

**PRESIDENT'S CABINET MEETING**  
**February 23, 2021**  
**MINUTES**

**CALLED TO ORDER**

9:01 a.m.

**ADJOURNED**

10:50 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman; Collin Witherspoon

**DISCUSSION:**

1. RETENTION, GRADUATES, TRANSFERS	Witherspoon
<p>Mr. Witherspoon showed the 100-student video. It did not include the transfer data he just received but would be updated for the Board meeting. These 100 students are a random group of students that match the AC demographics and are not necessarily FTIC students as was the last group. Of these 100 students, 41 did not return in the Spring. However, 15 of them completed (13 graduated, 2 transferred). Student Affairs reached out to the students who did not return to discover why. The reasons given were: waiting to get into a health science program, classes were not available, academic suspension; or, various. They re-enrolled a few and those on suspension indicated that they would be returning as soon as they could.</p> <p>Dr. Clunis explained that she is working on the problem of students waiting for admission to Health Science programs. Some of the solutions are:</p> <ul style="list-style-type: none"><li>• Health Science degree at WTAMU which would allow students to transfer into a Bachelor's program</li><li>• Course sequencing so students can continue taking courses if A&amp;P is not available</li><li>• Redirecting students to transfer partners to continue in some of these programs</li><li>• More flexible clinical scheduling</li></ul> <p>She also noted that the first cohort of students under the Nursing Resources grant is beginning and this will allow growth in that program.</p> <p>Mr. Witherspoon reported on Amarillo College enrollment for Fall 2020 vs. the national percentages. Nationally, enrollments declined 9.5%, but AC only declined 6.62%. He discussed the percentages based on gender and ethnicity and AC did better in all categories. Males left higher education at higher rates, but AC did better in this category as well and it was spread across all ethnicities. This was attributed to the supports the college put into place through Advising, Testing, AskAC, and the calling campaign at the beginning of the pandemic which continued to support students.</p> <p>Mr. Witherspoon reviewed the Strategic Plan dashboard which is the equity report card. Fall to Spring retention was 76% which is about the same as the last few years and extremely good during this past year. The college continues to lose about 25% of students between Fall and Spring. The new FYS focus could help move this to a lesser number and more targeted outreach might be needed for FTIC students as their issues are different than other students. The data continues to reflect that students enrolled full-time come back at a higher rate – 89%.</p>	

**Action Items:**

- Dr. Clunis will ask Kim Crowley and Liz Matos to put together a proposal for a nighttime nursing program by Spring Break. This will be presented to Cabinet after Spring Break.
- Charge the anti-racism team to come up with ways to increase enrollment of black students.

**2. STUDENT PARENT INITIATIVE****Skinner**

Ms. Skinner explained that her team is working with Ascend, which is a part of Aspen, on how AC might become a family-friendly campus. Although qualitative data from the survey is still being analyzed, the quantitative data is listed below for the 331 student-parents who responded to the survey:

- 76% are parents
- 71% are full-time
- 92% female
- Average age -31
- Number of children – 2.2 (the full survey also includes children's ages)
- 50/50 split – married/single
- Demographics for the majority mirrored those of the FAFSA demographics developed by the taskforce last fall when they looked at the data for student-parents
- 14.2% felt isolated from other students
- 75% do not participate in extracurricular activities
- 6% of the student-parents indicated that they take 10 or more breaks from college with 4% taking more than 10 breaks and the main reasons were financial or work consideration and problems with childcare

This survey informs the college of the needs of these students which include accessible and affordable child care and places to hang out to study where children are welcome. A new student organization is being started to create a space for parents to share common interests and network. Amy Pifer will be sponsoring this club. Four focus groups will meet in March.

**Action Items:**

- Ms. Skinner will provide Cabinet the link to the full survey.
- Ms. Skinner will identify 3 key data points for the March 26 Town Hall focus.
- Ms. Skinner will find out if AC's data might be combined with and compared to data from other colleges.

