

PRESIDENT'S CABINET MEETING
November 14, 2023
MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

11:10 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Collin Witherspoon

Carolyn Leslie – Recorder

DISCUSSION:

1. RESPONSE TO GAS LEAK & SCHOOL CLOSING PROTOCOLS	Skinner
<p>Cabinet discussed an incident on the Washington Street Campus that occurred on October 31, 2023 pertaining to a gas leak around Parking Lot 9 on 24th and Jackson Streets. Cabinet members agreed that communication of this incident was confusing to AC employees as some employees received a message through the Amarillo College Emergency System and some did not. This incident tested the emergency response protocol for the college and showed that procedures need to be clarified as to who needs to make decisions and communicate the immediate plan to college employees who are affected.</p> <p>Cabinet also discussed protocol for weather closings. Kevin Ball will watch for weather closures and notify Denese Skinner. Once Ms. Skinner is notified, the alerts for closures will go out to employees.</p> <p>Action Items:</p> <ul style="list-style-type: none">• Chris Sharp, Interim Police Chief Aaron Huddleston, and Sadie Newsome will meet and discuss how to communicate emergencies through the Everbridge Platform.• Chief Huddleston will call a meeting of the Amarillo College Emergency Team which consists of Chris Sharp, the college deans, Will Ratliff, and Chief Huddleston to discuss emergency protocol for the college.• Interim President Denese Skinner will be notified as soon as an emergency situation occurs or when it is necessary for the college to close due to weather.• Amarillo College will follow the AISD protocol for weather closures. If AISD is closed or has a late start, Amarillo College will do the same. This also pertains to Dumas ISD for the Moore County Campus and Hereford ISD for the Hinkson Memorial Campus.	
2. ACHIEVING THE DREAM ANNUAL CONFERENCE 2024	Skinner
<p>Denese Skinner presented the opportunity to cabinet of attending the Achieving the Dream Annual Conference 2024. This conference is scheduled for the end of February in Orlando, Florida. The conference is a good way for people who attend to experience how large the community college system is outside of Amarillo College. The conference agenda pertains particularly to faculty and those involved in workforce development. For those who are interested in getting more information, the agenda for the conference is on the Achieving the Dream Website.</p>	

Action Items: <ul style="list-style-type: none"> • If cabinet members have employees that they believe will benefit going to the conference, they need to let Dr. Clunis know by Friday, November 17, 2023. • Dr. Clunis will gather a list of employees who would like to go and then select attendees to fill the number of available spots. 	
3. CCSSE/SENSE DASHBOARD AND FOLLOW UP ON FINANCIAL MODEL	Witherspoon
<p>Collin Witherspoon launched a new Dashboard for reporting data results on the Community College Survey of Student Engagement (CCSSE) and Survey of Entering Student Engagement (SENSE). He demonstrated to cabinet how to interpret the results of the CCSSE and how to use the results to improve student engagement and first year experience. The SENSE is given during the fourth and fifth weeks of the fall academic term and is meant to capture information from first time students. The CCSSE is given in the spring and is meant to capture a broader group. Mr. Witherspoon reviewed the CCSSE survey with the cabinet as the SENSE is basically the same, and results would be obtained the same way. Each survey is on a three-year cycle. The SENSE is currently being administered and the CCSSE will be administered one more time in the spring. These are valuable tools because the student's answers to specific questions can be evaluated. The results are a good indicator of student engagement. These tools show where instructors need to focus to be more engaged with students. Mr. Witherspoon stressed that one of the reasons this dashboard was created was so the college leadership could use the results of the surveys to drive decisions. The Dashboard is a powerful tool because the analysis is already there and can be used and compared as needed.</p>	
Action Items: <ul style="list-style-type: none"> • Follow up on the Financial Model will be given at a later time by Mr. Witherspoon. 	
4. COMPENSATION – 2.5 % FRINGE	Cabinet
<p>Cheryl Jones reviewed the decision to discontinue the fringe benefit of 2.5% on August 19, 2023 which was previously used by AC employees to pay for insurance costs or be applied to the Amarillo College Benefit Plan. After much research, it was determined that Amarillo College did not have a written policy concerning the benefit. A one-time addition of 2.5% of each employee's salary was added as cash to help defer the costs of insurance that was previously being paid by the fringe benefit. Employees who have changed jobs at Amarillo College and have worked at the college for several years have voiced their concern about losing the benefit of the 2.5% fringe. Cabinet discussed this issue and determined that it was not being understood by all employees, but was seen as a loss of benefit. Employees also who have been employed at the college for several years also thought that the benefit would go with them when changing jobs, but would not be available any longer to a new employee to Amarillo College.</p>	
Action Items: <ul style="list-style-type: none"> • Denese Skinner, Cheryl Jones, and Chris Sharp will meet to further discuss this issue. • Cabinet will resume discussion after the Thanksgiving break. 	
5. OTHER DISCUSSION	Cabinet
<p>There was no further discussion.</p>	