

PRESIDENT'S CABINET MEETING
September 29, 2020
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

11:22 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

DISCUSSION:

1. EMPLOYEE & STUDENT ANTIRACIST TRAINING & ACTIVITIES ROADMAP	Skinner
<p>Ms. Skinner wanted to be sure student activities' anti-racist training is consistent with what the college is providing for faculty, staff, and regents. They are considering a canned product by Speak Out Now.org which would be purchased and offered to students. It is a self-serve training with individual modules. Cabinet noted that the student training should not contradict employee training but doesn't need to match exactly. Ms. Skinner watched the trailer which she felt wasn't well-produced. If the actual content is better than the trailer, she will proceed with this training for students. Mr. Ball would like to see this as well to compare with what his team is creating.</p> <p>Ms. Jones reported that anti-bias training for employees is proceeding. It has been simplified and will start in mid-October. Emails will soon go out informing employees how they can register and log in from anywhere for this 3-hour training. There will be many opportunities and space is limited in each class.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Dr. Lowery-Hart and Ms. Brenneman will work with HR to provide logins for regents who want to attend the training.	
2. LOCATION OF ARCHIVES ON THE WEB	Clunis
<p>Dr. Clunis noted that minutes for various committees are located in different places on the AC webpage and she would like to launch a project to consolidate and make changes so that these would be in one location. Cabinet discussed minutes that are required and not required on the web. Board, Cabinet, standing Councils and Committees (with the exception of the Crisis Intervention Team and Financial Aid Appeals), and Advisory Board minutes are required. It was determined that department meetings are not required to be posted, but that departments should continue to record minutes internally. It was also suggested that one person be placed in charge of ensuring that minutes are submitted and posted.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Dr. Clunis will continue working to clean up the minutes pages.• Melissa Eder will be placed in charge of monitoring and posting.	

3. REMAINING CARES ACT FUNDS	Crowley
<p>Ms. Crowley provided an update on distribution of the CARES Act funds to students. Approximately \$1.1M was distributed for emergency aid in the first round and about \$470,000 in \$100 payments will be sent to students who completed the FAFSA. AC had received \$2.7M including the extra \$300,000 because it is an HSI institution which leaves \$1.1M to be distributed to students. This will be automatically awarded to students based on a point system from about \$300 to \$1,500 per student. AC still has emergency aid from Amarillo National Bank and Bank of America to distribute as well.</p> <p>Students requesting money for mental health will be referred to Amber Hamilton and those that are homeless will be referred to the ARC. Financial Aid will download requests every week to process payments with standardized amounts beginning just prior to Fall II. Students who received aid in Fall I are still eligible to receive additional funds. Students who need assistance prior to this 2nd distribution should be referred to the ARC. \$75,000 in aid from the Co-Board will be used for Thanksgiving bags which will be a check this year rather than an actual bag of food. However, 50 bags will be available for employees. Monetary donations for these may be given through the Foundation.</p> <p>Ms. Skinner reported that more students are utilizing Heal the City and she can expedite the process for students needing this help which provides access to a psychiatrist and referrals. She stated that Kristin Barrick will be offering another mental health training through a grant. Additionally, increased counseling services are being offered utilizing interns and some nighttime appointments. It is expected that the Ithaca survey will highlight mental health issues, and it was suggested that a module be added to the CCSSE or SENSE survey to obtain additional information on student needs.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	

4. RETURN TO CAMPUS/REMOTE WORK	Lowery-Hart
<p>Amarillo College is working to determine what triggers would cause a return to remote work. Originally, these included AISD returning to remote learning and/or the City reaching a 15% hospitalization rate.</p> <p>The Fall I plan for teaching and providing services to students worked well for Fall I, but some faculty are teaching each course in 3 or 4 modalities and this is not sustainable. Beginning with Fall II through the end of the year, lecture classes will move to the tech supported format. Classes at the East and West Campuses and labs can continue to meet in person with the same protocols in place for social distancing, etc. Student activities, student services, and other work areas will remain on campus. Club meetings may continue.</p> <p>This will not be a shutdown similar to what happened in the Spring. Students who need to be on campus for speeches, performances, equipment training, etc. will still come to campus and faculty and staff will still work from their offices.</p> <p>Dr. Clunis noted that a searchable database for tutoring has been created where students can search subjects for which they need tutoring and will also tell them how their class will be delivered.</p> <p>It was communicated that some students with disabilities may not function as well in the tech-supported environment. Ms. Skinner will provide a list of these students and Dr. Clunis and her team will work with them. So far, there have been no issues accommodating these students.</p>	

Cabinet discussed possible child care issues if AISD returns to remote learning once their Chromebooks are distributed. The new plan for Fall II will be helpful for students but some employees will also have child care needs. Ms. Jones reviewed emergency FMLA which can provide up to 12 weeks of 2/3 pay for child care related issues. Other options discussed were alternative hours, using openings at the Child Lab School and Hagy, and working with employees on a case by case basis. Ms. Jones will provide a template of questions for supervisors to use when working with their employees. The college likely will not shift completely to remote work again, but Cabinet should do some pre-planning with their supervisors and managers to be prepared.

After the TASB compensation review, Cabinet will begin reviewing positions to determine a long-range plan for remote work. These conversations can begin after Spring break.

Action Items:

- Communications and Marketing are working on the communication plan for Fall II to inform students of the class changes and highlight on-campus availability of all student services. Mr. Ball will meet with Mr. Austin and Ms. Skinner.
- Dr. Lowery-Hart will announce the changes for Fall II at a Town Hall on Friday. A Q&A will be held for faculty at 1:00 pm that day.

5. OTHER DISCUSSION	Cabinet
Mr. Austin explained that the architects are looking at the renovation of Russell Hall for student related services. Many conversations are taking place about different areas of campus and some decisions will need to be made by Cabinet as ideas shift.	
<p>Action Items:</p> <ul style="list-style-type: none"> • Add Ms. Crowley to the committee for Russell Hall and Student Services • Keep Cabinet advised of all shifts in ideas • Engage the Steering Committee once there are plans in place 	