

**PRESIDENT'S CABINET MEETING**  
**October 21, 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:**

Katie Ahlbom, Bruce Cotgreave, and Brenda Sadler

**BOND WEBSITE** – Information has been gathered recently to place on the newly created bond website. The website will be an on-going project with updates placed on there as progress is made. The purpose of the website is to communicate to College employees and the community what projects are being worked on and incorporate photographs of the progress. A timeline will also be included. Green suggested using an outdoor webcam to also indicate the progress. Katie Ahlbom gave a presentation and went through steps showing how to get to and maneuver through the website. First, one would open the Amarillo College home page; then go to the link on the web “About AC”; the link will be activated by the October 28 Board meeting. Included on the website will be bulleted information, photos, a list of projects, new construction and renovation; a subscription to a monthly newsletter will also be available. Shiver-Megert and Page and Associates will also have a link on the site. Ahlbom is striving to make the site user friendly with assistance from College Relations and IT staff.

**IT TACTICAL PLAN UPDATE** – Grandgenett distributed a Tactical Plan Progress Summary. The Academic Technology Committee has met; they are looking at and addressing incomplete projects. They are empowering end users to work with data in Colleague. One of their goals is to create a change management policy and procedure which will ensure all updates are applied appropriately. A server was purchased which will be dedicated to testing changes and enhancements to Colleague. The plan is to eliminate Novell OS and migrate from GroupWise to Exchange. This should be accomplished in late fall; training for Exchange will be offered to employees in the fall as well. The Technology Replacement Task Force approved replacement of all computers at B & I, which has been accomplished; the East Campus will be next. Grandgenett reported that Austin serves on the IT Council and the Web Committee; Green requested that David White, Web & Communications Specialist, be placed on the Web Committee and the Academic Technology Committee. Grandgenett requested guidance regarding Macintosh computer users; she asked if the Cabinet thought Mac users should be permitted to request Mac replacements. It was suggested that Mac users should furnish justification and have a compelling reason for not using PCs. Prudent economic decisions will need to be made. Mac users who are willing to switch to PCs will need assistance in converting their programs and during the transition.

**FINANCIALS** – Berg distributed financials ending in August 31, 2008 and September 30, 2008. At the year-end close \$4.2 million will be added to this year's revenue. Current year end activity was \$2 million. Use of prior year retained earnings was \$550,000. Two million will be paid back and we will use what is left over. At the end of September 30, \$5.3 million in academic tuition/fees was made in actual revenue. We have expended 8% through the end of September. The special item

category, \$1.7 million, was set up for the computer equipment expenditure. We have increased reserves since FY 2004.

**AFFORDABILITY PROMOTION** – Matney reminded Cabinet of the marketing campaign which Green presented October 2. Green shared a couple of examples; one with AC colors, “AC guy,” and one with different colors to represent “university guy”. It was discussed that the campaign need not be negative but express AC’s great location, affordability, and quality education. The average cost of an AC education per semester versus the average public Texas University will be in the ad. Green passed around a copy of several new Badger logos. Next year AC will most likely opt for tier three of the Celebrate Education Campaign with the *Amarillo Globe News*, which would be half of what it costs to sponsor the upper tier.

**ADMINISTRATIVE/STAFF UPDATES –**

- ◆ A short list was developed for the Chief Information Officer of Information Technology position; interviews for the three selected applicants will conclude on Thursday.

**MISCELLANEOUS –**

The NAACP Freedom Fund Banquet is on November 1; AC sponsored a table and will be well represented.

Matney passed around a letter from Governor Perry regarding curtailing unnecessary travel of State agencies; each agency is to respond in writing their solutions within ten days.

Next meeting: November 18, 2008

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