

PRESIDENT'S CABINET MEETING

May 1, 2012

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bruce Cotgreave; Jeanette Nelson; Theresa Rider; and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

DUAL KEYS FOR BUILDINGS – A handout regarding keys/access card issue and control policy standard operation procedure was distributed. Cotgreave expressed the difficulty when issuing employees two keys for the same lock. It seems that the second key is often given to students. Policy states if someone needs a key to be issued to them, prior approval from a Cabinet member is required. If a key is lost or stolen it is necessary to file an AC Police report and get Cabinet approval to request a replacement. In the past, part-time faculty were not issued keys; now they are being issued, but it is the faculty member's department who has the responsibility to get back from the part-time faculty when they no longer teach at AC.

LEADERSHIP AMARILLO/CANYON NOMINATION – Dr. Tamara Clunis went through the Leadership Amarillo/Canyon class this past year as AC's representative; Bruce Moseley paid for his own way to attend. It is a great way for an individual to learn about the community and a great way to network. Cabinet was asked to bring a nominee's name to the May 15 meeting.

BOARD POLICY STATEMENT REGARDING FUNDRAISING – McAnally referred to the fundraising statements which are included in the SACS document but which do not indicate the authority and role of fundraising which resides under the President in the Board Policy Manual. Section BFA College President – Duties will have another duty added which will read: "Approve, in writing, any fundraising request on behalf of the College prior to submission to any external entity." Also, under Section C Business and Support Services another section will be added: CS Fundraising - "College fundraising requests must be submitted to the College President or designee for prior consideration and approval." These additions to Board Policy Manual will be taken to the Board for approval.

HEREFORD EXPANSION – Lowery-Hart distributed a memorandum from Daniel Esquivel, Executive Director, Amarillo College Hereford Campus, regarding a request to purchase an additional 10 acres to the east of the current property assigned to the new Hereford Campus. Esquivel requests that the funds to purchase additional acreage be funded from the Hereford Campus reserve fund. It was the consensus of the Cabinet to take this request for Board approval. It was requested to take to the Board in May in a Closed Session.

DEPARTMENT OF LABOR – TAA GRANT – AC was encouraged by MDC, Inc. (Gates Grant Consultant) to apply for a Department of Labor – Trade Adjustment Assistance Community College and Career Training program grant. The grant will fund multi-year grants to eligible institutions for either developing new education and career training program strategies for replicating existing evidence-based design, development, and/or delivery strategies for such programs. After discussion consensus of the Cabinet was to not pursue at this time and to study as a group whether to pursue in the future.

Announcements:

- McAnally and her staff are moved in at West Campus and functioning smoothly thanks to Bruce Cotgreave and Lee Colaw and their staff.
- Matney recently spoke with Mr. William Hanshaw who is living in Phoenix. Mr. Hanshaw was told of AC receiving the 501(c) (3) approval from the IRS. He was pleased to hear that AC is getting prepared to hire a Construction-Manager-at-Risk firm. Matney expressed his desire to visit Mr. Hanshaw sometime this summer.
- There will be a SACS video conference in Library 113 on Thursday at 10:00. Marcy Stoll will redline the QEP Executive Summary from January 4, 2012 and will preview the SACS site visit. Cabinet was encouraged to attend. Another video conference will be held in early June to discuss the off-site visit.
- Matney referred to an article in *The Chronicle of Higher Education*, “Community Colleges Not Up to 21st Century Mission, Their Own Report Says.”
- Green said that Leadership Texas will be in Amarillo on June 18.

There was a brief recess and then Cabinet reconvened to discuss the FY13 budget. Theresa Rider and Jeanette Nelson joined the Cabinet for this portion of the meeting.

Next meeting: May 15, 2012

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