

PRESIDENT'S CABINET MEETING

July 7, 2015

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, and Deborah Vess

MEMBER ABSENT:

Ellen Robertson Green

OTHERS PRESENT:

Brenda Sadler

Discussion:

STATUS OF INSTITUTIONAL RESEARCH – Crowley reported that Dr. Stan Adelman, AC retiree, is updating a data warehouse; he is finding problems and repairing them. There are 12 programs in data warehouse that have never been corrected. TSI scores and spring data will be delayed; but should be in the data warehouse by August 31 and we will begin the new fiscal year updated. The data warehouse has historical records. Adelman is teaching Jarrod Madden and Melanie Castro how to do what he is currently doing. Austin said that the student clearinghouse is where Amarillo College submits information to the national clearinghouse. The clearinghouse captures information and stores forever; Co-Board reports, IPEDS and grant reports are stored there also. Crowley stated that there is a better collection for academic data; a process has to be established. IR data needs to be created by the integrity team which includes IR, IT and the registrar's office; Vess requested her area be included as well. Lowery-Hart will charge the Academic Committee of Technology group (ACT) to reflect this information. The current ACT membership includes Terry Kleffman, chair; Diane Brice; Jason Norman; Karen Craghead; Kelly Prater; Kim Davis; Sharon Doggett; Kristin McDonald-Willey; Sara Long; and Lee Colaw, ex-officio. A representative from HR will be added to replace Brenda Warren. Colaw said they are currently working on online 310s.

CARTER FITNESS CENTER UPDATE – Vess distributed plans for the Carter Fitness Center transition. Event Schedule: last day of day passes – August 16; floors refinished and deep cleaning facility – August 1-23; reopen CFC facility – August 24; open house – September 15. Marketing Schedule: signage informing students about day passes last date – July 8; Face Book informing students about day passes – July 8; Twitter – July 13; and FM90 – July 13. Transitions to current community memberships - \$120/six months; the same fee will continue but will be transitioning these memberships into registration for continuing education classes. Community CFC Success through Fitness membership - \$120/six months or \$20/month; membership includes full membership at CFC; personal trainer; three personal assessments; personalized exercise program; equipment orientation from qualified instructors; 15% discount on all classes at CFC. Personal assessment includes: height/weight measurements; resting heartrate; blood pressure; body composition; and step test. Personal trainers: Craig Clifton; Trent Oneal; Tricia McGuire. Vess suggested creating a culture of wellness. Priority of CFC usage will go to students and those with a membership; courts can be rented when space is available. There will be no memberships available for those under 7 years of age. CE Camps will be offered to young students.

NEW BOARD MEMBER ORIENTATION FOR JAY BARRETT – Lowery-Hart will have the same tour on July 13 for Jay Barrett that he had recently for the other new board members.

POSITION JUSTIFICATIONS – Vess requested a 50% welding instructor at Moore County Campus. Austin moved; seconded by Colaw; the motion carried. Austin told of an employee hired for an AskAC position that was moved to a step 14 but was hired at step 12; they were hired with the written understanding that they would be moved up after training.

BRAGGING ON EMPLOYEES – Austin bragged on DeLynn Wilkinson, administrative assistant, Physical Plant, and remarked at how helpful she is with key requests and in general. Vess bragged on Delane McUne, instructor, Industrial Technology, and the great job she did at the Robotics Camp for Senator John Cornyn’s recent visit. Berg bragged on Bruce Cotgreave, Director of Physical Plant, for how well he has managed and dispensed the remaining bond money (\$68,000). Crowley bragged on Cindy Lanham, administrative clerk, Speech Communication/Theatre, for her help with the HEP audit and training of staff on the system; Crowley added that Cindy is a great example of the Culture of Caring environment for which AC is striving. Colaw bragged on Ellen Patterson, executive secretary, IT Division, on how many employees she assists with IT concerns daily. Forrester bragged on Janet Barton, Employee/Benefits Specialist, on how trustworthy she is and how helpful she has been since Forrester became the VP for Employee and Organizational Development. Crowley bragged on Lynae Jacob, department chair, Speech Communication/Theatre and Jordan Herrera, Social Services Coordinator, on their work and presentation to the TG group; they help students move forward.

Announcements:

- Lowery-Hart wants to nominate our Systemic Approach to Poverty initiatives for the STAR Award. We are laying the groundwork for the ASPEN Award. AC has to be thoughtful of how we message the poverty message.

Next meeting: July 28, 2015

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