

PRESIDENT'S CABINET MEETING
August 30, 2011
MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Mayor Paul Harpole, Patsy Lemaster, and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Cabinet Roundtable:

Matney introduced and welcomed Paul Harpole, Mayor of Amarillo. The Cabinet members introduced themselves to the mayor. He told about his childhood; he was third of nine children; his father sold Bibles door-to-door and Mr. Harpole would accompany him on occasions. Mr. Harpole became a car dealer and ran for and was elected to the City Commission in 2005. He spoke of the \$.01 tax increase that the City was proposing; on a \$112,000 house this would increase a homeowner's taxes by approximately \$16.41. A 300- room, four-star, hotel is being planned for downtown; a 750- car parking garage, with 300 spaces dedicated to the hotel. It is the City's desire, with the revitalization plan in place; people will be encouraged to move downtown. The City wants to expand the police force by ten per year. The Mayor was told about some of the initiatives Amarillo College is working on such as the No Excuses Plan; helping impoverished students; and AC becoming an "Achieving the Dream" College and about the community roll-out of that initiative on October 21. It was discussed that the City and Amarillo College should work together to make a labor-skilled workforce in the community. Lowery-Hart said that poverty is a huge issue in our community; 60-70% of students live in poverty; transportation is one of several big barriers for many to attain an education. Mayor Harpole encouraged Amarillo College to continue alerting the City of community issues which could help bring the City and AC together.

Discussion:

CABINET REPORTS – Matney said the Board needs to evaluate him; he is working on a self-evaluation; he requested the Cabinet send him five to eight achievements for the past couple of years in their areas to be included in his self-evaluation. He requested these achievements by September 9.

NEW BOARD ORIENTATION FORMAT – The Board Orientation will be on September 23 from 12:00 noon – 2:30 p.m. It was requested that Cabinet members talk about their respective areas for 15 to 20 minutes; maybe have handouts; Colaw will be at an out-of-town conference and was asked to write up a one- to two-page handout to be distributed.

IR PERSONNEL REQUEST – McAnally distributed her IR personnel request along with justification. Justification included the demand for IR staff time has exceeded resources; demand for IR staff will continue to grow as "Achieving the Dream" (AtD), Partners for Postsecondary Success (PPS)

project, and QEP ramp up this semester; and, Dr. Nancy Showers, AC's AtD Data Coach shared her belief that AC's IR staff is understaffed by two. McAnally's request included moving Jessica Smith from research assistant to a new position as research analyst and then to replace the research assistant position. Funding source requested was Amarillo's PPS Project or Strategic Plan Contingency. The second position requested was for a research assistant for grants data with the funding source contingent upon AC being awarded the SAFRA grant; should be contacted by September 28, 2011. Discussion ensued and McAnally defended her requests. Matney named a subcommittee of Cabinet members to meet with McAnally to determine her personnel needs and funding sources.

NEW EMPLOYEE ORIENTATION OPTIONS – Patsy Lemaster, Associate Vice President of Teaching and Learning, was asked to address the Cabinet; she distributed an Amarillo College New Employee Orientation handout. This included first, a welcome session and AC overview for all new employees to be offered once each semester; training will be videotaped for an online session for those unable to attend or hired after the training date. Second, a required online content made up of four modules: 1) security and safety; 2) policies and procedures; 3) employee perks; and, 4) virtual AC Campus tours. Third, online modules/traditional training for new employees identified by supervisors as needing additional training; such as Colleague training and technology training. Lemaster suggested using internal trainers, i.e., Charles Hendrick. There are certain advantages to the online modules; such as less time away from the office. It was suggested that new employees be given six months to complete the entire orientation. Colaw moved, seconded by Green to accept the new employee orientation proposal. The motion carried.

NO EXCUSES (AtD) WORK PLAN AND STUDENT SUCCESS INVENTORY – Austin distributed an AtD planning year work plan. First, the core team, Center for Teaching and Learning, and President's Cabinet will need to educate and get a buy-in from the College community on "Achieving the Dream" goals. Discussion ensued; timelines, AC goals, and "Achieving the Dream" goals were talked about.

SACS REAFFIRMATION – Matney is currently reading through the narratives submitted by Cabinet; he set a timeline in September for Cabinet to be complete with the first-run. He suggested Cabinet meet every Friday morning starting September 16 through October for vetting of the narratives. In November, all will be turned over to the editor; in January a finished copy should be available; February will be for revisions; and then it will be submitted to SACS in March 2012.

FIRST WEEK STUDENT CONNECTIVITY ASSESSMENT – Colaw distributed a sample letter/email which was sent to faculty at the end of the first week of school. It informed faculty about their students without activated network accounts and asked them to encourage their students to activate their personal network accounts immediately and gave them instructions regarding activation. Faculty response was positive. Colaw also distributed a connectivity assessment and included some observations: overall myACcount acceptance was running high by registered and dual credit students; overall myACcount acceptance by employees was running moderate to high; 6,500 people have updated information within the past ten days; 5,115 Google Apps accounts have been logged into since spring 2011.

CLASSIFIED EMPLOYEE MERIT AWARD – Berg distributed a Classified Employee Merit Awards proposal. Classified Merit Awards will be distributed by Cabinet area; it will be the responsibility of each Cabinet member to review applicants and decide which classified employees in their area will receive the award. The awards will be \$500 each. The award will not become a part of the employee's base pay. The number of awards for each Cabinet area is determined by the number of classified employees in their area; Human Resources will calculate the weighted number based on

total classified employees of the College. By October 1, Cabinet members will notify his/her supervisors of the request of nominations for the award. Classified employees nominated must be employed for a minimum of one year as of September 1 of the award year. A classified employee who received the award in the previous year is not eligible in the current year to receive the award. Human Resources will be notified by the first business day in November of the awardees in his/her area in order to verify qualifications. Recipients will not be notified until qualifications have been verified.

RENAMING THE B&I CAMPUS – Green said AC needs a presence downtown. It was suggested to name the campus the Amarillo College Downtown Campus as opposed to the current Amarillo College Polk Street Campus to make it a true entrance to downtown. Green moved, seconded by Lowery-Hart to recommend changing the name to the Amarillo College Downtown Campus at the September Board of Regents meeting. The motion carried.

RESUMES AND TRANSCRIPTS – Matney asked Cabinet to send their updated resumes and transcripts to Brenda Sadler.

FOOD POLICY – Deferred to September 20 meeting.

Announcements:

- There has been a change in the AC Police Department schedule.
- Congratulations to Heather Atchley, Kay Mooney, and Kelly Murphy on their recent awards.
- Jacob Mayer, Amarillo Globe-News reporter has made an open records request.
- Matney distributed a letter from the general manager of the Courtyard by Marriott Amarillo Downtown presenting AC with 25 complimentary night stays; he encouraged Cabinet to use for guests being brought into Amarillo for College events. Distribution will be managed by the President's office.

Next meeting: September 20, 2011
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