

PRESIDENT'S CABINET MEETING

December 13, 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:

Jerry Moller and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

CABINET CORE VALUE FORMULA – Matney asked Cabinet if they still believed in the Core Value Formula: Integrity + Innovation + Teamwork = Success which was established in summer 2009. He wanted to make sure all members were still comfortable with this formula. It was decided to keep the Cabinet Core Value Formula and continue to work as a team to achieve success.

INSTITUTIONAL PRIORITIES FOR 2011-2012 – Matney distributed a copy of the 2011-2012 Institutional Priorities. A copy of these accompanied Matney's self-evaluation to the Board of Regents. 1) The primary institutional priority for Amarillo College continues to be improving student success by implementing the No Excuses Plan which includes "Achieving the Dream" goals, Partners in Postsecondary Success (PPS) goals, and the SACS Quality Enhancement Plan (QEP). 2) A successful SACS re-affirmation visit is expected with the Compliance Certification Report (CCR) due in spring 2012, SACS Visiting Team Site visit September 18–20, 2012, and QEP evaluation. 3) Succeed with continuation of bond issue construction projects and Facilities Master Plan addendum projects approved by the Board. 4) Make appropriate progress on campus expansion in Dumas and Hereford. 5) Present a balanced budget for 2012-2013 to the Board of Regents. 6) Present an annual update of AC Strategic Plan through 2015. 7) Continue effective succession planning at AC. 8) Make progress on the cooperative agreement between Amarillo College, Clarendon College, and Frank Phillips College.

PROCUREMENT CARDS AND GRANTS – Berg told of the eleven findings in the recent single audit which was conducted recently; procurement card purchases for grants were part of the eleven findings. He said any grant purchase using the procurement cards needs formal approval prior to the purchase. There was discussion regarding banning use of procurement card purchases for grants and there was consensus. Jennifer Ashcraft, Grant Compliance Officer, and Britt Sosebee, Grant Accounting Manager, will meet with grant directors regarding the discontinuation of procurement card usage for grant purchases.

SECURITY FOR VITAS AND TRANSCRIPTS FOR SACS – McAnally stated that more people are now aware of the confidentiality of administrators and faculty credentials which are posted on-line; the problem has now been resolved. A computer program was rewritten.

SACS COMPLIANCE REPORT NARRATIVES PROGRESS – Everyone is working hard to accomplish and complete the SACS Compliance Report narratives in a timely fashion. Matney distributed a copy of the proposal for SACS Revisions to the Principles of Accreditation: Foundations for Quality Enhancement. He plans to give a copy to the Board of Regents.

2012-2013 ACADEMIC CALENDAR – Matney distributed the spring 2012 Opening Activities agenda and will email to AC employees. Austin distributed the proposed 2012-2013 Amarillo College academic calendar, AC academic calendar history, and an AISD 2012-2013 calendar. Spring 2013 classes begin January 14; January 14-15 will be used for schedule adjustments. There was discussion regarding the topic of “late registration.” McAnally moved, seconded by Berg to adopt the 2012-2013 academic calendar with few discussed changes. The motion carried.

THREAT RESPONSE TRAINING – Austin reported that Law Enforcement will offer threat response training sessions at West Campus for AISD employees; they can choose to attend either January 25 or 26; there are spots available and Cabinet members and other members of the AC Threat Response Team are encouraged to register for one of the sessions.

Announcements:

- Matney distributed a handout he will present to the Board regarding the 2011 Master Plan Update.
- Austin gave a brief update on spring enrollment; we are 13% behind where we were this time last year. The State Health Department will offer meningitis vaccinations free for those students who prove financial need; Walgreens will be on campus on January 3-5 to offer vaccinations for \$133.00. The new State law requires students to show proof of being vaccinated for meningitis before they can enroll in classes; this will impact numbers.
- No Cabinet meeting on January 3; that is our first day back from Christmas holiday.
- January 6 – SACS video conference with Dr. Marcy Stoll.

Next meeting: January 10, 2012

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