

PRESIDENT'S CABINET MEETING

December 4, 2012

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Steve Chance, Brenda Sadler, and Lynn Thornton

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

AC SPOTS – Green said AC has two new outdoor boards with the following message: “Amarillo is only as strong as its College.” She showed the six TV spots; Lyndy Wilkinson is in all of them; they showcase the technology, healthcare, nuclear medicine, dental, nursing, and law officer programs. Green said the TV spots are currently running. There is one radio spot which emphasizes students should not spend so much money for an education and they should beware of schools charging an enormous tuition.

POLICE DEPARTMENT UPDATE – Steve Chance, interim Police Chief and Lynn Thornton, Director of Administrative Services, gave an update of the AC Police Department. Chance gave an overview of changes which have been made since he became the interim chief. 1) The department has a vision of making AC's police department the best for any college in Texas; 2) the whistle program was successful; 1,800 whistles were distributed; pamphlets were also distributed regarding sexual assault and who to contact; 3) all police department projects are being placed on the AC Police Department website; 4) the next project will concentrate on parking lot safety; signs will be placed in the lots on light poles as a deterrent with the wording of “Stop Thief”; 5) six pamphlet holders have been ordered for Community Link; this will satisfy the Clery Act compliance; 6) spoke with officials regarding drug, alcohol abuse and domestic violence; 7) Kara Larkan-Skinner conducted an online survey regarding the AC Police Department which is a state requirement of college police departments; 8) police escort requests have risen to about 3-4 a night; 9) have lowered the low vamp frequency on the police radios and communication center is running which allows communication with Amarillo Police Department regarding emergencies; 10) all compliances will be placed on the ACPD website; 11) finished records retention plan; every document required to be destroyed has been; 12) met with Kim Davis, Dean of Continuing Education, regarding a future threat response exercise; 13) the Threat Response Team is updated on the website; 14) a key goal is to get the Cabinet in one place when a threat is occurring; 15) one-on-one training has been conducted; 15) continue a good relationship with APD; 16) has addressed Faculty Senate and plans to do something with the other two employee groups; and become visible, approachable, and proactive. Thornton said a lot of progress has been made. Matney commended the AC Police Department on sending out the incidence reports weekly.

PROMOTIONS PAID BY GRANT MONIES WITH BUSINESS OFFICE APPROVALS – Green was confused regarding the preapproval and policy regarding College Relations' promotions of programs paid with grant monies. Discussion ensued. The decision was made that the grant project manager

should seek and obtain approval of expenditures before asking College Relations to work on marketing of their program.

RENAMING EAST CAMPUS BUILDINGS – Lowery-Hart distributed name change proposals. He said that Lyndy Wilkinson, Dean of Technical Education, wants the building names to reflect what is housed in the building. The following buildings are proposed for name change:

<u>Current Name</u>	<u>Building Purpose</u>	<u>Proposed Name</u>
Building S	Automotive and Aviation	Transportation Career Center
Building V	Industrial Maintenance, UPW, Instrumentation, Welding	Manufacturing Education Center
Building L	Contract classes, Potter County, Fire Academy	Public Service Training Center
Building R	Truck Driving	Logistics Training Center
Building T	Spillover class rooms for multiple uses	Academic Classroom Center
SAC	Advising, Learning Center, Activities	Student Services Center

McAnally moved, seconded by Austin to adopt and support the renaming of the East Campus Building proposal. The motion carried.

Green suggested that building signage and “way finding” signage be in place by March 1, 2013.

STUDENT SUCCESS CONTINGENCY FUND REQUEST – Lowery-Hart distributed the request. The Academic Success Division – Access Learning Center is requesting the funds for a No Excuses Developmental Education Plan (Emporium Model Learning Center) to be housed within the Access Learning Center. The following expenses request is a one-time investment for the College: electrical installation cost: \$15,025; and convert Aztec Program to web licenses: \$8,000; for a total request of \$23,025. If approved, this project could affect a large number of students; no new employee costs requested. The redesigned Learning Center will allow students to accelerate completion of the class, spend more time on learning tasks, and complete some of the course requirements outside of the traditional learning center hours. An additional 27 computers will be purchased.

Colaw moved, seconded by McAnally to approve funds for No Excuses Developmental Education Plan contingency fund request. The motion carried.

Dr. Tamara Clunis, Dean of Academic Success, will be the project manager. In addition, Lowery-Hart reported that Clunis was selected as Community College Outstanding Student Advocate of the Year.

RETIREMENT INCENTIVE PROGRAM – An agreement draft and an email from Shawn Twing, Labor and Employment Law attorney with Sprouse Shrader Smith P.C., regarding the Retirement Incentive Program Agreement were distributed. Discussion ensued. A decision was reached to not present the program at the January 22, 2013 Board meeting.

Announcements:

- Matney pointed out the newly donated paintings in the Palo Duro Room; they were donated by Kathleen Cook. Ms. Cook was a former AC student; she and her father painted the two paintings.

Next meeting: December 18, 2012

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