

PRESIDENT'S CABINET MEETING

November 18, 2008

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Steven Jones and Laura Grandgenett

OTHERS PRESENT:

Brenda Sadler

FREE WIFI AND STICKY SPACES – WiFi will be offered in five locations; three on Washington Street Campus and two on West Campus. Offering sticky spaces at night and on the weekends was discussed. The first floor of the library seems to be the most logical place on campus since employees are on duty during those times. Lou Ann Seabourn is trying to find money to purchase new furniture to place in the first floor library. The lobbies connecting Parcels Hall and the Byrd Business Building have also been signified as locations for sticky spaces as well. Over the Christmas holidays, the mailroom renovation should be complete; everyone will get new mailbox keys; and current mailboxes may be moved to a different location.

SOCIAL SECURITY NUMBER USE – The question was posed as to whether employees needed to put their social security number on the sign-in form when taking in-house training. It was unanimous that; if known, the Colleague number should be used. Berg will have one of the Business office employees look at internal form revisions to make certain the social security number is not being requested but rather employees' Colleague ID number. It was the consensus of the Cabinet to evaluate all internal forms and determine if the Colleague ID number could be used in place of the social security number.

INCLEMENT WEATHER – Green visited with Rusty Cornelius, Emergency Manager, regarding the best way to inform College employees when inclement weather threatens to close our campuses. Our procedure has been in the past that when AISD closes, Amarillo College closes as well. Green should receive a phone call from AISD between 5:30 – 6:00 a.m. Announcement of the closings should appear on the television stations and be reported on the radio stations by 6:30 a.m. Norma Campbell will place announcement of closings on the AC website; Leslie Priest, Customer Services Supervisor, will change the message on the main phone line; Joe Wyatt and Green will contact the media. Green will also call Matney and AC Police Chief, Mike Duval. Renee Vincent and Daniel Esquivel will make decisions on their campus closings by their local weather conditions.

CCSSE/CCSSE FACULTY SURVEY – McAnally distributed packets regarding Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE). CCSSE provides colleges with vital information about their learning environment and educational practices. The results from the survey will be useful for diagnosis, benchmarking performance, and monitoring progress of improvement efforts. 1,000 students will take the survey; the survey administrator will contact faculty members and schedule the date between February 16 and March 6, 2009 to administer the survey. All completed surveys must be received by CCSSE for inclusion in the data analysis by May 20; by July 31, AC should receive the

results and in November 2009 the national report will be distributed. In January 2009 a letter will be sent to faculty members informing them of the upcoming CCFSSSE administration. This survey elicits information from faculty about their teaching practices and their perceptions regarding students' educational experiences. Faculty members will be invited to participate in the online survey via an email invitation sent by the CCSSE staff. Participating colleges may use its own CCFSSSE data for internal and external institutional purposes as results will not be posted and not publicly reported. The cost to take the surveys and receive results will be \$9,000.

COURSE DEFINITIONS – McAnally distributed a handout. The Course Definition Task Force has been working on the following course definitions.

Online Course - Instruction delivered 100% over the Internet.

Traditional Course – Instruction delivered 100% face-to-face contact with the instructor. A disclaimer will be added to all traditional course offering information to alert students they are expected to use computers with internet capability to enhance their learning.

Hybrid Course – Instruction delivered 50% online and 50% conducted through face-to-face contact.

Enhanced Online Course – An online course that requires a student attend a face-to-face instruction that does not meet the hybrid course definition.

Academic Affairs will study the course definitions and help determine which courses and programs need to be offered online. The definitions may go into the catalog.

SACS STATEMENT – The following SACS Statement was approved to be placed on the Amarillo College Web Page. “Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.”

DEPARTMENTAL EXPENDITURES FOR SHIRTS/FOOD – There was discussion as to whether departments should pay for shirts for employees in their areas or if individuals should pay for them. It was determined that in certain cases and for those who interact mostly with students or prospective students that the shirts could act as a form of advertisement. Each supervisor should determine if the need of the shirts is a prudent use of institutional funds.

FINANCIALS – A copy of the budget status report through October 31, 2008, was distributed and discussed. We are 16% through the year. Academic tuition and fees are down 2% from last year. Expenditures are about 1% above this time last year. Bookstore profits for fall 2008 are down due to most sales occurred in summer 2008 (FY08). Rental property profit is down; five houses on Washington Street Campus were moved this year. Total expenditures in restricted funds are \$2.0 million. In cash and investments there was \$52 million in October 2008 of which \$20 million was bond purchases. From alterations and improvements \$171,000 has been spent or 10%. \$17.0 million was budgeted to be collected in taxes this year. We have spent \$1.3 million out of a projected \$34.2 million for bond projects.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ A Director of eLearning should be selected soon.

MISCELLANEOUS –

The annual audit report will be given at the November 25 Board meeting.

Departments need to be prudent when budgeting for travel and hiring new positions. All areas need to take new position requests to Matney for approval before posting the position with Human Resources.

Next meeting: December 2, 2008
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