

PRESIDENT'S CABINET MEETING

January 13, 2009

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Steven Jones

OTHERS PRESENT:

Brenda Sadler

APPOINTMENT OF ACTING VP AND DEAN OF INSTRUCTION – Matney welcomed Jerry Moller, newly appointed Acting Vice President/Dean of Instruction, to the Cabinet. Moller will be meeting with Cabinet as long as he is in the role of Acting VP/Dean of Instruction.

OUTLOOK AS OFFICIAL COMMUNICATION – Grandgenett reported that her office has been receiving phone calls that some faculty were unaware of the email change to Outlook. She recommended that Matney designate Outlook as the official email system and send out an email stating this. Matney asked Grandgenett to draft a justification and bring to the next Cabinet meeting. Faculty will also use Angel Learning Management System to communicate with their students.

MACS – Dell computers are the standard computers which are being replaced, however; there are a few faculty who prefer using Macs. They have requested having their old Macs replaced with new Macs. Matney reminded the Cabinet that at a previous meeting it was discussed that Macs only be used or replaced if there was compelling instructional rationale. Grandgenett said that the Computer Replacement Taskforce recommended that Cabinet set the standard for computer replacements as Dell. Matney suggested that if individuals preferring Macs can supply a compelling instructional reason for the request, not just convenience or history, that the taskforce be given the authority to give permission or decline the requests.

CHANGE MANAGEMENT POLICY – A copy of the Change Management Policy was distributed. Grandgenett reported that a sub-committee of the IT Council refined the latest version. She requested that Cabinet members send her any changes they would like to make. The purpose of this policy is to manage changes in a rational and predictable manner so AC employees can plan accordingly. Changes require serious foresight, planned implementation, careful monitoring, and follow-up evaluation to reduce negative impact to the end user and to increase the value of ITS resources. There are individuals who continue to buy software without going through the Purchasing Department and ITS. There needs to be a focal point that everyone has to go through before bringing software on campus. Individuals need to work with IT when making software requests. It was requested discussing the Change Management Policy further at the next meeting.

CHANGE IN CABINET MEETING SCHEDULE – Matney asked Cabinet if the next meeting could be held January 27 instead of the scheduled 20th; he will be in Austin on February 3, so he asked to cancel that date as well. There was no opposition, so the next meeting will be on January 27.

MISCELLANEOUS –

McAnally referred to an email concerning Perkins funding to-date and the 2008-2009 Original Perkins Allocation and approved items not spent. She recommended funding items from Perkins that would be requested out of institutional funds for next year and which qualify under Perkins requirements. McAnally said she would like to have the reallocation amendments by mid-February.

Green reported that the Building Name Committee recommended that the following name be specified to the West Campus nursing/allied health center: "Steven W. Jones Hall." Signs indicating that name and smaller ones with nursing and dental will be placed at appropriate places on the building. Green was asked to talk with Bruce Cotgreave to get an artist's rendering of the building to send to the Board for approval. We will begin work on a formal dedication to the building.

Green has reserved a table for the Man & Woman of the Year banquet; she asked if any Cabinet members would like to have one of the seats at the table.

Schlong distributed a handout from the National Council for Continuing Education Training (NCCET).

Matney distributed an email from Rey Garcia regarding the Legislative Update: Revenue Estimate and a *New York Times* opinion piece regarding bringing America's schools back to reality.

Matney reported that 45 students are enrolled in the day classes and 79 in the evening classes for the Introduction to Wind Energy course.

Matney distributed a copy of deregistration history going back to fall 2004 to present. We have had 767 out of 8,790 students or 8.7% who have signed up but not paid for classes.

Austin reported that to-date we are up 7% in spring enrollment from this time last year.

Next meeting: January 27, 2009
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