

**PRESIDENT'S CABINET MEETING**  
**January 25, 2022**  
**MINUTES**

**CALLED TO ORDER**

9:05 a.m.

**ADJOURNED**

10:49 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Russell Lowery-Hart

**OTHERS PRESENT**

Shane Hepler, Toni Van Dyke, Collin Witherspoon

**DISCUSSION:**

<b>1. Cyber Security Presentation for General Assembly</b>	<b>Hepler</b>
<p>Mr. Hepler stated a video regarding cyber security has been recorded and will be presented during General Assembly. The video will show examples of phishing attempts and what the responsibility of the employee is regarding cyber security.</p> <p>The college had a cyber security attack over the weekend causing the network to shut down briefly. Mr. Hepler stated that Amarillo College is attacked frequently, but our system is quite protected.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Mr. Hepler will email Dr. Lowery-Hart the video before General Assembly</li><li>• Dr. Clunis will email faculty asking them to be flexible if the network goes down over the weekend causing students a delay in completing their exams.</li></ul>	

<b>2. Board Agenda</b>	<b>Cabinet</b>
<p>Dr. Clunis mentioned the regents are concerned with the size of the agenda. Dr. Clunis stated that everyone will need to be succinct during the status updates</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	

<b>3. Student Engagement Summit for Retention</b>	<b>Witherspoon</b>
<p>Ms. Crowley and Mr. Witherspoon met with Dr. Lowery-Hart regarding the February 4, 2022, Student Engagement Summit to discuss logistics.</p> <p>The first 45 -60 minutes of the summit will be about Trellis Customer Service Training that Mr. Austin organized. Mr. Austin mentioned that a team from Trellis did training for Financial Aid and Ask AC last fall. The training was kept simple and the AC employees loved the training. The overall message the employees took away from the training is we are making promises to our students when we tell them we will do something. We have an obligation to follow through on what we tell students</p>	

After visiting with Dr. Lowery-Hart it was decided to bring back Steve Smith to present for 45-60 minutes during the summit as well. Additionally, since AC is a member of Project Success Consortium there will be no cost to the college for the training. Mr. Smith will provide general training the first three times and then on the fourth training it will be more specific to the department.

Mr. Witherspoon will present 45-60 minutes on AC data. The data will be on FYS retention and what it means. A group discussion will take place afterwards regarding the data to help make it more impactful for the attendees.

Dr. Clunis suggested Aviso present at the beginning of the summit for 15 minutes to discuss retention from a national perspective to explain the why of the data and the direction of the data. The suggested summit agenda is:

- Trellis
- Data
- Aviso/QEP
- Discussion

Ms. Crowley suggested that cabinet provide questions to ask during the summit. Additionally, data should be provided showing the cost of keeping current students vs. the cost of onboarding new students.

**Action Items:**

- Dr. Clunis will contact Aviso regarding presenting for 15 minutes for the summit
- Mr. Witherspoon will email FYS data to Cabinet

4. 2022-2023 Academic Calendar	Austin
<p>Mr. Austin emailed the 2022-2023 Academic Calendar for approval. Normally he reviews Amarillo Independents School District calendar before finalizing Amarillo College's calendar. However, Amarillo Independent School District and Canyon Independent School District have not posted their calendars as of today. Mr. Austin requested feedback regarding the college opening back up on January 2, 2023 knowing there a chance surrounding schools and certain businesses will recognize it as a holiday. Cabinet discussed and approved the calendar.</p> <p>Mr. Austin stated that Amarillo College shares our calendar with Amarillo Independent School District, Canyon Independent School District, and West Texas A&amp;M University.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Amarillo College will not recognize January 2, 2023 as a holiday</li> </ul>	

5. OTHER	Cabinet
<p>Mr. Ball stated he will watch to see if the Amarillo Independent School District closes due to snow per our policy.</p> <p>Ms. Jones informed cabinet that the one-time merit stipend will pay on the February 11, 2022 pay check. Employees who are receiving the stipend will be notified by Human Resources via email.</p> <p>Ms. Jones started the engagement with Gallup Q12 survey will launch March 21, 2022. Communication regarding training before the launch date will go out shortly.</p>	

Dr. Clunis shared with Cabinet that the deans struggled with the high scores and distributing the one-time merit stipend. The deans plan on being more mindful on assigning high scores next year.

Mr. Sharp mentioned the State of the Economy Luncheon has been rescheduled to March 23, 2022. The event is doing group registration instead of individual. Cabinet members were asked to let Toni Van Dyke know if they plan to attend.

**Action Items:**

- Email Toni Van Dyke if planning to attend the State of the Economy Luncheon