

PRESIDENT'S CABINET MEETING
December 14, 2021
MINUTES

CALLED TO ORDER

9:01 a.m.

ADJOURNED

11:13 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 (virtual)

MEMBERS ABSENT

OTHERS PRESENT

Sharee Bailey, Joy Brennenman; Dr. Adrine Carter, Diamon Hughes, Deon Hope, Michelle Lamons, Emily Martinez, Crista Prock, Anna Rodriguez, Toni Van Dyke, Barbara Wahi

DISCUSSION:

1. Introduce H.S.I. STEM, Perkins, and VPAA Staff	Clunis
Dr. Clunis had each team member introduce themselves and their role at Amarillo College. Dr. Clunis reflected on Amarillo College's direction with diversity and anti-racism strategy and noted a few of the new employees are African American males. Additionally, she mentioned that her new assistant is the first African American executive assistant at the college.	
Action Items: <ul style="list-style-type: none">• None	

2. T-Mobile Contract	Clunis
Dr. Clunis requested feedback from Cabinet about entering into a contract with T-Mobile.	
The contract would allow students to check out mobile devices to use as internet hotspots for completing their coursework at home. The service cost is \$35 a month and includes unlimited data, talk, and text. The device and case are included in the price as well. Cabinet agreed the contract was a good idea but had the following concerns: <ul style="list-style-type: none">• Additional staffing/workload• Broken/lost devices• Devices not being returned• Charging a monthly fee to students	
Dr. Clunis would like to purchase 150 devices with different grant funds and allow students to check them out through the library. Ms. Crowley suggested they receive a slip provided by the ARC to check the phones out from the library, similar to the book checkout program. The contract should be one year to allow the college to pilot the program and gather data. Dr. Russell Lowery-Hart suggested using CARES funds instead of grant funds. Ms. Skinner, Dr. Clunis, Mr. Sharp, and Ms. Crowley will continue to work on the logistics. Dr. Clunis will present the contract to the Board in January. Additionally, Dr. Clunis will enter into a smaller contract to get devices on hand before the beginning of the Spring semester.	
T-Mobile contacted Ms. Jones regarding offering phone services to AC employees. The contract would allow employees to enter into a \$35/month plan and choose between ten different devices, or they can bring their own devices and only pay \$10/month. Employees will not have to do a credit check or enter into a contract. Additionally, employees may keep their	

current cellphone number if they want. The only thing the college would have to do is verify employment. T-Mobile will add a \$3.00 technology fee to the employee's phone bill each month that will go to the college to donate to a non-profit fund. The student contract is not contingent on the employee contract.

Dr. Lowery-Hart approved moving forward with the employee portion of the contract.

Action Items:

- T-Mobile contract on January Board agenda
- Move forward with employee contract with T-Mobile/APEX

3. Childcare Center Tuition Increase	Clunis
<p>Dr. Clunis expressed concern that the childcare tuition rates have not increased since it opened.</p> <p>Cabinet agreed that Mr. Sharp would handle reviewing and adjusting the fees. Mr. Sharp stated the childcare center was set up to increase revenue; instead, it's losing money. The childcare center is charging less than the state rate and is losing \$350,000 annually. Currently, the center serves the medical community more than it benefits AC students. Dr. Clunis would like to repurpose it to align with the scaling of the Nursing Program for clinical rotations, which was the original intent for starting the center. The number of AC students utilizing the center has slightly increased in the last year. Mr. White stated that the college needs to visit with the hospitals about the cost. Mr. Sharp will work with Dennis Sarine regarding rate increases.</p> <p>Dr. Lowery-Hart asked why the childcare center is losing money instead of making money. The initial budget projections showed it would break even at a minimum. Mr. Sharp said whoever set it up made it look good on paper, but we aren't even charging state rates.</p> <p>Dr. Clunis would like for the rates for the Lab School reviewed as well.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Dr. Clunis will forward Cabinet the current childcare rates• Mr. Sharp will work with Dennis Sarine on the tuition increase• Mr. Sharp will report back to Dr. Lowery-Hart once he has the final numbers	

4. Truck Driving Program	Lowery-Hart
<p>Dr. Lowery-Hart mentioned that Mr. Sharp included a truck in the rolling stock fund and that the new truck needs to be automatic. The next step is for AC to hire another truck driving instructor. The goal is to double the size of the trucking program.</p> <p>Dr. Lowery-Hart would like Jerry Terry to provide the following information:</p> <ul style="list-style-type: none">• Number of students in the program• Number of students on the waiting list• Cost per truck• Truck maintenance• Instructor cost• Projected revenue• Fuel cost <p>Dr. Clunis mentioned MCC would like to expand their trucking program but does not have the capital to purchase another truck. Academic Affairs purchased one truck, but MCC will want another soon.</p>	

Additionally, Dr. Clunis requested funds from revenue making programs go to the college, not the departments

Action Items:

- Dr. Lowery-Hart emailed Jerry Terry for more information
- Hire another instructor
- Double the size of the truck driving program

5. May 2022 Retreat

Lowery-Hart

Dr. Lowery-Hart confirmed the dates for the retreat will be May 16-19, 2022. There are only 75 hotels rooms booked with no option to add any additional rooms.

The targeted attendees should be:

- Cabinet
- Supervisors
- Trainers
- Curriculum

Ms. Jones emailed out a spreadsheet showing how many slots are available for each Cabinet member to fill. Dr. Lowery-Hart said the goal of the retreat is to leave the experience with a deeper understanding of our strategic plan, how we can more effectively innovate and blitz scale, and how we actually prepare ourselves for the future of work. Trying to reposition our leaders to activate, innovate, understand the plan and their role in the plan. Helping everyone understand what we are trying to accomplish. This level of innovation and reimagination of the structures of higher education can't just happen at Cabinet level.

Dr. Clunis recommended the Blitzscaling book by Reid Hoffman. The concept of blitzscaling is that change is chaotic and communication is not strong, but we have to find a way to be effective. How to be the best we can in environment that is moving at the speed of light. The 2025 plan will push us into a business mind set.

Action Items:

- Provide names of attendees to the President's Office

6. Conversations with the President

Lowery-Hart

Dr. Lowery-Hart reported conversations with the president went well. He met with Faculty Senate and every department, including non-academic departments. The conversations were joyful, insightful, and affirming. The employees are more unified and happier than anticipated. There were a few concerns or upset employees with very specific concerns. Overall, things are going well, and there is a broad base of support for the college. Employees are grateful for not losing their jobs during Covid and appreciative of the raises. Faculty and staff would like to hear more verbal appreciation for a well-done job.

Faculty Senate questions should be reviewed by Cabinet before responding to the email. If the question is informational, then an email is okay. However, if it's accusatory or needs context, a meeting with Faculty Senate should occur. Faculty Senate questions are typically submitted by 3 to 5 faculty.

Action Items:

- Faculty Senate questions need to be emailed to the President's Executive Assistant, to be added to the Cabinet agenda, not to individual Cabinet members
- Responses to Faculty Senate questions need to be approved by Cabinet

7. Merit Raises	Cabinet
<p>Ms. Jones is still waiting for supervisors to turn in the evaluations. Each Cabinet member needs to bring a list of who they want to distribute the 1% merit stipend to in their area. V.P's will be given different dollar amounts to distribute to their top performers. Cabinet was reminded that merit is not based on score.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Ms. Jones will provide a spread sheet showing all the evaluation scores • Names of nominees need to be provided the first week or two in January 	
8. OTHER	Cabinet
<p>West Texas A&M University pulled out of the Sim Central partnership. Dr. Clunis mentioned this will cause a financial issue for AC.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • 	