

PRESIDENT'S CABINET MEETING

September 16, 2008

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Steven Jones

OTHERS PRESENT:

Richard Constancio, architect with Shiver-Megert, Bruce Cotgreave, and Brenda Sadler

CONCEPTS AND FLOOR PLANS – NURSING/DENTAL HEALTH CENTER – Cotgreave reported that landscaping on the new parking lot on the Washington Street Campus should be completed soon. He said that the new Science Lab Building structural package will be advertised on September 25; the proposals will be opened on October 16; results and recommendations to the Board will be presented at the October 28 meeting. Cotgreave introduced Richard Constancio, architect with Shiver-Megert, who gave a presentation and update of the West Campus plans. There will be additional parking spaces on the north side of the building. The Nursing/Dental Health Center Building will be centrally located on the West Campus. The dental clinic will be located on the first floor; there will be 24 operatories. Nursing will be located on the second floor; 75 desks in each classroom; and sticky spaces available for students to gather. The simulation and practice labs will be located on the third floor. The Resource Center will be located in the middle of the third floor. Constancio showed a drive-through video of the future West Campus; placing the video and other construction updates on the AC website is planned. Constancio said that B Building will be renovated; there will be new sidewalks around and leading to the building; there will be three new classrooms built on the west end; a sprinkler system will be set up; a new back-up server will be housed in B Building.

WIND ENERGY PROPOSAL – Matney said the second meeting will be on September 18 at 1:00. A proposal will be taken to the September 23 Board meeting; AC wants to offer a beginning and an advanced certificate program and an AAS degree. If the Board approves, the next step will be to submit a curriculum plan to the Texas Higher Education Coordinating Board.

EMERGENCY MESSAGING – Green reminded the Cabinet that a couple of years ago Dr. Jones set up an Emergency Management Advisory Committee. The Emergency Prevention and Response Manual will be on the public drive after some modifications have been made. Emergency management consultants, Robert Williams and Troy Ross from A-Step, Inc. were on campus earlier this summer visiting with the Cabinet about emergency preparedness. They strongly recommended that we implement employee name badges as a way to make our campus safer. Robert and Troy will be returning to campus in September to conduct emergency prevention and response training to our employees. The flip card, a version of the manual, continues to be updated and will be placed in each classroom. In July, Linda Hendrick, director of Telecommunications, looked into free emergency text messaging; which would be available for students to opt into in order to be notified of an emergency; she visited with some student clubs. Matney told Green to go forward with the communication texting service. Robert and Troy asked about Amarillo College having and utilizing a communication tree. It was decided not to assign personnel to a communication tree, but rather have individuals check with the Threat Response Team and/or immediate supervisor with concerns regarding safety and emergencies. It will be necessary to make AC employees aware of who is on the response team. They are: AC

President, President's Cabinet, AC Police Chief, Director of Administrative Services/Human Resources; Emergency Manager, Director of Physical Plant, and as needed, Executive Directors of Hereford and Moore County Campuses. There are currently three interviews set up for the Emergency Manager position.

STRATEGIC PLAN UPDATE – McAnally distributed the latest draft of the Strategic Plan. She asked Cabinet members to read over and get any corrections or changes to her so she can update and get into the Board packet.

ENROLLMENT REPORT – Austin distributed a 12th Class Day Academic Enrollment Report for fall 2008. We are down 130 students in headcount from fall 2007. The number of students enrolled within the age range of 25-39 increased for the first time in four years. Dual credit students add to our overall enrollment; there has been some decline in enrollment of the traditional student. Last year we noted a decline in adult students; we have the potential to serve every adult student in this area; Amarillo College is in a great location and is affordable. We should conduct a cost comparison between Amarillo College and WTAMU regarding prospective students; it is necessary to make employees aware that it is everyone's responsibility to recruit students for AC. Austin will bring a more in-depth fall enrollment report at a later date.

To-date there are 27,356 Continuing Education students (Increase of 3,890 enrollments over last fiscal year for the same 3 quarters). Funded CE Workforce enrollment for timeframe of September 2006 through May 2007 is 23,466. Non-Funded CE Workforce & Leisure enrollment for timeframe of September 2007 through May 2008 is 10,133 (decrease of 2,256 enrollments over last fiscal year for the same 3 quarters). Overall for this year (Funded & Non-Funded CE Enrollment) = Increase of 1,634 CE enrollments; based on three quarters: FY 2006-07 = 35,855, FY 2007-08 = 37,489.

