

PRESIDENT'S CABINET MEETING
September 1, 2009
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Bob Austin

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action:

CCSSE REPORT - We have been working on talking points to address the media after receiving the CCSSE report. David Pittman, *Amarillo Globe News* reporter, will meet with Matney and Green to obtain information regarding the report for a newspaper article. Matney will create a committee to address how Amarillo College can become better and work with students to address items which are seen as weak. The committee would consist of five faculty; three from Student Services to include both administrators and classified; an employee from the Center for Teaching & Learning; a full-time and part-time student; and a division advisor. We need to successfully engage students in areas beyond teaching. Matney has met with the three employee groups to discuss student success. He was given some innovative ideas. There will be approximately 20 people to serve on this committee. A website and blog will be created. Faculty will be in charge of the committee; Kara Larkan-Skinner will serve as the ex-officio member. Cabinet endorsed the make-up of the committee. The committee will be charged with studying the data and coming up with recommendations concerning the data; the deadline will be March 1, 2010. Another CCSSE survey will be conducted in late March or early April; we will need at least three years worth of data in order to successfully make some strong assessments. The committee will be invited to a Cabinet meeting and/or to present an education report at a Board meeting. Ms. McAnally moved, seconded by Mrs. Schlong to proceed with this plan. The motion carried unanimously.

CONVERSATIONS ON STUDENT SUCCESS – McAnally distributed handouts. Drs. Lana Jackson and Kathy Wetzel will be the moderators for these conversations; the team will consist of 15-20 participants. Cabinet will announce the team members. A special Cabinet meeting was called for September 8 to appoint the committee. Membership will consist of employees, students and possibly a member of the Board of Regents. Each team member will be asked to demonstrate critical thinking skills by assimilating and synthesizing materials and applying them to the College; be reliable to fulfill commitments; be respectful of other participants during conversations. An audience will be invited to listen to and sit in on the conversations. Conversation topics will include completers (graduation and transfer); first-generation students; critical thinking; experiential learning; technology literacy; oral presentations; information/media literacy; employment/career focus; and developmental education/at-risk students. These conversations will begin September 18 and end May 7. The Conversations on Student Success web address will be <http://acsuccess.wordpress.com>; Mark Hanna, AC's librarian, will post information to the web page.

There will be a blog area included.

Discussion:

AMARILLO SENIOR CITIZENS ASSOCIATION LEASE – Schlong distributed handouts and presented a PowerPoint. The lease between AC and the ASCA was first made on December 1, 2003. ASCA is located on the Polk Street Campus. AC leases to ASCA and ASCA leases from AC those premises with improvements and fixtures attached for the purpose of conducting a senior citizens community center and related activities. The lease exists from month to month; either party has the right to end this lease by giving thirty days written notice to either party. All utilities will be maintained in the name of ASCA. ASCA will be responsible for providing custodial services and supplies to maintain the cleanliness of the facility; AC will periodically inspect the facility. At the invitation of the new interim director, Jelaine Workman, AC did a walk through and discovered some disturbing areas. Some items discussed include developing and signing a new lease; conducting regular facility inspections with documentation and follow-up; security issues; fire code violations; identifying and addressing unauthorized alterations to premises; identifying storage violations; addressing key identification and access issues; determining if ASCA has any delinquent utility payments; maintaining appropriate insurance coverage; cleanliness, missing light bulbs, signage, structural repairs; evaluating the grounds and parking lots; establishing and publishing policies and procedures; establishing clearly the landlord and tenant relationship; and roofing project. Changes and decisions need to be made soon. Berg, Schlong, and Bruce Cotgreave will address some of these items.

LEADERSHIP AMARILLO/CANYON – In 1995, Amarillo College became the fiscal agent for Leadership Amarillo/Canyon. In 2007, LAC stopped paying their bills; in August 2007 LAC decided they no longer wanted to stay at the Polk Street Campus. They were \$38,500 in arrears; we came up with a plan for them to repay AC; they were to pay \$15,000 in September 2008 and in September 2009; we told them we would forgive \$8,500 of their debt; but they still owe \$12,000. If this amount is not paid in September they will owe AC \$20,500.

HEREFORD CAMPUS FUTURES COMMITTEE – Matney said he recently met with a Hereford group; they are out of space for expansion of their future programs in their current location. They have tried to get more room in the Shirley Elementary School Building but the Migrant Council who occupies the other part of the building recently signed a multi-year contract. Daniel Esquivel, Executive Director, Hereford Campus, needs to come up with a needs assessment report. It has been proposed to members of the Hereford Campus Advisory Committee to have a planning retreat with Marcy McKay facilitating. All participants will need to be well-versed on the needs assessment prior to the retreat. Matney will meet with Esquivel, Moller and LuLu Cowan about organizing the retreat. Goals for the retreat will include ways to embrace the branch campuses and look for opportunities to support them. At the retreat they will also begin looking for options for relocation. Matney said there are a lot of success stories going on at these campuses.

VICE PRESIDENT OF ACADEMIC AFFAIRS – This position is a key position to the College. Matney expressed his gratitude for Moller's acting VP role. Moller will remain in this role until the position is filled; he will then return full time to his division chair and assistant dean of transfer programs role. Matney hopes to name a search committee by September 15; membership will include Board member(s); 2 Cabinet members; 2 division chairs; 4-5 Faculty Supervisors Council members; an Administrator; classified member; and a student. Matney is confident we will attract a strong applicant pool. He will work with Lynn Thornton on a new job description for this position.

Announcements:

- McAnally distributed an article from *G.I. Jobs* entitled, Military Friendly Schools List Released. Schools on the list range from state universities and private colleges to community colleges and trade schools. The common bond is their shared priority of recruiting students with military experience.
- Matney reported that he, Jerry Moller and Lisa Meehan recently went to Huntsville, Alabama to address a panel and appeal the Mortuary Science Program decision in an effort to regain the accreditation of AC's program. The decision will be provided AC later in September.
- Doug Curry, San Jacinto Elementary Principal, will be on campus to meet with Faculty Senate. A coordinator will be hired to work as liaison between AC and San Jacinto.
- Berg said he will send out an email outlining the Business Office reorganization.

Next meeting: September 15, 2009

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