

PRESIDENT'S CABINET MEETING
October 12, 2021
MINUTES

CALLED TO ORDER

9:08 a.m.

ADJOURNED

10:56 a.m.

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:

1. WTAMU DATA	Witherspoon
<p>Working with Mr. Austin and Dr. Brad Johnson of WTAMU, Mr. Witherspoon has created a data base and predictive model to capture AC graduates who do not transfer. This may provide WT with a sense of potential enrollments of these students. Using the historical data over the last 10 years, Witherspoon captured students who graduated from a transfer program and then determined if they transferred within three years. He stopped at 2017 and excluded 2018 because it was an outlier, possibly due to COVID.</p> <p>AC's transfer rates have stayed flat at just under 20%. With this information WT can market their programs to these students who typically prefer to stay close to where they received their associate's degree.</p> <p>The colleges have discussed ways to overcome some of the barriers to transfer including tuition and fees, travel to Canyon, and issues with advising. As services improve, transfer to WT should become easier and more students will continue on to the university. If WT were to teach more than 50% of the program on the AC campus, SACS requirements will need to be considered.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Meet with current transfer students in November, then again later with those in that group who choose not to transfer.• Consider asking WT to schedule focus groups with the students who do transfer.• Create a "Maria" profile for BAAS students and market to them.	
2. EVALUATION COMPETENCIES	Lowery-Hart
<p>Dr. Lowery-Hart suggested competencies for evaluations for his direct reports and asked for Cabinet input. Each supervisor is to select 5 from a list of 40. After discussion, Cabinet agreed on: Ability to Drive Change; Change Success; Communication; Leadership; and, Collaborative Relationships.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• None	

3. SKILLS DEVELOPMENT GRANT PROCESS PROPOSAL	Lowery-Hart
<p>Dr. Clunis reported that she met with Kevin Carter at AEDC to discuss the Skills Development grant process. He has been referring companies to AC in order to entice and retain them for Amarillo. The burden of these grants is the tracking process and will require a full-time person. She is considering two options to cover the cost of this – price the trainings high enough to cover overhead and faculty or ask for a gift from AEDC that will cover the costs. She is working on a model that will create revenue to pay for a position. As revenue comes in, more requests will happen for these trainings. Revenue is not yet available in this budget cycle so timing will be important and institutional funding for the first year will be required.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Dr. Clunis will work with Mr. Sharp on the timing. 	

4. PAY RAISE PROPOSAL	Cabinet
<p>Ms. Jones brought the numbers from the 2019 raise for reference. The average annual raise was \$1,000. The average overall score was 3.9 on a 5-point scale. She also reviewed the ratings system for the evaluations and noted that a rating of 3 should be the rating for solid, good performance that meets the high expectations of AC, and 4's and 5's should be reserved for truly outstanding performance. If someone rates him/herself a 5, they are stating there is no room for improvement in their job performance.</p> <p>The cost of a 3% raise is \$1.3M; 3.5% is \$1.5M, and 4% is \$1.77M. If the Board recommends more than a 3% raise it might require a raise in tuition and/or taxes for the next budget cycle. Tuition is not an option due to Thrive commitment to not raise tuition over the six year span. Cabinet discussed many options and Ms. Jones will present information to the Board at the Status Update in October. Full and part-time employees will be included in the raise, if any, recommended by the Board.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Put pay raise update in the Status Update. • Ms. Jones and Mr. Sharp will provide a proposal to the Finance Committee at their meeting on October 25. 	

5. OTHER	Cabinet
<p>The Business Office asked, during their Conversation with the President, if the Truck Driving Program could be expanded since it makes the most money of any program. It would require having enough trucks, classroom space, and faculty, but Mr. Sharp will look into the feasibility of expanding this program.</p> <p>For the virtual SACS meeting in December, several rooms will be set up on campus in order that people may come to the sessions relevant to their areas.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None. 	