

PRESIDENT'S CABINET MEETING

July 7, 2009

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Green, Paul Matney, Danita McAnally, Jerry Moller and Damaris Schlong

OTHERS PRESENT:

Joy Brennehan, Rusty Cornelius, Brenda Sadler, and Lynn Thornton

Matney requested that the July 21 Cabinet meeting be moved up an hour earlier to 8:00 a.m. to enable him and Berg to attend an AC Foundation meeting later that morning.

Plans for a Cabinet retreat on July 27 were discussed. It will be held at the Starlight Canyon Bed and Breakfast. Purposes, goals, collaboration and teamwork will be the main focus of the retreat. Each Cabinet member will need to think about critical priorities for the 2009-2010 year. Marcy McKay will facilitate the retreat.

Matney told Cabinet that he appreciated the comments submitted to him regarding the Faculty Survey.

FIRST WEEK ACTIVITIES – Matney distributed a draft of the fall 2009 opening activities in August.

Dr. Christy Price will address faculty, classified employees and administrators, and first-year experience and others on Wednesday, August 19 in the afternoon. There will be an employee appreciation lunch catered by Underwood Law Firm after General Assembly and the faculty meeting.

Matney and Berg will provide a 2009-2010 budget presentation on Thursday, August 20 and two on Friday.

Rusty Cornelius will present an overview of emergency training at General Assembly; it was suggested to bring Cornelius to future Cabinet meetings for emergency updates.

TORNADO SAFETY – Cornelius spoke of the recent tornado warning and how poorly it was handled at Amarillo College. In the future, he and Ed Wynn will remain on campus throughout the storms. They will also coordinate efforts with the AC Police Department and physical plant. Signage and maps of shelters on all campuses need to be updated and replaced. Initial reports will be given within 24 hours stating how emergency events were handled. Schlong suggested the emergency manager be provided a list of all classes being held; which campus; what building and room. Business and Industry now has an emergency safety watch station equipped with a television for emergency situation updates and a posted map of the building. Cornelius provided Cabinet with his office and cell phone numbers.

LOCK/UNLOCK PROCEDURES – Schlong distributed a Lock/Unlock Procedure. It was drafted by Chief Mike Duval, Sergeant Steve Chance and Damaris Schlong. Safety, liability, and property security are the main concerns. No buildings or classrooms will be opened for students; the instructor or AC employees must be on site. No buildings or classrooms will be opened without individuals having a photo ID. An Unlock Interview Card will be completed for requests to have buildings or classrooms unlocked. If employees enter buildings outside of the Monday – Friday,

7:00 a.m. – 6:00 p.m. time frame it is recommended to call the AC Police Department to alert them. The Unlock Interview Cards will be delivered to the Dean of Workforce and Economic Development daily for follow-up. Follow-up will be delegated to appropriate personnel based on the situation. It was requested that an email be sent to all employees from the President with the Lock/Unlock Procedures attached. Cabinet endorsed the Lock/Unlock Procedures to become a college-wide policy.

COMMITTEES/COUNCILS MEMBERSHIP – Joy Brenneman distributed 2009-2010 Committee Assignments. She reported that she has the employee group recommendations but needs Cabinet input. The form explained the different committees, current membership, terms, number of committees individuals are currently serving on, and recommended replacements. Each committee charge and membership was discussed; Cabinet made their recommendations.

CONTINUING EDUCATION UPDATE – Schlong distributed a handout regarding Continuing Education base year comparisons, contact hours and reimbursement, workforce development division totals, and college-wide totals of CE classes offered by fiscal year. Bill Crawford and Jerry Moller have both requested reports on their areas from Schlong.

AMARILLO COLLEGE'S WIA POLICY – McAnally distributed a handout. Amarillo College will require students participating in the Aerospace Manufacturing Certificate Program, which receives Texas Workforce Commission Wagner Peyser funds through December 2009, to meet eligibility requirements specified under the Workforce Investment Act. Each student will be required to show proof of eligibility using one of several documentation sources, i.e., birth certificate, US passport, etc. Every male citizen between the ages of 18 through 26, and every other male legally residing in the United States, will be required to register with the Selective Service System.

Damaris Schlong moved to adopt the Amarillo College Workforce Investment Act Policy; Bob Austin seconded. The motion carried.

MISCELLANEOUS –

SACS met on June 25; we should be receiving a letter from them soon concerning distance learning and the offsite campuses. They will probably schedule a meeting to visit AC in August.

There will be a reception to honor Dr. Matney as the new president on August 27.

Ernesto Olmos replaced Rita Wilson as the Recruitment Specialist. Austin will introduce him at the next Cabinet meeting.

Next meeting: July 21, 2009
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