

PRESIDENT'S CABINET MEETING

October 28, 2014

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Cara Crowley and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

AUDIT – The audit has been conducted and there were few findings. A tentative draft was distributed. In Section III – Federal and State Award Findings and Questioned Costs – Finding 2014-001: One student out of 40 tested had completed 55 days of the 109-day semester; the system should have calculated a Force 50% rate on the percentage of Title IV earned. The school portion of the calculation to be returned was calculated at \$900.03 and it should have been \$909.12. The recommendation is that the College implement procedures and controls to ensure all students that are unofficial withdrawals be reviewed by more than one person to ensure that they have been calculated correctly. Finding 2014-002: The Community Service wages were reported on the Fiscal Operations Report and Application to Participate (FISAP) at \$19,225 and did not tie to the general ledger amount of \$24,936. Recommendation: the College should implement procedures and controls to ensure correct information is used when preparing the FISAP report. It will be amended to reflect the correct amounts. Migrant Education High School Equivalency Program. Finding 2014-003: Three students receiving benefits from the program were not eligible to receive them. It was recommended that the Program Director for the HEP grant create a detailed eligibility checklist for use in determining eligibility and that all determinations of eligibility be reviewed to ascertain that all criteria has been met by the students before issuing stipends an incentives. Finding 2014-004: Incorrect reporting of program activities' requirements could result in the loss of grant funding. It was recommended that the Annual Performance Report be reviewed in detail by a secondary reviewer. This reviewer should also review all supporting documentation to ensure the accuracy of the report. Current HEP funding ends June 30, 2015. Title V Grant Developing Hispanic Serving Institutions – Finding 2014-005: Incorrect report of program activities' requirements could result in the loss of grant funding. It was recommended that accounting and grant personnel be familiar with the grants and any complexities regarding the grants to ensure that grant expenditures are properly recorded in the accounting records and properly reflected on the annual reports. The College is in the process of correcting the error. Economic Adjustment Assistance – Finding 2014-006: Expenditures reported on the Semi-Annual Financial Report did not agree to the College's general ledger. The report excluded \$419,000 of expenditures that were incurred before March 31, 2014. It was recommended that the general ledger be used as the primary source when reporting financial information on the required reports. The second reviewer should also review all supporting documentation pertaining to the report to ensure the accuracy of the report. State Grant – Adult Basic Education Innovation Grant (ABEIG) There was missing documentation in student eligibility files. Three students receiving benefits from this grant were not eligible to receive them. It was recommended that the grant documentation be thoroughly reviewed by the newly established grant

compliance personnel to ensure that all files are being properly maintained. The audit will be presented at the November Board meeting. It will be explained that the audit structure is in place.

DATA ANALYTICS: BLACKBOARD OR CIVITAS – There was discussion regarding what is to be accomplished and which program will offer the most for the College. There is still a lot to accomplish in our goal of an Aspen Prize which is awarded to community colleges for excellence and honors those institutions that strive for and achieve exceptional levels of success for all students while they are in college and after graduation. AC is leaning toward using Civitas, but will need to break the BlackBoard contract in order to do that. Civitas costs \$190,000/year for the platform and three applications. Civitas claims to take all data systems and connect the dots. It was recommended that before any company is selected that they be brought in for a demo. One of Civitas' programs shows a computer display of students in the classroom by the color blue indicating a high-risk student and yellow being the color for which to aspire. McAnally stated that Austin Community College and Valencia College have been working with Civitas and they could furnish feedback for us. Colaw will check into setting up a demonstration.

PANHANDLE PBS REORGANIZATION – Green said Panhandle PBS General Manager, Linda Pitner, resigned. They have been without a production department for a while and then Green hired Chris Hays. Human Resources helped Green with the reorganization. An organizational chart was distributed indicating Hays as General Manager and Lynne Groom as Manager of Development and Community Services. Jackie Smith will serve as the Director of Content and Program Operations.

NEW BOARD MEMBER ORIENTATION – Lowery-Hart and Board Chair, Don Nicholson will be conducting the New Board Member orientation on Friday. Not all Cabinet members have been asked to participate in the orientation. Daniel Henke, new regent, and Lowery-Hart met with members of PRANA on October 24 to familiarize Henke with their organization and collaboration with Amarillo College and its East property.

FALL COMMENCEMENT – Lowery-Hart mentioned that he wants Cabinet members and Deans seated on stage at the 2014 Fall Commencement. Austin will call students' names this semester.

FEE CONVERSATION – Deferred

BRAGGING ON EMPLOYEES – Colaw bragged on Art Cardona, Network Engineering Specialist III- Network Services, ITS. Cardona has been at AC for nine years; he is the architect of data network at AC; he is working on his degree and is an outstanding employee. Moller bragged on Dr. Alan Kee, Professor/Department Chair – Psychology. Moller said Kee is a thoughtful man; chaired the Rank and Tenure Committee; accepted the Psychology Department Chair duties and has done an exceptional job. Austin bragged on Brenda Rossnagel, Coordinator of Disability Services. She works very patiently and professionally with many students with disabilities. Rossnagel serves over 400 students. There will be an open house in Disability Services on October 29.

Next meeting: November 4, 2014
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