

PRESIDENT'S CABINET MEETING

August 4, 2009

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Jerry Moller

OTHERS PRESENT:

Brenda Sadler

Matney was encouraged by the Core Values which were established at the recent Cabinet retreat: Integrity + Innovation + Teamwork = SUCCESS. He will mention these and their significance at General Assembly.

Announcements:

- Austin, Green, Matney, McAnally, Judy Isbell, and April Sessler recently met with TRIO grant employees. The group was presented with the grants which we will apply for in the near future; they were told that we would not submit an application for the current TRIO grant which we now have. The following grant applications are or will be in progress:

Department of Education – Fund for Improvement of Post-Secondary Education (FIPSE) grant which is due August 5; it is a developmental education grant which will target adult learners; award is \$750,000 over a three-year period.

Department of Education – TRIO Student Support Services grant for Moore County Campus; targeted population will be first-generation, low-income, disabled; award is \$1,500 per 120 students = \$184,293 per year for a five-year period (grant total \$921,465).

Department of Education – TRIO Student Support Services for Washington Street Campus; focus will be on science, technology, engineering, and math (STEM); targeted population will be first-generation, low-income, disabled; award is \$200,000 (maximum of 120 students) per year for a five-year period (grant total \$1.0 million).

Department of Education – TRIO Student Support Services grant for West Campus; focus will be on the nursing and allied health programs; targeted population will be first-generation and low-income; award is \$200,000 (maximum of 120 students) per year for a five-year period (grant total \$1.0 million).

A campus-wide meeting will be held to present the grants for which we plan to apply.

- A special Board meeting will be held Thursday, August 6 at noon to present the proposed tax rate.

- A copy of the first week activities will be sent to everyone by email.
- A list of what other community colleges are doing about employee raises for FY09-10 was distributed and briefly discussed.
- Marcy McKay will meet with Matney prior to presenting the Cabinet retreat summary.
- An Amarillo High School alumni group requested a historical marker be placed in the north parking lot of the Polk Street Campus where the past high school used to be. Colaw moved, seconded by Schlong to allow the alumni group to proceed with the marker.
- Eric Wallace, AC's United Way loaned executive, recently went to Ruidoso for a conference. There are 11 volunteers helping with the campus campaign; they will attend training at the United Way office.
- Colaw reported that there are serious phone switch outages at West Campus; damage occurred due to lightning; outside back-up maintenance was called in.
- Lola Hornstra, Director of Cash Management, is retiring August 31; the position will be absorbed; there will be two direct reports in the Business Office, instead of six, to Berg – Theresa Rider who will be named Associate Dean of Finance and Rhonda Higgs, Administrative Systems Specialist.
- A dell printer was donated to Amarillo College; it was taken to the CUB basement for use.
- Joe Wyatt, Communications Coordinator, College Relations, compiled a list of AC buildings which have been named for individuals who were associated with or whose tenure significantly impacted Amarillo College.
- Several Cabinet members recently attended the SIM Central open house. We will spend up to \$1.0 million of bond money for this project.
- Green distributed a list of Cabinet members, addresses, phone numbers, etc. She encouraged all to verify the information for emergency contacts. Chief Duval and Rusty Cornelius should meet with Cabinet to confirm each member's role in an emergency event.

Discussion:

ARTWORK AT KACV – Linda Pitner is hanging photos of past PBS pledge drives. Amarillo Museum of Art has also donated art work for KACV 's use.

WIND DAMAGE ON EAST CAMPUS – Berg said the Apprenticeship Building received the most damage. It was without electricity and sustained roof damage; there are no classes in that building this summer. Berg questioned if more money needed to be put back into this building. The building has received over \$50,000 in structural damage and the Cabinet agrees not to spend any money to fix the building and that the building is to be demolished. Classes will be moved elsewhere. The Tyson programs will be moved from the Administration Building; possibly to the 6500 building.

AC RETIREES AS VOLUNTEERS – This retiree group meets regularly and they continue to be supportive of Amarillo College; some would like to do volunteer work in some capacity. We could generate goodwill by using them and their skills. Berg mentioned the liability issues. If it is decided we can put together a volunteer infrastructure, a coordinator will need to be named.

DE-REG FOR FALL (AUGUST 13) – We want students to sign up for classes but we also have to set a deadline for payment. Fall registration begins the second week of April and one can register through mid-August. De-reg falls on August 13; about 13% of students will be dropped for non-payment; after this date students are encouraged to sign up for spaces open in classes. There are calls (Carl call) which go out to students; statements are sent to students with outstanding balances; it tells them how much is still owed and about the payment options. Financial aid students who are known to the system will not receive a statement. There are several thousand students who have not paid yet. Emails will go out today to students with outstanding balances. On August 11 there will be another round of Carl calls and emails sent. AC offers a payment plan where students pay 50% of balance (with a \$25 fee) which will hold classes with two equal payments required in September and October. We must accommodate as many students as we can. New classes have been offered and part-time instructors hired. Austin reported that we have around 7,500 students enrolled for fall. He estimated that we will be up around 5% this fall.

MARKETING CAMPAIGN – Matney asked Green to distribute a copy of the future billboard; it was a blue piggybank; the Amarillo College logo; and the message was simply, “Save some cash.”

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE) – McAnally distributed a handout for the 2009 CCSSE data. The overall results included Amarillo College’s performance benchmarks as compared to 652 other large colleges. The survey showed a 60% female to 40% male participation. Seventy percent of the respondents were fulltime students; 68% started at a community college; almost half had completed less than 15 hours; 53% of students work 21 or more hours per week. Online and hybrid class were not included. The faculty who participated were ones whose classes were selected. It was suggested that the Cabinet meet to discuss how to use this information and how to work on items which are in need of serving the student better. The instructional areas should be given the challenge to gain better views from students. We should engage in dialog about student learning and student success. Green stated that the *Amarillo Globe-News* was interested in these results; Matney, Green and McAnally will meet to discuss how to present this report to the AGN.

Next meeting: August 18, 2009
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