attend this meeting and will need to present at a later date. This group focused on communication with students.</p> <p>Ms. Fails presented a proposed loss prevention of student tracking solution. The group noted that there was not closure of the communication circle for services a student received. One person or department may not know if a student was referred and/or served by another area. They worked with Shane Hepler to identify systems that are already in place and determined that the use of GoTrac is the best option. Information in GoTrac adds to the overall history of a student's activity within the college and supports/services sought. This will allow faculty and staff to know if a student actually received the help needed after a referral. The timeline for implementation is 8 to 12 months after some other IT priorities are completed. The goal is to insure that students are served full circle.</p> <p>In Advising, students complete a student resource survey which can lead the student to additional resources. The Advocacy and Resource Center checks these surveys and reaches out to students and makes referrals to services on campus or in the community. They are already using GoTrac and are able to see what services a student has received. The PLI project will mesh with the ARC system already in place. Faculty are interested to know if students receive the services for which they were referred and if this is helping with retention.</p> <p>It was noted that this group provides a good example of collaboration between departments to use existing resources in their solution. Closing this communication loop will solve some miscommunication issues for student services.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• None noted.	

2. PURCHASING PROCEDURES	Smith
<p>Mr. Smith has been working with Kimberly Carlile on the revised purchasing procedures to be completed soon. One item needing clarification has to do with professional and consulting services. He has asked Mr. White to determine if this applies to community colleges.</p> <p>Mr. Smith noted that, regardless of individual contracts or funding sources, an RFP process is required if the \$50,000 threshold is reached for a single vendor. There was some question whether this applied to a fiscal year or calendar year. Dr. Clunis has received several requests from the Purchasing Office with regard to SWIM Digital and has continued to provide the information requested. Mr. Smith will work with Ms. Carlile to figure out the multiple requests and what may be lacking, if anything.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> Mr. Smith to finalize the procedures manual and get back with Dr. Clunis on SWIM Digital. 	

3. REFINING CABINET MEETING STRUCTURE	Lowery-Hart
<p>Dr. Lowery-Hart requested input on restructuring Cabinet meetings going forward. Suggestions included changing the agenda template, moving from an informational meeting to one where the team talks through pressing issues and then works through solutions and/or next steps. At the end of the meeting, the Cabinet member(s) whose issues were discussed should be able to leave with solutions, next steps, or a plan.</p> <p>The meetings will be less structured and will rotate among the Cabinet members. Dr. Lowery-Hart will use the notes from the Cabinet Retreat to come up with a rotation. Cabinet will identify at each meeting what will be the topic(s) for the next meeting. Discussion will begin with Cabinet members only but others may be brought in at follow up meetings.</p> <p>Dr. Clunis and Ms. Skinner will facilitate the next meeting to discuss health sciences and/or transfer. They will discuss where they are in the process, any decisions that have been made, and sticking points followed by Cabinet discussion and input.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> Mr. Austin and Mr. White will provide breakfast for Cabinet. 	

4. WARE UNDERGROUND EVENING EVENT	Ball
<p>Mr. Ball noted that the Grand Opening of the Ware Underground is scheduled for November 5 from 10:30 to noon and will be similar to the grand opening for the Greenhouse. He asked Cabinet if an evening event for the community and evening students should be planned as well. Cabinet agreed that this would be a good idea and could be held the same day at 5:30. Mr. Ball noted that KFDA Channel 10 is planning a whole show featuring the Underground.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> Mr. Ball will take this back to the committee as they continue to plan this event. 	

5. ENROLLMENT UPDATE	Austin
<p>Mr. Austin provided the following update via email:</p> <p>The AC Financial Aid Office was recently notified by the US Department of Education that our 2016 three-year cohort default rate is 12.7%. A cohort default rate represents the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year. The most current statistics available (nslds.ed.gov), show that the three-year cohort default rate for Amarillo College has</p>	

declined every year for the last five years – from 20.4% for the FY2012 cohort to 12.7% for the FY2016 cohort.

Action Items:

- None

6. BRAGGING ON EMPLOYEES

Cabinet

Ms. Skinner – Charles Diaz and Rhonda Denman, student employees who are doing a really good job in Career and Employment Services while waiting on a new director to be hired

7. COMMUNICATION POINTS

Not covered

8. POSITION JUSTIFICATIONS

Cabinet

None

9. OTHER DISCUSSION

Cabinet

Mr. White provided an update on ASCA. Negotiations regarding relocation continue.

Mr. Smith noted that he is working closely with Tiffani Crosley to train her for the Interim VP of Business Affairs position after he leaves. He will bring in other Cabinet members as necessary.

Action Items:

At the Board meeting tonight:

- Dr. Clunis and Frank Sobey will present the results of the Faculty Survey
- Ms. Jones will discuss the proposed new salary and compensation schedules
- Dr. Lowery-Hart will review General Assembly