

PRESIDENT'S CABINET MEETING

November 19, 2013

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, Pam Madden, Brenda Sadler, Lynn Thornton, and Eric Wallace

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

INSPIRE TV SPOTS – Green shared a video regarding the “AC Inspire” campaign which is airing on local TV stations. She also informed the Cabinet about various posters which will be hung around campus and told of ones which will have tear-off tags with inspirational sayings so students can take what they need from the posters to furnish them with positive thoughts.

AC PARTICIPATION IN UNITED WAY – Matney introduced Pam Madden, one of AC’s United Way loaned executives, and Eric Wallace who, along with Bob Austin, coordinates the AC State Employee Charitable Campaign (SECC). Pledges this year were more than ever in the past. Matney said that throughout the fall loaned executives meet every Wednesday in a networking environment. Mrs. Madden was named the Loaned Executive of the Year for Amarillo/Canyon. Mrs. Madden gave an overview of what a loaned executive does during the campaign. Loaned executives go to other state employee organizations and show videos of how individuals in the community have benefitted from United Way and their agencies. Mr. Wallace stated that this is his fifth or sixth year to co-chair with Austin on the Amarillo College SECC. He gave a brief overview of giving for the past three years at AC; in 2011, \$41,000 was raised; in 2012, \$48,000 was raised; and in 2013, \$52,000 was raised. At Amarillo College, 26% of employees, with 44 new givers, pledged to give money; more than half of the money raised is distributed to the AC Foundation. AC won the SECC President’s Cup award this year. A couple of the fundraisers this fall included a pumpkin decorating contest and a chili cook-off at the East Campus; \$1,000 was raised. Austin and Becky Lopez, WTAMU, serve on the Local Employee Committee of the SECC.

CITY EMERGENCY MANAGEMENT DRILL REPORT – Chief Chance spoke of a recent city mock emergency drill. When he arrived at the emergency site, he did not have to participate; only serve as an observer. Chance wanted to see how the emergency drill was handled and how it would have affected the Downtown Campus. He observed all aspects to get an understanding of what AC Police should do in a similar circumstance. Chance identified five areas to concentrate on in an emergency: 1) initial response needs to be within a 6-minute window; 2) take control with bullhorns to give orders or give out information; 3) communication is necessary for AC students and employees and an incident director needs to be assigned and possibly use walkie-talkies; 4) coordinate with the City; and 5) look for the resource availability while working within the Clery Act. On March 24, 2014, three certified instructors for active shooters will conduct a drill. Eight emergency drills have been conducted on five campuses. Matney suggested a table-top drill be conducted during the spring. Chief Chance reported that two security carts equipped with red lights and sirens have been purchased; they will be used on the West and Washington Street Campuses.

RECENT ART GIFTS TO AC – Matney informed Cabinet of an artist, Ed Jaquet, donating four watercolor paintings of the Panhandle area to Amarillo College. Mr. Jaquet was a 1951 AC graduate who studied art under Dr. Clarke Garnsey while attending AC. Garnsey encouraged Jaquet to pursue post-AC studies at the Cleveland Institute of Art; Jaquet became a successful manager of design studios with Ford Motor Company. In 2003, Mr. Jaquet wrote a letter to interim president, Dr. Bud Joyner, expressing his intended bequest to AC. Due to illness, Mr. Jaquet was unable to deliver the paintings and asked his daughter and her husband to present them to Matney and Amarillo College. The estate will pay for the four watercolors to be framed and matted. Matney plans to find a good home on the Washington Street Campus to display the paintings.

RE-PURPOSING OF NO EXCUSES CORE TEAM – AC is in its third year of the No Excuses Initiative. Matney will send an appointment to the core team regarding a meeting on Monday, December 2, at noon. A new core team may be created; the new team will represent all campuses. The new committee would have authority to suggest new policies; the leadership team will set the agenda for specific issues that need to be resolved. The curriculum committee is focused on curriculum. Matney said the agenda for the December 2 meeting will concentrate on changing the culture of the College and helping move the needle. Policies that the committee make will go first to Cabinet and then to the Board for approval.

NEW GRANT MANAGEMENT ORGANIZATION – Lani Hall, CPA, Connor, McMillon, Mitchell & Shennum, PLLC, recently met with Matney and Berg regarding the single audit findings; there were six dealing with grants. Auditors request corrective action plans be written for each finding. 1) Five students that graduated during the year were not reported to the National Student Clearinghouse within the 30 days required and two students were missed and not reported at all. Corrective Action Plan: An updated process will ensure an accurate report to the clearinghouse of the graduates will happen the next business day and an additional three times throughout the current term following the initial end-of-term graduate term. 2) Payroll expenditures were charged to the grant subsequent to the end of the grant's period of availability. Corrective Action Plan: Grant accounting and grant compliance have instituted a three-step process to ensure that all costs for a grant is appropriate for the grant. 3) Management override of controls for the Adult Basic Education Innovation Grant and other related state grants. Corrective Action Plan: A shift to a centralized approach to grant management which balances the College's content expertise and grant management authority. The new grant management structure will create a team of management and compliance professionals who fully understand the necessity for documentation required on federal and state grants. 4) Little or no documentation on the student incentive expenses. Corrective Action Plan: The College has implemented a corrective action plan which ensures a heightened level of grant compliance while also maintaining vital project direction from content experts. 5) No documentation is being maintained on student eligibility. Corrective Action Plan: Each grant will have adequate management and support to ensure that all participant records are developed and maintained in a manner that program eligibility will be adequately documented. 6) The Year One final program report was filed four days late and the Year Two interim report was also submitted late. Corrective Action Plan: Under the new centralized grant management structure each grant will have adequate management and support to ensure that all grant reporting requirements are submitted on time.

At the Board of Regents meeting on November 26, 2013, Ms. Hall and Matney will communicate all of the single audit findings and corrective action plans to be implemented.

Announcements:

- The Classified Merit Award recipients have been identified; an email will be sent out recognizing and congratulating those receiving the award.

Next meeting: December 3, 2013

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