

PRESIDENT'S CABINET MEETING

April 1, 2014

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bruce Moseley, Brenda Sadler, and Mark White

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Cabinet Roundtable:

Mark White, AC's legal counsel, from Sprouse Shrader Smith was welcomed. Mr. White is from Amarillo and went to Texas Tech University where he met his wife, Terry. Mark went to Amarillo College for two years with a \$50 scholarship to play in the jazz band and a \$25 scholarship from the *Amarillo Globe News*. Mark carried the newspaper since age 11. He graduated from Amarillo High School in 1975 and has four siblings. He is a serious runner; he qualified for the Boston Marathon at age 50; will run in the Denver Marathon; and has run in the New York Marathon twice. Mark has two daughters; one, works for his law firm and the other is working on her masters in communication. Mr. White ran for the State Bar of Directors; was appointed to the State Bar of Disciplinary Appeals where he served for one year and chaired for three years. Mark said that the legal community has been exceptional in the Amarillo area; there are 700-800 lawyers in 26 counties in the Panhandle. He was asked if there were any surprises since he became AC's attorney. He said he was astonished at the diversity of what AC does; has learned different aspects in election law; and is beginning to understand manufacturing education. Matney shared that Mark has meant a lot to the AC Foundation and he was instrumental in establishing the Bud Joyner Scholarship. Mr. White had an activity in which he asked Cabinet members to participate. The activity was called "Let's Start Talking Again!" It was conducted with a cocktail napkin; he showed how when people communicate, individuals collaborate, express understanding and trust. On the flipside when there is low trust, poor communication, and no collaboration one's time is counterproductive.

Discussion:

EAST CAMPUS CAFETERIA/KITCHEN – Berg reported that the High Plains Food Bank is moving out of the East Campus kitchen at the end of summer. He said he would like to repurpose the area and sell the equipment. In the past AC offered a food management program with Chuck King coordinating it. At present there does not seem to be a need for the program at Amarillo College. Lowery-Hart requested Berg discuss with Lyndy Forrester, Dean of Technical Education, before making a decision on what to do with the vacant area.

INTELLECTUAL PROPERTY POLICY – Bruce Moseley, president of Faculty Senate, distributed a handout regarding intellectual property rights. The policy proposal added a new #10 entitled Rules of Disclosure which is listed below.

Rules of Disclosure. Before development of intellectual property occurs or intellectual property subject to ownership by the Board of Regents is disclosed to any party outside of Amarillo College, to the public general or for commercial purposes and before publishing same the Creator shall submit a disclosure of intent to publish or invent in writing to the appropriate President's Cabinet member for the area in which the development occurs for determination of Amarillo College's interest.

- a. Content of Disclosure. The disclosure shall be a reasonably complete and detailed disclosure of intent to publish or invent and shall stipulate any anticipated use of College funds, facilities, and equipment or time so that a written agreement as herein described may be prepared and executed. The Disclosure shall be distributed to the President's Cabinet for review.
- b. Disclosure not timely made. If the Disclosure required by the terms Sec. 10(a) is not timely made it is presumed the publishing or invention was developed on Amarillo College time with utilization of College funds, facilities and equipment and is a "College supported work" as defined herein.
- c. Response. The responsible President's Cabinet member shall respond in writing as to the intentions of the College as to claiming ownership within ten working days of receipt disclosure statements be of the disclosure. The College requires that disclosure statements be updated regularly.

Matney will present the policy proposal to Mark White, AC legal counsel, to examine.

NEW TEXTBOOK/COURSE MATERIALS POLICY – A copy of the policy was distributed. Lowery-Hart asked Faculty Senate members two years ago to look into faculty who profit from books and materials sold to students; he asked the Senate to create a policy. After a Textbook/Course Materials Policy was created it was given to the Dean's Council to study; they had some concerns so Bruce Moseley made their changes; the new policy received approval from program coordinators, department chairs, and deans. This policy will be inserted into the Faculty Handbook. Austin moved, seconded by Berg to endorse the policy. The motion carried. The policy will be given to Mark White to look over.

MARKETING FOCUS GROUP RESULTS – Green distributed the Student Focus groups' questionnaire. Green wants the focus groups to meet for a couple of hours. She asked Cabinet to read over and offer any modifications and to eventually endorse. Green has hired two students and will have the focus groups meet by the end of the month. There will be 15 members in three focus groups for a total of 45.

CRISIS COMMUNICATION PROCEDURE (VOICEMAIL) – Most colleges are texting students and employees with any crisis communication. Amarillo College's protocol has been to use voicemail. Austin moved, seconded by Lowery-Hart to approve texting crisis communication and getting out of sending voicemail messages. The motion carried.

SUMMER BUILDING CLOSURES – There was discussion regarding closing some buildings during the summer. Austin said the second floor of Durrett Hall and relocate classes to other buildings on the Washington Street Campus. There was discussion regarding closing Ordway Hall; Lowery-Hart discussed an email from Dan Ferguson, Assistant Dean, English and Modern Languages, where he listed reasons for keeping Ordway open this summer. Closing down Ordway would displace faculty and closes the Writers' Corner which adversely affects students. Lowery-Hart requested a cost-savings analysis be conducted. Berg said that Parcels Hall and the Byrd Business Building can be shut floor by floor.

STRATEGIC PLANNING PROCESS – The process will begin soon. The first subcommittee meeting could be conducted by conference call.

PRIORITIES BEFORE DEPARTURE – Matney said he wants to have a balanced budget; he will be meeting with Berg and Jeanette Nelson several times. He has approval from Don Nicholson, Chair, Board of Regents, to move forward with pulling together a committee to hire a full-time development officer which will be named Philanthropy for our Future Planning Team; Mark White will chair the committee along with the following who will serve: Kathy Dowdy, Teresa Clemons, Jill Gibson, Paul Matney, and Johnny Mize. The first meeting will be next week. This position will work in tandem with the AC Foundation and Board of Regents. Matney is seeking a major gift donor who would donate funds for the first floor library; Matney along with Green, Teresa Clemons, and Kathy Dowdy are working on this project.

BOARD SUBCOMMITTEE ON ENERGY COST SAVINGS – The subcommittee has met and will bring a recommendation to the April Board meeting.

Announcements:

- Jodi Lindseth was hired to coordinate the management program.
- A copy of the Faculty Senate Salary Proposal was distributed; they requested a cost-of-living raise for 2014-15.
- Former legal counsel, Bob Sanders, will be honored with the Charles Reynolds Lifetime Award in May.

Next meeting: April 15, 2014
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