PRESIDENT'S CABINET MEETING
March 23, 2021
MINUTES

CALLED TO ORDER   **ADJOURNED**
9:10 a.m.   11:41 p.m.

MEMBERS PRESENT
Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Denese Skinner; Joe Bill Sherrod; Mark White

MEMBERS ABSENT

OTHERS PRESENT
Joy Brenneman

DISCUSSION:

1. NIGHTTIME NURSING PROGRAM	Clunis

Dr. Clunis stated that she has been working with Nursing leadership and faculty. Plans are to launch the nighttime nursing program in Fall 2022, but she is waiting to hear if AC receives a federal grant to get this started. In Fall 2021, an equity-based cohort will begin with pre-requisite courses and then begin the program in Spring 2022. Forty students in the RNEC program, who are automatically admitted to the nursing program, will increase the number of students in Nursing.

Dr. Clunis and Ms. Crowley wrote a grant proposal over the Christmas break. The goal of this grant is to graduate 70 nurses of color, and/or men, within five years. Labor market data for the Panhandle reflects less than 5% black and 25% Hispanic employment in nursing and these also have the highest turnover rates. There would be two cohorts of 25 to 30 students. Deep wrap-around support services would be provided using already existing holistic supports. The proposal includes hiring a nursing care coordinator to provide case management for the students and professional development for faculty and students. This is a $2.5M, five-year grant providing $500,000/year. AC should find out in July if the grant is awarded.

Action Items:
- None

2. TECH-SUPPORTED CLASSES SURVEY & DEANS COUNCIL	Clunis

Dr. Clunis reported that the Deans responded positively to Collin Witherspoon's data on tech-supported classes and will keep some classes available in this modality. Additional clarification on teaching these classes should be provided and compliance monitored to ensure the courses run as intended with specific meeting times and faculty/student interaction during this time in the virtual format.

Action Items:
- None

3. REMOTE/FLEXIBLE WORK ANALYSIS	Jones

Ms. Jones presented information and a draft policy/proposal for flexible and alternate work, including telework and/or remote work. She and her team worked with all department heads to

score around 225 full-time, NON-faculty job descriptions to determine which might be suitable for flexible or alternate work arrangements.

Types of work schedules proposed:
- Flexible work time
- Compressed workweek
- Regular telework
- Occasional telework
- Emergency telework (example- COVID shutdown)

In all cases, supervisors would work with their employees and make the final decision. It was generally agreed that, in most cases, employees who telework would be required to be on campus one to two days per week and available to come to campus on short notice. Telework should not be used as child care or in lieu of sick time.

Next steps:
- Continue to revise the policy and related documents
- Cabinet review of the full analysis spreadsheet (Ms. Jones will provide)
- Cabinet discussions with their direct reports
- Set implementation target date (likely September 1)
- Seek Board approval of the policy
- Deploy leader training and support mechanisms to ensure success

Action Items:
- Clarify chain of command for final decision-making
- Highly technical or hard-to-fill positions should have a disclaimer allowing fully remote employees living outside of Amarillo

4. DATA ADVISORY COUNCIL	Austin

Mr. Austin asked about this committee which was not on the list of Councils and Committees approved last year by Cabinet. Registrar Kristin McDonald-Willey received an email indicating that she had been appointed to this Cabinet-approved committee so there was some confusion. This has been an ad hoc committee which has broader data governance than IR. Dr. Clunis will clear up the confusion with her staff and this committee will be included in Councils and Committees for Cabinet approval for the upcoming year. Mr. Austin would like Maria Juarez to also be included on the committee.

Action Items:
- None

5. DOE GRANT	Crowley

Ms. Crowley requested Cabinet approval of a four-year grant proposal that would pay $169,000/year for students' child care needs. These children would be at the Hagy Childcare Center or Child Development Lab School. Dennis Sarine will be the project director and a part-time person would be hired to do the data collection. This grant could provide funding to seek national accreditation for the Hagy Childcare Center.

Action Items:
- Dr. Clunis moved to approve this request, seconded by Ms. Skinner. The motion carried unanimously.

6. CODING & TECHNOLOGY	Clunis

	Lowery-Hart

Dr. Lowery-Hart walked through the presentation he and Dr. Clunis will provide at the Board meeting. Currently the college does not have the internal capacity for implementation of initiatives and programs associated with Adams Earn & Learn, technology and coding across the curriculum, and the Innovation Outpost. Board approval will be requested in April to use some CARES Act funds to contract with the first innovator-in-residence whose purpose is to build institutional capacity, new program development, modernize curriculum, and reskill/upskill existing faculty. Additional funding for this will come from fund raising, the Innovation Outpost budget, and grants. CARES Act funds might also be utilized to pay the first cohorts of adult students in the Earn and Learn programs which include cloud computing and Google and IBM Coding.

Action Items:
- None

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7. CARES II	Crowley Austin

Ms. Crowley discussed the additional $591,000 in CARES Act funding for students the college has received as a Hispanic Serving Institution. These funds must be expended by July 22 and may be used to pay back tuition, fees, and books. Mr. Austin noted that there is flexibility to leverage these funds to pay off students' debt to the college allowing them to return to college. He will work with the Business Office to get a list of students enrolled in the last 10 years who did not complete and have an outstanding balance. His team will then reach out to these students. Depending on the amount of money left, paying for one or all courses for these students for summer and/or Fall enrollment might be considered. It was suggested that these funds might also be used to pay down debt for students who have graduated but cannot get their transcripts due to an outstanding balance. Students must agree in writing to accept these funds and will receive a 1099.

Cabinet agreed with these plans and authorized Mr. Austin to proceed.

Action Items:
- Determine the cost
- Develop consent form for students
- Work with marketing to get the word out
- Update Cabinet every four weeks on the progress

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8. CARES III	Lowery-Hart

Still getting clarification on how these funds may be used. It will be different than originally thought. Amarillo College should receive approximately $15M in recovery funds, half of which must be used for students but in different ways than CARES I and II. Some options discussed were offering free dual credit, offering some free tuition, and paying students a salary in coordination with a business. The State also plans to use some of its CARES funds to do a statewide Earn and Learn program. AC would be included in this along with other large colleges/universities across the state. Students in these programs would receive payments in addition to their financial aid.

One-half of the $15M will still be available for institutional plans.

Ms. Crowley also added that there is still quite a bit of money available for student aid in the Foundation.

Action Items:

- Dr. Lowery-Hart asked Cabinet to consider ways to use these funds that will benefit both the student and the college and help grow enrollment.

9. REVIEW BOARD AGENDA	Lowery-Hart

Dr. Lowery-Hart discussed the AmTech item on the Status Update and reviewed the curriculum alignment that has take place so far between AC and AISD. Still much work to be done in this area.

Action Items:
- None

10. OTHER DISCUSSION	Cabinet

Brag Alert – Mark Nair for his forward thinking and work in the area of new technology and coding curriculum

Action Items:
- None