

PRESIDENT'S CABINET MEETING

December 2, 2008

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Steven Jones

OTHERS PRESENT:

Brenda Sadler

MULTIPLE COMPUTERS – During the replacement of computers it has been recently discovered that some employees have more than one computer. The committee is trying to make sure that each new machine given to employees is able to handle what they need. Unless there is a compelling reason that an individual has to have more than one computer it was decided that one new machine should be enough. Some convincing reasons to have more than one computer may include the fact that one has more than one office on different campuses. There are individuals who have more than one monitor which is above and beyond our typical issue. It was discussed to set standards, but to treat each case separately; and stick to set standards 99% of the time; requests to deviate will go to the replacement taskforce committee. Some Mac users are requesting replacement Macs instead of the Dell computers. The taskforce committee has to make a decision regarding this request and then to the Cabinet if necessary.

TECHNOLOGY REPLACEMENT PLAN – Grandgenett said she still needs to complete the Infrastructure Plan, Strategic Plan, and the Staff Development Plan. The taskforce committee is reviewing; each plan will be sent electronically to Cabinet for evaluation before deployment. One can view the ITS website for sequence of replacement computer needs.

2009-2010 ACADEMIC CALENDAR – The proposed 2009-2010 academic calendar was distributed and discussed. It was proposed to begin fall 2009 classes the 4th Monday of August; this stays in sync with AISD and spring break. There was discussion concerning the classes to be held in the future Biology Building as construction may not be complete by then; it was decided to work on a case-by-case situation and make decisions closer to the beginning of the fall semester. August 24, 2009 is the beginning date for fall classes. It was suggested to offer a fall commencement December 11, 2009; some believe we lose too many fall graduates when they have to wait to go through commencement ceremonies in the spring. Cabinet endorsed this idea. There were significant changes for summer; 8 week online classes would begin June 7 and end July 29. Summer I classes will begin before some high school students and other colleges are out of school. Cabinet approved the 2009-2010 academic calendar after checking availability of a location for fall 2009 commencement ceremonies.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Brian Nixon, was recently named as Director of eLearning; he should begin sometime in February.

- ◆ Matney, Berg, and McAnally will participate in a conference call later in the week with Ken Tunstall regarding our possible partnership with TSTC to deliver training for which we will receive the contact hour credit.

MISCELLANEOUS –

The Skills Development Fund grant has been approved for approximately \$340,000. Amarillo College will work with NWTN nurses in Continuing Education of the sonogram program. Sonography will become the 14th Allied Health program for AC to offer. In addition, this grant will include \$19,000 for equipment for the Sonography Program.

Faculty were surveyed if they taught an online course this last fall and if they plan to teach one or more this coming spring. We had 100 responses; McAnally and Green will meet with key players to take advantage of this for spring marketing. We need to connote the outstanding instruction and the flexibility of the hybrid classes.

The Nursing the Numbers Grant was submitted for a Bellweather Award; we recently received word that they were not a finalist for the award.

Green showed a printed folder displaying the new badger logo.

The email conversion which will replace GroupWise will occur during the Christmas holidays; Outlook training is in progress and all are encouraged to take it before the conversion.

Next meeting: December 16, 2008

bs