

PRESIDENT'S CABINET MEETING

July 15, 2008

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Ellen Green, Paul Matney, Danita McAnally, and Damaris Schlong

MEMBER ABSENT:

Steven Jones and Laura Grandgenett

OTHERS PRESENT:

Bruce Cotgreave, Patsy Lemaster, and Brenda Sadler

BOND CONSTRUCTION UPDATE – Cotgreave revealed the latest plan showing the parking lot, Harrison Street and the Adult Literacy House along with relating the latest update on the parking lot. He distributed handouts regarding the Bond Projects Construction Schedule and one with bond funded projects displaying how much money had been budgeted for each and the guaranteed maximum price. The new east parking lot construction began June 1 and most of it should be complete by August 22. The new Wet Lab Building's structural package should be advertised July 23; proposals opened August 14; and then go to the Board for approval August 18. Cotgreave requested direction from the Cabinet as to how to proceed when the amount for certain projects goes over amount budgeted. For example, the new parking lot with landscaping and signage may exceed the budgeted amount by \$257,000. Cabinet members were in general consensus to proceed with the project costs they had to-date. Berg said that at the September Board meeting they would furnish hard numbers. Cotgreave distributed and discussed the floor plan of the Nursing/Dental Center. The Phase II Package will include the new elevator in Parcels Hall and the elevator in the new Wet Lab Building. The Chiller plant package will be taken to the special Board meeting on August 7 for approval. A ground-breaking ceremony for the new Wet Lab Building will be held prior to General Assembly on August 20; actual construction will not begin until October.

CRISIS PREVENTION & MANAGEMENT TRAINING – A draft of the Amarillo College Emergency Prevention and Response Manual was distributed. The First Tier Emergency Response Team will include the President; Cabinet members; AC Police Chief; Emergency Management Coordinator; Director of Human Resources; Director of Physical Plant; and Executive Directors of the Hereford Campus and Moore County Campus. AC employees will have ID badges made and wear them to indicate they are college employees. The price tag for these badges and lanyards will be around \$1,000. The AC Emergency Prevention and Response Manual should be printed by September. When the trainers come back in September they will convey that a copy of the flipcard, a version of the manuals, will be in each classroom. Green said we need to work on the philosophy of which certain employees need to be on the communication tree. It was not determined who would be on the communication tree. Free emergency text messaging will be available for students to opt in to be notified in case of an emergency; Linda Hendrick has visited with some student clubs. Matney told Green to go forward with the communication texting service. Patsy Lemaster distributed a handout regarding training of employees on crisis prevention and management; each session will be about two hours. The trainers will give a 15-20 minute overview at General Assembly of the training to be offered in the fall.

FIRST WEEK ACTIVITIES – Matney distributed the latest draft of the First Week Activities Agenda. On August 18, noon, the Marketing Committee will give a presentation to the Board. Matney encouraged closure to changes being made to the First Week Activities agenda, but added that any modifications of the agenda will be made and brought back to Cabinet for approval.

WTAMU AMARILLO CENTER – Matney distributed a fall 2008 schedule of classes to be offered at the WTAMU Amarillo Center. Currently there are around 500 enrollments. They are not offering the same classes which AC offers. WTAMU received \$2 million from AEDC for the center.

AC ORGANIZATIONAL CHART – McAnally distributed the most recent organizational chart as of July and urged Cabinet to get with her for any changes. After completion, she requested the organizational chart be placed on the website.

SACS VISIT UPDATE – McAnally distributed a draft of the Fifth-Year Interim Report with Review of Off-Campus sites. A report from the review committee's visit in August will list their observations and recommendations. The compliance document is due to SACS on October 1.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ The Grants Compliance Officer applications have been forwarded to McAnally; there are four outstanding candidates.
- ◆ Dr. Jeanette Embrey will replace Kim Crowley as the Associate Director, Center for Continuing Healthcare Education. Her first day is July 17.
- ◆ Dr. Shawn Fouts replaces LuLu Cowan with a new collaborative focus on corporate development as the Corporate Development Consultant. His first day is August 1.

Next meeting: August 5, 2008
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