

**PRESIDENT'S CABINET MEETING**  
**November 25, 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:**

**PRANA BOARD PRESENTATION** – Lowery-Hart attended an Amarillo Foundation for Education and Business (AFEB) last night. PRANA wants to purchase additional land at our East property for single family housing; these houses would be on land west of current East Campus housing. Joe Bob McCartt will address the Board of Regents at the meeting this evening.

**PERSONAL ENRICHMENT PROPOSAL FOR WEST CAMPUS** – Moller distributed a proposal for West Campus usage of Building B, West Campus. Moller referred to a floor plan of Building B; displaying areas Personal Enrichment wants to use; they are currently using room 107 for the gymnastics program, the expansion plan would include room 115. Classroom capacity currently in room 107 is two gymnastics/tumbling/cheerleading/sports classes; they can be held simultaneously. The first phase classroom capacity for room 107 would add one dance/fitness class to be held one at a time; and in room 115 where four gymnastics/tumbling/cheering/sports classes can be held simultaneously. The second phase classroom capacity for room 107 would be to add two dance/fitness classes to be held simultaneously; and in room 115 add four gymnastics/tumbling/cheerleading/sports classes which can be held simultaneously. Currently, Berg said that records management uses half of room 115 for records storage. Berg and Moller were asked to meet with Bruce Cotgreave and Kim Davis to determine what can be done with Building B, room 115.

**AMARILLO COLLEGE VIRTUAL ID** – Colaw distributed a handout of how to get signed up for the AC virtual ID on an iPhone or kindle fire. Colaw contributes the idea to LaVon Barrett, director, vocational nursing, who first came up with the idea of placing student IDs on the iPhone going through Ellucian GO. Many students and faculty are using this virtual ID instead of wearing an ID on a lanyard.

**DEFINE CULTURE OF CARING** – Lowery-Hart distributed a handout with the Culture of Caring in Action at AC. He discussed. Caring through WOW – every student and colleague will say “Wow,” you were so helpful and supportive. Caring through FUN – we will find ways to have fun with and celebrate each other. Caring through INNOVATION – we will always look for ways to help others and improve our processes. Caring through FAMILY – we will find ways to show we care about our students and each other. Caring through YES – we will think “yes” first and find solutions rather than find “no.” Green told of the focus group meeting she had with employees who have been at AC less than a year; and it was suggested to assign a mentor to new employees for a year; it could be made

part of employee orientation. The No Excuses Core Team came up with a Christmas door decorating contest. A lot of areas of the college are building opportunities to bridge gaps. The door decorating contest voting party will be held on December 12 from 11:00 – 1:00 in Badger Den; snacks will be available.

**VPAA SEARCH UPDATE** – Austin told Cabinet that applicants were being interviewed over the telephone; interviews last around thirty minutes. It is the VPAA Search Committee’s hope to have selected candidates on campus December 10, 11, and 12. Austin will send an “everyone” email updating employees on the VPAA candidates and progress.

**SUMMER 2015 BUILDING/FLOOR CLOSURES** – Austin distributed an email which he received from Pam Madden, classroom scheduler, regarding possible building or floors closures for the summer. This attempt seems to get more challenging as summer continuing education courses increase. A lot of faculty offices are next to the classroom in which they teach or at least in the same building; so it would totally displace them if buildings were closed where their offices are located. No clear answers were determined.

**BRAGGING ON EMPLOYEES** – Colaw bragged again on LaVon Barrett who came up with the idea of the virtual ID. Moller bragged on the entire Center for Teaching and Learning group and them setting up training for GradeBook. Faculty will be encouraged with the offered training. Lowery-Hart said that the response for the greeter training has been great. Training will begin the first week of December.

**Announcements:**

- Green mentioned that the City Council continues to look for ways to fund and run a senior citizen’s center.
- Austin and Lowery-Hart have interviewed five students for Commencement speaker; one will be decided on and announced after the Thanksgiving holiday.

Next meeting: December 2, 2014

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