

# PRESIDENT'S CABINET MEETING

## September 11, 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

#### **Core Values: Integrity + Innovation + Teamwork = SUCCESS**

Matney distributed a straw poll distributed by TACC regarding how the 50 community colleges are handling salary increases, tuition/fee increases, and property tax increases.

One honors student, Laura Gonzalez, travelled to Austin with Green to visit the UT campus and attend a football game and tailgate party. Laura had a wonderful experience.

#### **Discussion:**

**ENROLLMENT UPDATE** – As of today, fall enrollment is down 0.45% after deregistration. AC lost 35 dual credit students this fall. Austin said we would have a better picture at the next Cabinet meeting. The trend is down for full-time enrollment. We are down a little in enrollment, but up in revenue. The 12<sup>th</sup> class day is September 12. Students will continue being added throughout the semester.

**REAFFIRMATION UPDATE** – McAnally has the interview schedule; she will submit that to the chair of the on-site committee today. She will send appointments to those who will have tentative interviews. When the team arrives they will travel to Moore County Campus and then some of the team will visit some high schools for which we offer dual credit classes. The team will look at the distance education program. Dr. Anthony Wise, chair of the on-site committee, and Dr. Marcy Stoll, SACSCOC, will meet with Cabinet on Tuesday, September 18, at 1:00 p.m.

**BELLWETHER AWARD** – McAnally and Lowery-Hart are working on a proposal of the “No Limits/No Excuses” initiative.

**DISTANCE ED REPORT** – Lowery-Hart distributed a 2012 Distance Education Program Verification Report from THECB. Amarillo College offers 23 100% online courses. AC offers a lot of hybrid courses and face-to-face off-campus dual credit classes.

**PROCESS FOR ACCESSING THE STUDENT SUCCESS CONTINGENCY FUND** – Lowery-Hart distributed a copy of the Student Success Contingency Request for Funds form. There was discussion as to the process procedure and how to distribute the form. Cabinet members will share forms received with other Cabinet members; requesters must complete a description of their project; offer justification; include a work plan and timeline; identify the No Excuses goals the project will impact; describe how the project implementation might affect other offices and assigned duties with AC; provide a budget; and include an evaluation plan. McAnally made the motion that Cabinet

move forward with the request for funds from the Student Success Contingency Fund program; Austin seconded. The motion carried.

**SERVICE CLUBS** – Matney recently spoke to the Amarillo West Rotary Club and the Downtown Rotary in July. He encouraged any Cabinet members who might be interested in showcasing Amarillo College to speak to these service clubs.

**BUDGET RETREAT** – The Cabinet Budget Retreat was scheduled for September 27, 8:30 – 1:30 at Region XVI. Discussion will focus primarily on next year’s budget process, but any items members wish to discuss and place on an agenda were encouraged. Matney requested items be submitted to him.

**AC POLICE DEPARTMENT CULTURE, ATTITUDE, ETC.** – Matney distributed a draft of the Chief of Amarillo College Police Department job description and some issues regarding the position for discussion. Some issues included: updating the job description of the chief; change the attitude and culture to safety and service; make the Police Department a part of the college community; upgrade our Emergency Preparedness and Response Plan and take ownership and responsibility for the plan; conduct scenario training and response; develop and foster a cooperative relationship with APD and other local law enforcement agencies; enhance crime prevention and investigation on campus; conduct internal safety training for employees; meet with President monthly; and be interactive with AC criminal justice program. Steve Chance, interim chief, will address the Cabinet in a few weeks. Discussion ensued as to other issues Cabinet members wish to address regarding the Amarillo College Police Department.

**Announcements:**

- The new Dean of Technical Education, Lyndy Wilkinson, will begin on Monday, September 17.
- The AC employees who were selected for the “Top Twenty Under 40” were Jennifer Ashcraft and Bruce Moseley; they will be presented and honored at the Amarillo Chamber of Commerce banquet on October 25.
- The Una Gran Cena banquet will be held on September 20; Cabinet members were invited to attend. Matney purchasa table for six.
- Matney lauded the opening of the Career Center and Renee Burnam, Director of Career and Employment Services and Trudy Banner, Social Services Coordinator’s efforts. Students need to get used to going there when seeking campus jobs and other career opportunities and seeking help in the community.
- The AC Foundation Badger Bash was held on Saturday. It was a success.
- In order to take advantage of cost savings for the new Hereford Campus, Matney will recommend the Board of Regents approve use of reserve funds.
- Groundbreaking for Moore County Campus will be on October 19.

Next meeting: September 25, 2012  
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