

PRESIDENT'S CABINET MEETING

November 4, 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:

BRANCH CAMPUS INSTRUCTIONAL MODEL DISCUSSION – Moller mentioned a conversation with Lowery-Hart and Lyndy Forrester regarding the truck driving program. The program is working well at the Hereford Campus. The truck driving instructor was not hired by Hereford, but works for Forrester and Bob Mathews at the East Campus and teaches in Hereford. Hereford pays for the instruction. The model at off-campus sites is that the department is responsible for the content and vetting of each instructor, no matter their site of instruction. The instructor will be hired and sent to the branch campus and the branch campus will pay for their instruction. The instructors are placed in an uncomfortable position when there is more than one boss. SACS guidelines state that academic leadership is responsible for guiding faculty. Currently the difference between same courses taught at Amarillo campuses and branch campuses is sometimes substantial. It was discussed that the Amarillo campuses will provide all of the instructors and then they will assign an instructor to the branch campuses. The Moore County Campus needs instructors immediately in career and technical instruction. Teamwork among the campuses is a must. The institute needs to hire two career and technical faculty and place them at the needed campus. Truck driving is a good example for use of the new instructional model. Berg, Moller, Sharon Doggett and Jeanette Nelson will meet to discuss the budget implications.

WALMART \$20K FOR FOOD PANTRY – McAnally distributed an email regarding a Walmart Foundation Grant Contest for the Food Pantry. Since Amarillo College does not meet the requirement as a 501c3 status; this grant would have to be run through the AC Foundation. McAnally said that before submitting the application the Food Pantry would need to agree. The grant would be for \$20,000 to support infrastructure and equipment improvements; it was discussed that they might be able to use a refrigerator. It will be necessary to find out what the Food Pantry could get out of this grant. (Note: Lynae Jacob, overseer of the Food Pantry, has declined the Walmart grant application because it would require too much if we received it. She is not ready for a refrigerator.)

FEE CONVERSATION – Last year during the regularly scheduled March 25, 2014 Board of Regents Meeting, Dr. Matney informed the Board that Amarillo College was (1) changing the name of the Distance Learning fee, and (2) implementing an Equity Change in the application of the DL fee in two Phases. Phase 1 would be implemented for fall 2014 (FY 2015) and would ensure that any course in which a section had previously paid the DL fee would have all sections in that course pay the DL fee going forward. Phase 2 would apply the DL fee to all remaining courses and sections. Colaw suggested it was time to implement Phase 2 and apply the fees across the board beginning

fall 2015 (FY 2016); with dual credit students being exempt. The Distance Learning (DL) fee name was changed to the Learning Management Services (LMS) fee effective fall 2014 (FY 2015). The Phase 2 implementation could generate approximately \$450,000. Austin discussed the combining of the existing Technology fee and the LMS fee. Colaw stated that currently the Technology fee is \$10/credit hour and the LMS fee is \$30/course. Colaw suggested implementing Phase 2 this next FY (FY 2016) where every course is charged the fee, and the following fiscal year consolidate the fees. Last year (FY 2014) the deficit in technology was in excess of \$700,000. Questions were asked as to where the money generated from the Technology fee is going, especially since there doesn't appear to have been any computers replaced in FY 2014. There was more interjection to combine the Technology and LMS fees. Colaw was asked to compile a breakdown of computer replacement needs and bring to a future Cabinet meeting.

BRAGGING ON EMPLOYEES – McAnally said that Kim Crowley, Director, Center for Continuing Healthcare Education, looks for ways to be innovative; she has a can-do attitude. Green said that Jacob Workman, Content Production Coordinator-KACV, Panhandle PBS, is eager to please and learn. He has worked on the new public affairs show; civic leaders will be coming in for the show on Wednesday. Lowery-Hart praised Brenda Sadler, Executive Assistant to the President, for handling the ever-moving modifications to regular duties since he has been president. Moller praised Dr. Steven Weber, Music Department Chair, for all the great musical shows and events he provides with his talented students. Recently Weber and his choir provided a show for the Childcare area. Weber collaborated this past summer on the new Rank and Tenure Committee requirements.

Announcements:

- In the past AC has partnered with the City Health Department regarding the meningitis vaccine; AC bought the vaccine and sent to the Health Department; the students were charged \$70. The new Health Department Director wants to vaccinate students who are under-insured or have no insurance for \$5. The Health Department will purchase the vaccines from the State for the next three years; AC will not have to buy any for that period.
- Lowery-Hart spoke of his first TACC meeting and how beneficial the orientation session was for him. He stated that he now understands the importance of JACC-PAC; he sees some beneficial impact for community colleges.
- Lowery-Hart expressed that the New Board Member Orientation was a success and ended with a tour through engineering.
- Austin will send Cabinet members an email to determine the best time for Civitas representatives to visit and present a demo. Lowery-Hart suggested the demo first be presented for a broader audience and then include the Cabinet.
- The second Culture of Caring event will be held on Thursday, November 6. Most of the discussion will be regarding the book, *Drive*, which each participant should have received and read.

Next meeting: November 11, 2014

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