

PRESIDENT'S CABINET MEETING

April 21, 2009

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brenda Sadler and Lynn Thornton

Matney told of the recent conference call he took part in with other West Texas community colleges; the main topic was about the Texas House debating the bill which represents the amount of state contribution for participation by certain junior college employees in the state employees' group benefits program. He said that Senator Duncan from Lubbock is a big proponent of proportionality and that there was some concern over how the Senate will vote. Texas community colleges need to be a presence in Austin on Wednesday to show support of the vote against proportionality. If the bill passes it will cost Amarillo College around \$2 million over the next biennium.

TABLE TOP EXERCISE – Lynn Thornton, Director of Administrative Services, reported that on Friday, April 24, from 8:00 – 12:00 noon, the Threat Response Team will be involved in an emergency management exercise. The schedule of the exercise will include an introduction, explanation of the exercise, review, table top exercise, and evaluations of how well participants believe it was conducted. Emergency planning response is something that needs to be worked on continually. Rusty Cornelius, Emergency Manager, would like to conduct a table top exercise on each campus. A new Federal Emergency Management Agency (FEMA) manual was released April 16. Green will check with Cornelius to find out where we stand on the flip charts which were discussed and approved by Cabinet to be placed in each classroom. Thornton said he visited with AC Police Chief, Mike Duval, yesterday regarding when outside and classroom doors need to be locked or unlocked. The police are asking to be informed when classes are canceled so doors can be secured; they request a report listing the event, instructor, time and room number instead of just the building and time. Resource 25 should be able to pull together the information for a report to furnish the police. Diane Brice, Registrar, has set up a meeting on Thursday with key employees to work on a resolution to the problem which the police face when they are uninformed.

EDUSERVE DELIVERABLES – Grandgenett distributed a handout of EduServe Deliverables as of April 21, 2009. The equipment replacement plan was approved and put into place by the Technology Replacement Task force (TRTF) in fall 2008; the communication plan was approved by Cabinet; the policy manual is in motion with some policies still not approved; change management policy was approved in January; staff development plan was completed in April and is awaiting budget approval, Grandgenett wants to receive Cabinet approval before taking to the Board; the network infrastructure and security plan is in motion; the disaster recovery plan is not part of the EduServe contract; ITS Strategic Plan has been completed by ITS and is under ITC review. There have been conversations regarding technology problems in classrooms and when the instructor needs assistance; communication flow needs to be improved.

FACULTY SURVEY – In the past, most of the Cabinet was not fully aware of the perceived faculty needs and troubled areas. Cabinet was given the opportunity to peruse the most recent faculty survey summary. Matney and Moller will meet with the Vice President's Council to give them the faculty survey responses; these responses need to be addressed and not dismissed. He hopes to use the results in a more significant way. There was discussion regarding the anonymity of the survey completers; it was explained that some faculty fear being penalized if administration is aware of their true feelings and who is expressing them. Matney said that more faculty travel money was put into the budget as a direct response to some survey responses. Reactions to the faculty survey summary included the belief that timing influenced some answers; consistency of answers; questions of being anonymous; suggestion of forming an ombudsman position; respect in all of its identifying values; and mention that faculty are unaware of some issues. Matney was pleased with the open discussion of the Cabinet. The challenges which lie ahead are to move forward on some but not all responses. Priorities need to be set and encouragement given faculty to move beyond their anger and strive for more positive and constructive outcomes.

STIMULUS FUNDING FOR SUMMER YOUTH WORKERS – McAnally distributed a letter from the Panhandle Workforce Solutions office in Amarillo. The letter addressed the 2009 American Recovery and Reinvestment Act Summer Employment Program for Youth. Workforce Solutions will operate this summer employment program and will recruit youth in the 26 counties of the Panhandle. The program will be overseen by the Panhandle Regional Planning Commission. Youth (ages 16 to 24) will be paid minimum wage for up to 32 hours per week; stimulus funds will be used to pay them. They are seeking worksites for 320 students for this summer. There will be a meeting on April 24 at 2:00 in Library 112 for interested AC supervisors.

OFFICE DECORATIONS – Berg distributed a page from the draft of the Purchasing Policy; specifically addressed on that page was what purchases are prohibited by Amarillo College policy. Items which cannot be purchased with College funds include lamps, pen sets, briefcases, flower vases, desk pads, paintings, or graphics; these are considered personal items and should be handled as such.

FINANCIALS – Berg distributed budget reports through March 31, 2009; and expenditures by category and departments.

MISCELLANEOUS –

Matney distributed salary proposals from the Administrator's Association and Faculty Senate Salary Committee; so far he has not received any salary proposal from the Classified Employees Salary Committee.

McAnally distributed Perkins Basic 2009-2010 Allocation Budget requests.

Next meeting: May 5, 2009

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