

**PRESIDENT'S CABINET MEETING**  
**November 18, 2014**  
**MINUTES**

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Brenda Sadler

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

**Discussion:**

**ACE DAY OF GIVING** – Lowery-Hart explained that Amarillo College has buckets on campus for employees and students to give their change for the ACE Day of Giving. He asked the Cabinet to encourage their employees to give. There are buckets on the Washington Street Campus in the Student Service Center. Lowery-Hart will send out an email informing employees about the change buckets. On Thursday night there will be a celebration, Night in Tuscany, which will be the celebration of the ACE Day of Giving.

**GREETER PLANNING** – The Greeter program and training came about through the Culture of Caring meetings. Green distributed a handout regarding the AC Greeter Program/Training and other employee training opportunities to be held in January. The Greeter training will be offered in December and early January; CTL will set up training sessions. The training will define what a greeter does and to help them understand how to provide assistance to our students. AC will assign greeters to two-hour periods at specific locations on each campus the week prior to each semester and the first week of school. There will be a need for 200 greeters. With the possibility of inclement weather in January, Austin suggested a plan to set up tables on the first floors of each building. Culture camps will be set up for fall 2015 and spring 2016. Required Sexual Harassment/Emergency Management will be offered at a future date to be determined.

**BOARD MEETING STATUS UPDATE** – Lani Hall, CPA, Connor, McMillon, Mitchell, and Shennum, will be at the both the Board Status Update and the regular Board meeting on November 25 to alert the regents of the audit findings and to request approval of the Annual Independent Audit Report.

**OPEN DISCUSSION** – Lowery-Hart distributed a draft of the Spring 2015 Opening Activities. There was discussion as to whether to offer a spring General Assembly on January 14 or to offer a couple of “Listen and Learn” sessions instead. Moller suggested offering employees a couple of choices of session times. Lowery-Hart discussed talking specifically about three areas in those sessions which included Culture of Caring, No Excuses, and simplified processes. Austin told Cabinet that the VPAA Search Committee was meeting that afternoon. He explained what had been done to-date. The committee took the 16 applications along with their writing prompts and will weigh the candidates' merits; JoBeth Hill is tallying the scores based on the developed matrix. Austin said it was a strong pool of candidates; the committee plans to narrow the pool to 3-5 candidates and will make phone calls regarding these applicants and will invite them to visit the AC campus. The plan is to use an outside company for reference and background checking; this company is skilled in

asking the right questions and listening to the responses without forming a bias. The next step would be phone interviews, selection of one to make an offer to, and then make a determination of when a VPAA would be available to come to Amarillo College. Carter Fitness Center – Austin said a committee met last Thursday to discuss the future of the center. Discussion ensued which included increasing the General fee by \$.75 - \$1.00 which could generate close to \$100,000. Craig Clifton will continue his role of Department Chairman of Sports and Exercise Sciences. The Fitness Center will focus on students, faculty, and staff. Patrons could have access to the center by registering for a continuing education class. Austin will bring back a recommendation regarding spouses utilizing the center. It was decided to have as an item on a status update at a board meeting; possibly in January and bring for a formal vote in February. Austin will work on the write-up; Berg and Sharon Doggett will work on the funding piece; and Craig Clifton will work on the wellness perspective. Austin suggested bringing the item to Cabinet first. There was a suggestion to raise rental costs to the community. Senior Citizens Center – Green reported that the City discussed taking some responsibility for a center. The Senior Citizens Center will run out of funds at the end of the year.

**BRAGGING ON EMPLOYEES** – Austin bragged on Rita Wilson, Customer Services Technical Specialist, who has stepped up while John Salazar has been on medical leave. Green spoke of Lee Proctor, Director of Engineering, Panhandle PBS, and the way he has begun to take care of things at the station and also volunteer for projects. Berg bragged on Maureen Hood, Purchasing Specialist, and said she does a great job and is one behind the scenes and in the trenches. Moller mentioned that Dr. Tamara Clunis, Dean of Academic Success, has done a great job. McAnally said she is impressed with classified employees going to different campuses supporting the Culture of Caring; she will email Rebecca Archer to thank the Classified Employees Council.

Next meeting: November 25, 2014  
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