

PRESIDENT'S CABINET MEETING

June 7, 2011

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Danita McAnally, and Paul Matney

MEMBER ABSENT:

Russell Lowery-Hart

OTHERS PRESENT:

Joy Brenneman, Kim Davis, Shawn Fouts, Mark Hanna, Jerry Moller, Brenda Sadler, and Kathy Wetzel

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Matney distributed the AEDC Annual Report.

Discussion:

PROGRESS REPORT FOR WRITING THE SACS COMPLIANCE CERTIFICATION REPORT –

Mark Hanna and Kathy Wetzel distributed a timeline for Compliance Certification Report Submission and gave a report. In February 2011 Hanna and Wetzel trained the Leadership Team and assigned writers about narrative writing. Only 21 of 72 narratives turned in to-date. Some areas have drafts completed and some do not, but will need to get turned in by July 1 if at all possible.

INTELLECTUAL PROPERTY RIGHTS –

Mark Hanna distributed new Intellectual Property Rules. He has been working with Bob Sanders, AC's legal consultant, and he revised the existing DBD Section of the Board Policy Manual to fit into the SACS criteria. The reworded Intellectual Property Rules will be placed on the June 28, 2011 Board agenda for their approval; if approved and implemented, Amarillo College should be in SACS compliance.

EXPENDITURES FOR OFFICIAL FUNCTIONS, BUSINESS MEETINGS, ENTERTAINMENT

(FOOD POLICY) – Berg distributed an operating policy and procedure sheet to establish rules governing the appropriate use of college funds for official functions, business meetings, and entertainment. Discussion ensued. Expenditures must have a clearly stated business purpose and serve the mission of the College. Cabinet members were asked to look over the draft of the proposed procedure. It was suggested to find a place on the AC page to allow employees access to all procedures. Berg will readdress this issue at a Cabinet meeting in the near future.

COUNCILS AND COMMITTEES –

Joy Brenneman distributed a list of Committee assignments for 2011-2012. Every committee which is still in need of membership was discussed. The deans and Cabinet members approved or made suggestions as to employees they believe should serve on each committee. Brenneman will contact all who were selected to serve on the committees. Berg added that the Benefits Plan Investment Committee only needs one representative from the Board. Matney will visit with John Hicks, Board Chair, before he names representatives to serve on committees for next year.

Announcement:

- No meeting on June 14; several Cabinet members will be in Seattle for the Achieving the Dream Kick-off.
- The Cabinet meeting on June 21 will begin at 8:00; the Facility Master Plan Consultants will meet with Cabinet.

There was a brief recess then the Cabinet reconvened to discuss the FY12 budget.

Next meeting: June 21, 2011

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