

PRESIDENT'S CABINET MEETING

February 23, 2012

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brenda Sadler and Lynn Thornton

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

EMPLOYEE LEAVE FORM – Lynn Thornton, Director, Administrative Services/Human Resources, expressed the importance of reporting vacation and sick leave on the Employee Leave Form (340) and submitting to Human Resources. New employees are told of this form at Orientation and that they are obligated to complete and turn in to HR. Thornton will send out an email to remind employees of this form.

STRATEGIC PLAN ACCOMPLISHMENTS – McAnally requested assistance from Cabinet with Strategic Plan links. Each Cabinet member has their own link; she asked if each member would print off their link and update. New titles will be modified for Cabinet members. Two other colleges, Brookhaven and Cedar Valley, of the Dallas County Community College District, will be reviewed by SACS at the same time Amarillo College is in September 2012.

BUDGET ASSUMPTIONS BRAINSTORMING – Berg reported that branch campuses construction consumes a lot of employees' time, i.e., Bruce Cotgreave, other physical plant employees, purchasing, and the business office; he suggested raising the administration fee for Moore County and Hereford Campuses. If decided to make this change, it will need to be included in the FY 2013 budget. Discussion ensued, but no action was taken on this issue.

HPV VACCINATIONS GRANT POSSIBILITY – McAnally was approached by a non-profit entity which informed her there is a potential grant available for a project in Amarillo, to include AC and WTAMU, for a campaign to offer HPV vaccinations to students. If this opportunity is pursued, AC would need to designate a project manager for the grant. The project manager would advertise; notify students of this opportunity; and make arrangements with the Health Department for a van to come on campus for the students' vaccinations. The grant might begin in June 2012; it would cover costs of the vaccinations and 25% of the project manager's salary. A decision was not made as to whether to pursue this grant.

MENINGITIS VACCINE ISSUE – Matney spoke with Senator Kel Seliger who said he will visit with Senator Jane Nelson who sponsored the bill regarding the mandatory meningitis vaccine for college students. Senator Seliger requested AC furnish him with a plan to support. Matney also visited with Mayor Harpole regarding this issue, as it is both a city and state problem. It will be necessary to move quickly since early registration for fall begins on April 9.

AC, FPC, CC MEETINGS – The first PC3 summit meeting will occur on Friday, February 24 in Clarendon. AC will share English curriculum with Clarendon College. Twenty-one people are being trained. Green is working with the Amarillo Economic Development Corporation for advertising money for PC3 and then a website will be developed. Lowery-Hart said the three college presidents want their respective advisors to meet and work together. The next PC3 Summit meeting will be at Frank Phillips College on March 30 to feature A&P and biology curriculum; and then on the Amarillo College campus on April 20 to discuss health sciences curriculum.

Announcements:

- Carl Cooper, AC graphic design major, was selected as the winner of a logo competition sponsored by the Harrington Regional Medical Center. Cooper will receive a \$1,000 check and Amarillo College will as well.

Next meeting: March 6, 2012

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