A copy of a publication from the Texas Association of Community Colleges entitled, *Solutions for Texas*, was distributed; Paul will write a letter to attach to the publication and send to certain community folks.

PRO (PURSUING REAL OPPORTUNITIES) EXPENSES – There will be a business breakfast tomorrow at B&I; business CEOs, 35 counselors, and AISD principals will be in attendance. On September 19, 68 people (32 AC employees) will tour Pacific Cheese, Nationwide Insurance, Amarillo Gear, and Ben E. Keith. The bill for the shirts for the tour is \$425; also, AC's part of the meal is \$575. Schlong inquired as to which account would cover these items. McAnally moved to transfer \$1,000 for the PRO shirts and meals from the Carl Perkins Administrative account, Grandgenett seconded. The motion carried.

WIRELESS POLICY – Employees may contact a wireless provider for connection as an employee would contact a cell phone provider and then request a stipend to cover costs. Employees expecting reimbursement for wireless connection must get their supervisor's permission. This connection will be for college activity only. Cost covered per year will be \$900 or \$75/month. AT&T offers two options \$39.99/month limited usage or \$75.00/month for unlimited usage. Individuals are responsible for contacting the wireless provider and requesting a stipend from their area. Schlong requested clarification of this policy and was told to proceed using the above information.

ADMINISTRATORS ASSOCIATION REQUEST – The Classified auxiliary club, ACCEA (Amarillo College Classified Employee Association), has disbanded and is no longer in existence. They had a line-item budget in which the balance was \$775 which was used for postage and printing. The Administrators Association and the Classified Employees Council have not had a line-item budget; they requested splitting the \$775 and transferring to their employee groups. Schlong moved, seconded by Grandgenett to split the funds in the ACCEA budget and transfer to the Administrators Association and Classified Employees Council. The motion carried.

GIFT CARDS – Berg explained that the gift cards have been used for employees who go over and beyond their normal duties. According to IRS Publication 15-B *Employer's Tax Guide to Fringe Benefits* under the heading "De Minimis (Minimal) Benefits" states; "You can exclude the value of a de minimis benefit you provide from the employee's wages. A de minimis benefit is any property or service you provide to an employee that has so little value (taking into account how frequently you provide similar benefits to your employees) that accounting for it would be unreasonable or administratively impracticable. Cash and cash equivalent fringe benefits (for example, use of gift card, charge card, or credit card) no matter how little, are never excludable as a de minimis benefit, except for occasional meal money or transportation fare." Gift cards must be reported as income to the recipient; HR should receive a memo from the presenting department to include the name of the employee; Colleague ID number; and the amount of the gift card. This information will allow Amarillo College to adjust payroll checks and keep in compliance with the IRS.

PROCUREMENT POLICY – Berg distributed a procurement and executive card procedure change which became effective September 4, 2008. The following changes also apply to petty cash and store credit cards. In order to follow appropriate accounting and auditing procedures, the dollar amount that is acceptable for purchasing technology related items such as software and hardware, has been changed to \$99.00 from \$500.00. A purchase order should be issued with ITS approval. If a credit card is needed, Purchasing or ITS will use their credit card. ITS will provide quotes to Purchasing for purchase orders. Acceptable hardware purchases include thumb drives, USB hubs, cables, mice, keyboard, if each item is less than \$99.00. Unacceptable computer hardware purchases are routers, PC's, laptops, projectors, printers, scanners, monitors, and any wireless networking equipment. No furniture will be purchased on the procurement card; a purchase order must be furnished by the ordering department. "Violations may result in disciplinary action, up to and including termination of employment, as outlined in Section DMC of the Board of Regents Policy Manual." Loss of procurement card and/or budget authority may be lost in addition.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Jennifer Ashcraft, former Project Manager of Nursing the Numbers Grant, has accepted the Grant Compliance Officer position; she will begin October 1.

MISCELLANEOUS –

Adult Literacy recently requested to rent rooms from the College for training purposes. It was suggested to create a Memorandum of Understanding (MOU) to include information regarding room rentals (i.e., rooms in Library no more than twice a year).

The Continuing Education class schedule will be printed one last time for the spring 2009 semester. The academic class schedule will only be available online. All class schedules will be available online after the spring 2009 edition.

The common reader, "All Over but the Shoutin," by Rick Bragg has been a huge hit. Bragg will come to Amarillo on October 7 to lecture about his book.

Next meeting: October 7, 2008

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