

PRESIDENT'S CABINET MEETING

October 1, 2013

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Kim Davis and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Lowery-Hart was inducted into the WTAMU Hall of Fame on Friday, September 20. Cabinet members acknowledged Lowery-Hart by wearing bow ties in his honor and expressing their good wishes.

Discussion:

CE ONLINE ENROLLMENT PROJECT – Kim Davis, Dean of Continuing Education, and Colaw presented a report on the process of registering for Continuing Education courses online. Fall 2013 is the second attempt at this registration approach; it was first tried (Phase I) June 1 – September 8, 2013; Phase II is running from fall 2013 to spring 2014. This project has worked well. Their handout displayed the new CE homepage and online registration format. The ITS staff wrote the program to enable students to register online. There was discussion as to the step-by-step directions one has to use in order to register online. Davis said there are still a lot of students who would rather use CE staff to get them enrolled rather than register online. A detailed daily report is being kept. The marketing philosophy is still under development. In Phase II some of the following will be looked into and modified: dialogue box will be enlarged for improved course search viewing; key word search will be added; data-driven target marketing will be used; partnering employers will be offered special access to online (3rd party) registration so they may self-enroll their employees participating in closed contract training; 3rd party registration has the potential to streamline internal registration and billing process for the Registrar's office, Business office; and CE staff.

DISPOSING OF HAZARDOUS CHEMICALS AND RADIOACTIVE MATERIALS – Lowery-Hart said his concern is that individual faculty will be responsible for disposing of hazardous materials and there may be accidents. Berg said that most departments dispose of their own materials and budget for it. Recently 30 years' worth of materials was disposed. Precise records will be kept on who is disposing these materials; individuals who will be responsible will be identified and follow-up reports will be made. It was suggested to discuss further at the next Cabinet meeting.

CABINET REPORT CARD FOR STUDENT SUCCESS – A Cabinet report card for student success was distributed. Information for student success principles, performance measures by division, status, and comments were discussed. Cabinet was in agreement that this report card made everyone accountable. Lowery-Hart moved, seconded by Colaw to approve the Cabinet Student Success Report Card. The motion carried.

STUDENT SUCCESS UPDATE FOR BOARD RETREAT – Lowery-Hart will share new material with the Board at 11:15 a.m. prior to lunch.

BOARD RETREAT – OCTOBER 11 – The day will begin at 8:30 a.m.; Dr. William Holda, Kilgore College President, will meet for a Cabinet roundtable; at 11:00 a.m. the retreat will begin at Amarillo National Bank; Lowery-Hart will give a student success update and the Board will be encouraged to give their input; lunch will be served at 11:45 a.m.; at 12:30 p.m. the Board will move into their retreat; Mark White, college attorney, and Berg will give a report on risk management; and then Dr. Holda will visit with the Board about the future of community colleges, give an overview of the legislature and community colleges' relationship, continued private funding explorations, and characteristics of an effective Board member.

AMARILLO CHAMBER OF COMMERCE BANQUET & BUSINESS EXCELLENCE AWARDS – The three AC employees who will be among those honored are: Cara Crowley, Megan Eikner, and John Salazar. The banquet will be held Thursday, October 24 at 6:00 p.m. in the Civic Center – Heritage Room; Matney purchased a table.

BOARD PACKET ELECTRONIC FORMAT – Colaw has scheduled teleconferences with *Image Now* and *Board Book* personnel; they will walk Sadler and Colaw through the steps needed to create and submit the Board packets in an electronic format. A product may be selected from these two companies. The November 26 packets will probably be the first to be sent to the Board electronically.

Announcements:

- *Leadership Texas* will be on campus on November 8, 9:00 a.m. – 4:30 p.m.
- Matney and Regents Don Nicholson and Johnny Mize will attend a Higher Education Leadership Conference in November in Austin.
- The NAACP Freedom Fund Banquet and the Panhandle PBS 25th Anniversary Celebration are both being held on November 2.
- Two documents from the Texas Higher Education Coordinating Board were distributed; the data included was a chart displaying the area high schools and how many of the graduates attended AC from 2006 – 2012 and information by high school as to where their 2012 graduates enrolled in college or if they did not enroll anywhere. Palo Duro and Caprock High School grads make up the largest percentage of students attending AC. Sixty-five percent of local high school grads go to AC; we would like to see 65-70%, college-ready students.
- Joy Brennehan, Executive Assistant to the Vice President of Academic Affairs, will schedule meetings for Matney and Lowery-Hart to visit with local high school counselors and cluster directors.
- An event entitled, Shake It Up! will be held on October 2; this is a celebration which includes PPS, Panhandle Twenty/20, No Excuses, and Amarillo Area Foundation.
- Eight from AC will be traveling to Northwest Kansas Technical College in the near future.
- Allen Durrett, AC's 2013 Distinguished Alumnus, will be honored with a luncheon at the Amarillo Country Club on November 13.

Next meeting: October 15, 2013

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