**3. STATUS OF CRRSA STUDENT EMERGENCY AID****Crowley**

Ms. Crowley provided an update on the CARES 2 emergency aid funds. To date, \$1.3M has been awarded to 1,418 students. 101 of these students indicated that they were homeless, although 69 had been housing secure in the Fall. 54 have been put into housing with the City and money from EDquity was used to get temporary housing for the others. Some of the funds will be used to pay student workers who were unable to work when the college closed due to the weather. 17 student workers who do not have a completed FAFSA will be paid with Bank of America/Brown Trust funds from the AC Foundation. Supervisors will communicate this information to their student workers.

**Action Items:**

- None

<b>4. ACADEMICS SHUT DOWN PLAN</b>	<b>Clunis</b>
<p>Dr. Clunis noted that colleges are enjoying some flexibility with contact hours due to COVID and she expects this will extend to lost time for the weather closings. She has asked the leaders of accredited programs with strict make-up requirements to provide their plans to her. She has asked the deans of non-accredited programs to charge their faculty to focus on student learning outcomes. Faculty will use Fridays to make up some time and are recording content for student use. Some faculty will need to give up a few Spring Break days but will be compensated. Most of the programs that will require make-up time are on the East and West Campuses.</p> <p>She feels that the college had a good plan in place and would lean back on this plan should similar situations arise in the future.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>5. TITLE IX TRAINING FOR STUDENTS</b>	<b>Skinner</b>
<p>Ms. Skinner and Mr. Austin have clarified that this training is only required for transfer and new entering students. A pop-up box in AC Connect will alert them that they must do this training that is required by state law. Students who fail to complete this short training will not be allowed to enroll in the 2<sup>nd</sup> term. Cabinet discussed ways the training might be made available to students while waiting to meet with an advisor or during new student orientation.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>6. RUSSELL HALL HISTORIC DESIGNATION</b>	<b>Sharp</b>
<p>Mr. Sharp explained that the design phase of Russell Hall is nearing completion. Some hurdles have been encountered with the historical site designation. He wanted to get Cabinet input before taking this to the community. The neighborhood, not the College, solicited that designation and it is only for the façade that faces 24<sup>th</sup>. The plans are to keep that façade.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Mr. Sharp will move forward with discussions with those in the community.</li> </ul>	
<b>7. OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Dr. Lowery-Hart reviewed the agenda for the Board meeting. He will briefly explain to the Board that Cabinet is determining priorities for the institutional Care Act 2 funds, some of which will require Board approval once projects and plans are firmly identified. These priorities will be brought to the Board as they proceed. He also reviewed a few changes to the Cares Act priorities from the last Cabinet meeting. Innovators in Residence will be launched with AC faculty and there are already funds in the Innovation Outpost budget for this. Some funds will be placed in contingency to fill in voids in the budget. The list of priorities is visionary and forward thinking to provide long-term growth and impact.</p> <p>Mr. Ball discussed the possibility of two graduation events for May to be held at Dick Bivins stadium. His staff will be able to do everything there that they do at the Civic Center. Mr. Austin suggested two separate evenings due to the possible heat during May for an afternoon event. If there is inclement weather, a different date would need to be secured. Mr. Ball will move forward with the planning for this.</p> <p>Mr. Ball also noted that his division recently won several awards. Gold Awards presented to AC were for the following:</p> <ul style="list-style-type: none"> <li>• Streaming/On Demand Content – AC's Virtual Commencement Ceremony</li> </ul>	

- Total Digital Marketing Program
- Social Media Content Campaign
- Digital Publication – Creating a Culture of Caring, Learning & Innovation

The College captured Silver recognition for:

- COVID Response Strategy
- Digital Publication – Teaching for Transformation

Dr. Lowery-Hart asked Cabinet for brag alerts on employees during the snow event.

- Facilities employees who kept the air conditioning on for the data center to prevent it going down
- Art Cardona and Terry Kleffman for “babysitting” the data center to be sure it continued to run
- Joe Wyatt and Sadie Newsome for getting out the messages about the closures
- Ms. Skinner complimented Mr. Ball on the great job he did keeping in touch with the weather service.

**Action Items:**

- Dr. Lowery-Hart instructed Cabinet to move forward on the priorities
- Dr. Clunis invited Cabinet to attend a meeting with Todd McLees where he will be discussing what he would provide as an Innovator in Residence