

**PRESIDENT'S CABINET MEETING**  
**December 1, 2020**  
**MINUTES**

**CALLED TO ORDER**

9:04 a.m.

**ADJOURNED**

10:51 pm.

**MEMBERS PRESENT**

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:**

<b>1. BUDGET &amp; LEGISLATIVE SESSION</b>	<b>Lowery-Hart</b>
<p>Dr. Lowery-Hart noted that the legislative session begins in the Spring and he believes TACC has a decent plan for community colleges. It appears that Amarillo College will lose between \$800,000 and \$1.5M in funding. The Board legislative committee and Dr. Lowery-Hart will meet with Senator Kel Seliger this month and have a follow up meeting with representatives Four Price and John Smithee. Collin County and Lone Star Community College systems have pulled out of TACC. This legislative session will begin with many unknowns, including who will be the speaker of the house.</p> <p>AC will begin its next budget planning cycle this month and the next Cabinet agenda will focus solely on the budget. The process is expected to be challenging this year and will depend largely on enrollment. Mr. Sharp and Jeanette Nelson have been working on budget baselines.</p> <p>Dr. Lowery-Hart reported that the audit report presented at the Board meeting tonight will be the last by Lani Hall. Connor, McMillon, Mitchell &amp; Shennum has been the college's auditor for many years, and has recently been sold to a new firm, which is not local. Ms. Hall will be retiring in December. In January, AC will release an RFQ for auditing services. Mr. Sharp explained that it is a best practice to change auditors every few years. Cabinet discussed the benefits of using an external auditor. The contract for these services is between \$60,000 to \$70,000/year.</p> <p>Ms. Hall will report two findings at the December Board meeting. Both are clerical errors which were subsequently caught and corrected. She was very complimentary of AC's HR and payroll departments.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	
<b>2. ONE-TIME COMPENSATION</b>	<b>Jones Sharp</b>
<p>A proposal for a one-time compensation payment to all full and part time employees was presented to the Board's Finance and Executive Committees. The proposal from Cabinet was a payment of 3% of base salary with a floor of \$1,000 for those full-time employees whose 3% does not reach that level. This payment would be included on January/February paychecks.</p>	

Dr. Lowery-Hart expects that the recommendation from the Board will likely be higher than 3% at either a 3.5% or 4% payment. The funds are available from the \$3.8M surplus for the year that will go into reserves. Dr. Lowery-Hart will discuss this at the Town Hall on Friday.

**Action Items:**

- None

**3. INNOVATION OUTPOST**

**Lowery-Hart  
Clunis**

Dr. Lowery-Hart, Dr. Clunis, and Mr. Sharp met with Reagan Hales to discuss the Innovation Outpost. Ms. Hales will provide her full proposal at tonight's Board meeting with a request for \$1.5M from reserves as seed money for the Outpost. This money will be used to fund equipment, marketing, one anchor position in design, and training. The funds will be staggered over the next five years as that is the target date for the Outpost to become self-sufficient. The vision for the Outpost will refocus Continuing Education while keeping personal enrichment and community classes, create revenue, and provide training that will benefit the community. Ms. Hales will present her proposal and request during the Status Update and then request approval at the January Board meeting.

**Action Items:**

- None

**4. SUNSET CENTER UPDATE**

**Sharp/White**

Mr. White reported that there is still no final contract for purchase of the JC Penney building. The seller is requesting some restrictions and control to which the college cannot agree. No action will be taken on this item at the Board meeting.

**Action Items:**

- This item will be discussed in closed session at the Board meeting.

**5. ENROLLMENT UPDATE**

**Austin**

Mr. Austin reported that registration for the Spring semester is closing the gaps each day. Anecdotally, he has heard that THRIVE students who did not take advantage of the scholarship in the Fall, plan to do so in the Spring. The recruiters and advisors are working hard and dual credit students are enrolling. Communications and Marketing are doing some new things to reach out to students. Students typically wait until January to sign up for classes which should further boost enrollment. There will be a couple of days during the Christmas break when the college will be open to serve students on the first floor of the Ware.

It was noted that AC now has a system in place where all areas – marketing, advising, recruiting, and enrollment management – are aligned to recruit students.

Mr. Austin shared data on the number of AISD students who attend Amarillo College. 67% of these students who go to college come to AC. This is up from 58% in previous years. However, the college is continuing to lose adult students at high rates.

**Action Items:**

- Mr. Austin will share this report in the Status Update at the Board meeting.

**6. COVID FOR SPRING 2021**

**Lowery-Hart**

Cabinet briefly discussed the current mask policy, possible vaccination requirements, and a plan if there is a big spike after the new year. No changes or decisions were made. There is a

push at the state level to include colleges in the second wave of vaccines. Dr. Lowery-Hart asked Cabinet to think through what processes implemented during the pandemic might remain. Some examples include online learning, virtual counseling, and remote positions.

**Action Items:**

- None

**7. OTHER DISCUSSION**

**Cabinet**

Ms. Skinner had provided an annual report on her division to Cabinet prior to the meeting. She noted that, in spite of COVID, her staff found ways to continue serving students.

Dr. Lowery-Hart reviewed the agenda for the Board meeting. Mr. Sherrod will give an update on the comprehensive campaign, Collin Witherspoon will provide data for FTIC minority rates, and the Board is expected to approve moving forward with athletics and joining the conference. It was noted that one of the future challenges of athletics will be Title IX compliance in years 3 through 5.

Ms. Jones reported that she is meeting individually with supervisors to discuss the future of work. She stated that they have been very thoughtful and contemplative while considering what is strategically best for their unit. They like the idea of flexibility with scheduling and remote work and that this does have to be an all or nothing proposal. As discussions continue, technology infrastructure will also need to be addressed.

Mr. Sherrod stated that the AC Foundation is in the process of updating their database with a new platform and that a great deal of training is taking place.

**Bragging on Employees:**

- Sandra de la Rose in her new role as Director of Secondary Partnerships & Dual Credit
- Taylor Bingham, Coordinator for Career & Employment Services, for her willingness to go above and beyond
- Stephanie Bracket for her work keeping Testing open during the crisis
- Cindy Lanham and Vanessa Rangel for their work in HR and payroll during the pandemic
- Disability Services staff for finding ways to serve students in a virtual environment
- Andrew Flores for his work keeping the bookstore open and getting everything sent out for graduation
- Rochelle Fouts for filling in for Dennis Sarine, in addition to her regular duties, while he is out
- The ARC for keeping services open and available during COVID

Notes of appreciation will be sent by the Cabinet members noted above.

**Action Items:**

- Dr. Lowery-Hart asked Ms. Brenneman to work with Ms. Jones to set up an implicit bias training for just the Regents.