

PRESIDENT'S CABINET MEETING
December 16, 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:

Rusty Cornelius, Brenda Sadler and Lynn Thornton

EMERGENCY MANAGER – Rusty Cornelius, Emergency Manager, asked for the Cabinet's permission to form an AC Emergency Council. It would include most members of the Cabinet or their designee; one representative from each campus; one from each discipline area; he suggested Emergency Council membership be kept at 20 people or less. An exercise design team who would not participate in the exercises would include one from the AC police department; one from physical plant; and someone from College Relations to make about five members total. He proposed a table top exercise which would be the least expensive way to train. After the exercise a report would be brought to Cabinet for review. A timeline will be discussed at the first Emergency Council meeting. The first meeting will take place mid-January with two follow-up meetings. The table top exercise would not be available for all to participate; the first part is law enforcement intensive. Cornelius said he had some ideas of where to head after the exercises. If we have a unified response it will lessen the impact to the AC community. There will be four hours of table top exercises; recovery at the end of each exercise; and an after-action response will be developed; Cabinet will have final approval. Also, we could conduct a full scale exercise which would be carried out at one of the campuses. Cornelius related that he would need IT support; he wants to gain knowledge regarding software, cost, and data base information before bringing to the Cabinet. We might be able to partner with another institution for the table top exercises. He would like to begin exercises in late March or April. Cabinet supported Cornelius' ideas and offered any assistance he needed. Recommendations should be emailed to Cornelius or Lynn Thornton.

DECEMBER 19 WORK HOURS – Berg indicated that employees should plan to work from 8-5 on December 19, the day before the Christmas holiday. He said there had been inquiries as to if there would be an early release that day. If employees wish to take off earlier, they should make arrangements with their supervisors to take vacation leave.

TITLE V APPLICATIONS – McAnally explained that the Title V RFP should roll out in late January or early February. We will have thirty days to respond. This grant is extremely competitive. We plan to go for an individual and coop grant. McAnally contacted Ramona Munsell & Associates, grant writing consultants, for possible assistance. We have used this consulting firm in the past. Munsell is only interested in assisting with the individual grant; she will charge us 4% of amount received; we only pay if we receive the grant. If we decide to apply for the coop grant, Cara Crowley will write it. New Mexico Technical College might be a good partner for a coop grant. We are already partnering with them on the CCRAA grant which we received recently. Consensus was to approach Munsell for assistance with the individual grant and to endorse our grant writers at Amarillo College to write a coop grant with New Mexico Technical College.

SACS UPDATE – AC was approved publicly for the Hereford Campus substantive change at the SACS national convention. We may have some follow up work to do; we will receive notification by the third week of January. Distance learning substance change is in process. Faculty files are being worked on; three we can fix, but part time faculty may not be as easy to repair. We need to teach people how to prepare faculty credentials to avoid future problems. We plan to have the follow-up response ready at the first of March. McAnally distributed a handout regarding AC's Mission Statement. Wherever the mission statement is identified it needs to be consistent. The mission statement should clearly identify AC's uniqueness. It was recommended that the Board of Regents review the mission statement annually or at least bi-annually. Mission is the foundation for the College and should drive planning and Institutional Effectiveness. McAnally listed the conditions for effective IE leadership which include: leadership support from the top; integration of planning and budget; coordination to know where to improve; staff expertise; appropriate fiscal support; identification of major issues and priorities; promulgation of procedures and schedules; and monitoring process for the IE cycle.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Matney will be meeting with Dr. Ekpo again to discuss the TRIO grant; Cabinet decided early not to pursue another TRIO grant. Other grant opportunities will be pursued; students will not be abandoned. The current TRIO grant is in place until 2011. The TRIO grant at the Moore County Campus will not be affected.

MISCELLANEOUS –

Berg distributed a copy of some credit card transactions. He identified some transactions which were questionable as to whether the supplies or services should be covered by College procurement cards. Berg encouraged each Cabinet member to express the need to be more prudent with AC cards to their employee cardholders.

There are seven program reviews for which we need to begin work; by January we plan to begin meetings regarding these program reviews.

"Pick a Prof" requested AC send them anonymous statistical student evaluation data from spring 2008. The data was sent as requested. The Attorney General ruled that student evaluations are public record. This allows students to choose a professor based on their class evaluations.

Next meeting: January 13, 2009
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