

PRESIDENT'S CABINET MEETING

October 7, 2008

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Steven Jones and Damaris Schlong

OTHERS PRESENT:

Brenda Sadler

EMERGENCY MANAGER – Rusty Cornelius has been hired as the Emergency Manager; he will begin November 3. He will report to Lynn Thornton and Ed Wynn will report to Cornelius. Cornelius will office in the basement of the library. He will be responsible for the Emergency Response Training Manual, the ID badges, and the website. Cornelius served as the Emergency Manager in Harris County for the past eight years and reported to the Harris County Commissioners. He will be responsible for the Threat Response Team.

STUDENT DEATH PROCEDURE/INFORMATION – Austin distributed a sheet of student death procedures. When faculty or staff are made aware of a student's death, they are to notify the Dean's Office of Enrollment Management. After checking the obituaries, the Dean's office will send a condolence letter to the family of the deceased. Each Instructor for the current semester of the deceased will be notified. A copy of the condolence letter is sent to the Registrar's Office to close the academic record showing a withdrawal and removal from mailing lists, Business Office to process a tuition refund, Financial Aid Office to close files, President's Office for information only, and to all current instructors. If the media contacts any of the above offices, they are to be directed to the Dean's Office of College Communication and Marketing.

GRANTS/CONTRACTS REPORT FOR BOARD MEETING – McAnally distributed a handout. Grants and contracts revenue have dropped 3% from 2005 to 2008. McAnally reviewed the report card of success in achieving targets for grants and major contracts in 2008. She will focus on five out of the seven goals of grant and contract development for the Board report. Goal 1 is to develop responsive new programs and training to meet documented needs. Strategy 1.2 will align workforce development training with projected local demands. Strategy 1.3 will expand access to Amarillo College courses; there are five potential new programs that will provide funding for low-income, first-generation students. Goal 2 is to increase enrollment of recent high school graduates – especially first generation students – as well as adult students. One action plan is to pursue a higher education grant and look for any early college or bridge program grants targeting Caprock High School seniors in spring 2009 or any other AISD high school seniors who are seeking ACE scholarships. In August 2008, AC submitted a grant application, Scholarships for STEM (Science, Technology, Engineering and Mathematics) grant students, to the National Science Foundation. Goal 4 will work toward impacting economic and community development in the Texas Panhandle. Curriculum was submitted to THECB for approval of a renewable energy program to begin spring 2009. Goal 5 is to deliver instruction and services using technology to improve effectiveness and convenience for faculty, staff, and students. AC will pursue an NSF Course Curriculum Laboratory Improvement grant of \$100,000 to improve the biology labs. Goal 6 is to obtain new and expanded

revenue. AC is in the process of coordinating a grant proposal to the U.S. Department of Commerce for building construction/renovation. Texas Tech University Health Science Center will submit the proposal since it will be the owner of the building. AC would receive a portion of the grant if approved. In August 2008, AC entered into a Memorandum of Understanding with Texas Tech University Health Science Center and West Texas A&M University to share a clinical simulation laboratory; these three have agreed to begin fund raising to build a new clinical simulation facility. AC will continue to look for new grants this year.

CHAMBER OF COMMERCE LEGISLATIVE AGENDA – LuLu Cowan is AC’s representative on the Chamber of Commerce Legislative Committee. West Texas A&M has asked for funding from the legislative group. Amarillo College’s legislative requests go through TACC. We make a priorities list every year which is funded through the institutional budget. Matney distributed a list of institutional priorities for 2008-2009; Cowan will take a copy of the list to the next Chamber of Commerce meeting. Following are items which appear on the list:

- ◆ Bond issue construction and programming
- ◆ Implementation of the IT Tactical Plan including equipment and replacement schedule
- ◆ Development of the new Center for Teaching and Learning (e-Learning and POD)
- ◆ New program initiatives in wind energy and machining
- ◆ PRO – Pursuing Real Opportunities
- ◆ Successful implementation of the new LMS (Angel Learning)
- ◆ Pursuing and updating the AC Strategic Plan
- ◆ Continue emphasis on our NADE recognized developmental education program
- ◆ SACS events; distance education substantive change and five year interim report
- ◆ Emergency Prevention and Response Training

Matney requested Cabinet send him additional priorities they want to include on the list.

PIRATES OF THE CANYON ACF FUNDRAISING EVENT/OCTOBER 24 – Matney distributed a “save the date” card presenting Pirates of the Canyon, a fundraiser to benefit the Amarillo College Foundation Scholarship fund. It is a cocktail party and hot air balloon glow and will be held October 24 from 7:00 – 10:00 p.m. Cabinet members were encouraged to support this event.

BOARD ORIENTATION – Matney expressed the importance of holding a Board Orientation for the two new regents. Cabinet members will be encouraged to give an overview about their areas to aid in establishing good relationships with the regents and furnish them with more knowledge concerning AC. Michele Fortunato, Board chair, along with the two new regents will be asked to provide times which would work for them to attend an orientation. The orientation should take about two hours and depending on the time of day, lunch will be served.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ A short list will be developed on Thursday for the Chief Information Officer of Information Technology position. There has been great response for the position. The search committee will conduct face-to-face interviews with local candidates and telephone interviews with out-of-town candidates in the first round.
- ◆ The e-Learning search team has conducted four telephone interviews; two of the candidates appeared exceptional.

MISCELLANEOUS –

Green presented a marketing program she has been working on to submit as three full page ads in the *Amarillo Globe News* for the Celebrate Education campaign. The ads will focus on AC’s

affordability and location. Green wants to include costs of AC compared to universities in our region. Online and hybrid class offerings will be listed in the ads; Spring 2 should be advertised as well. The Cabinet supported Green to go forward with her ad campaign and encouraged her to promote enrollment growth.

AC, as a part of Celebrate Education, will host 250 AISD, CISD, Bushland and Highland Park fifth graders this week and October 24. We will showcase KACV, biology department interactive areas and AMOA. Student volunteers have been recruited to help. The schools within the school districts will identify the students who participate.

Next meeting: October 21, 2008

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