

PRESIDENT'S CABINET MEETING
October 27, 2015
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, and Deborah Vess

MEMBER ABSENT:

Russell Lowery-Hart

OTHERS PRESENT:

Brenda Sadler and Mark White

Discussion:

PUBLIC INFORMATION AND OPEN RECORDS TRAINING – Mark White, AC legal counsel, spoke of deleting email and best practices to protect yourself. Cowlaw brought up the fact that employees who retire or resign have access to their AC email account for 90 days after departure. White said there is an explosion in the use of text messaging. If someone at AC gets a public information request we are under obligation to provide that information. The Public Information Act is on the government and attorney general opinion web page. Information requested has to pertain to official business; this includes books, videos, texts, and emails. White said Amarillo College needs a policy in place regarding deletion of texts and emails. The public information officer needs to send out a fairly broad email to cover this information. Employees are not required to furnish personal information and emails. White indicated that employees need to change the way they word emails and texts. Voicemails have to be available, if requested; the best way to communicate is face-to-face. Forrester said that public information requests have decreased recently but may increase soon due to the retirement incentive buyouts and potential RIFs. Texts are not owned by AC; the texts cannot be controlled; but they can be deleted. Some requesters will ask questions and not request documents; if you furnish an answer that becomes public information. AC has no policy or social media policy and we need to create one. White suggested looking at Texas Tech University's policy and other universities.

The open meeting act is how we run a public meeting with minutes taken.

RETIREMENT INCENTIVE RESOLUTION – Some typos were identified; White will make those few changes and send a copy to the Employee and Organizational Development Department and the President's Office.

Announcements:

- Spring General Assembly will be on Friday, February 5, 2:00 – 5:00 p.m., Amarillo Civic Center, Heritage Room

Next regular meeting: November 3, 2015

bs