

**PRESIDENT'S CABINET MEETING**  
**September 3, 2013**  
**MINUTES**

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Melissa Moore, Pantex employee and United Way Leadership Giver, and Brenda Sadler

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

**Discussion:**

**UNITED WAY LEADERSHIP GIVING** – Matney introduced Melissa Moore, Pantex employee and United Way advocate. United Way handouts were distributed. Matney met Ms. Moore at the United Way Leadership Conference in Santa Fe. In 2012, 25% of AC employees gave \$48,000 to United Way. There are 24 United Way agencies in the Amarillo/Canyon area. Austin (AC) and Becky Lopez from WTAMU co-chair the State Employee Charitable Campaign (SECC) of United Way. Ms. Moore is a WTAMU graduate who served as a loaned executive three years ago; now she is a Leadership Giver. She is currently a chemist at Pantex. As a loaned executive, Moore worked with three program providers, Big Brothers/Sisters; Jan Warner, and the Bridge. It costs individuals \$1,000 to become a Leadership Giver; this program makes up the difference when money goals have not been reached. Matney encouraged Cabinet to become Leadership Givers.

**ENROLLMENT UPDATE** – Austin distributed a fall enrollment update handout. In fall 2012, on day eight there were 11,165 in unduplicated headcount; in fall 2013, on day eight there are 10,795 in unduplicated headcount; the difference is -3.31%. In fall 2012, there were 2,335 dual credit students; in fall 2013, to date there are 2,189 students. Institutional Research can provide data regarding headcount information and demographics in Databook. It was suggested to track Gear-Up students.

**WEST TEXAS REGIONAL MEETING OF TASK FORCE ON COMMUNITY AND TECHNICAL COLLEGES** – Amarillo College will be hosting the West Texas Regional Meeting of Task Force on Community and Technical Colleges on Monday, September 16 at 11:00; the meeting will be held on the second floor atrium of the Amarillo Museum of Art. Matney asked Cabinet to be available; a tour will begin at 9:30; and lunch will be served at 11:30. Community College presidents of the West Texas region have been invited; THECB Commissioner, Ray Paredes has indicated he will attend.

**BOARD RETREAT** – Dr. Bill Holda, Kilgore College President, will address the Board. The topics to be covered at the retreat include risk management and student success. The retreat will be held on Friday, October 11 from 11:00 a.m. – 4:00 p.m.; Matney will request use of the Skyline Room on the 16<sup>th</sup> floor of the Amarillo National Bank. Cabinet is requested to attend from 11:00 a.m. – 1:00 p.m.; lunch will be provided. Matney said there will be a Cabinet roundtable with Dr. Holda at 8:30 a.m. prior to the retreat.

**AtD FEEDBACK ON ANNUAL REFLECTION STATEMENT** – Lowery-Hart thanked McAnally's and Austin's staff for their work on the report.

**AtD COACHES VISIT AGENDA** – The coaches will be on campus on September 23 and 24. Lowery-Hart will ask the taskforce to be in implementation mode; they will present what AC is doing; give evidence that it is working; and find out what data we need to improve services. In order to “move the needle” the first year was for planning; the second year was for implementing; and the third year is to review where we are now.

**EMPLOYEE PARKING LOT (SOUTH OF BYRD BUSINESS BUILDING)** – Three years ago the parking lot south of Byrd Business Building was closed to allow construction trailers and trucks to use. It is now open for parking; it was repaved and restriped; and signs are still up stating the lot is an employee lot. Berg asked if the lot should be open for students and employees alike. Austin moved, seconded by Green to open the lot to “open parking” for anyone. The motion carried.

**Announcements:**

- The City was looking into posting “no parking” signs on Jackson Street; as of today they will leave as is.
- Matney shared an email he received on August 22 from AC Police Chief Steve Chance; the email addressed what he was having police officers do at the beginning of school to ensure student and college employees' safety.
- General Assembly will be on Friday, September 6; 8:30 for continental breakfast; 9:00 to start the meeting. Lowery-Hart gave a brief discussion as to what the breakout sessions would be concerning following General Assembly.
- Lowery-Hart will set up a PC3 meeting with Amarillo College, Frank Phillips and Clarendon College.
- Deadline to submit applications for the University of Florida Community College Futures Assembly 2014 Bellwether Award is November 1, 2013. It is the 20<sup>th</sup> anniversary of the award. The Math Lab Center may be nominated.

Following a brief break, the Cabinet reconvened to discuss the budget.

Next meeting: September 17, 2013

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