

PRESIDENT'S CABINET MEETING
October 6, 2009
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Ellen Green, Paul Matney, and Damaris Schlong

MEMBERS ABSENT:

Lee M. Colaw, Danita McAnally, and Jerry Moller

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

LIGHT POLE SIGNAGE/WSC – There was discussion regarding signage in the parking lot on 22nd Street by the Amarillo Museum of Art. Green has visited with Starlight Signs in Denton who claim they have signs that will last approximately five years. Starlight Signs will make a site visit soon. We will start with the Washington Street Campus then West and Polk Street. We want to place signs in the WSC mall and along Washington Street; there are 25 light poles in the mall area; we will strategically place on 15 poles in the mall area. There are ten light poles on Washington between 21st and 26th Streets. We received permission from the City and utility companies to place the signs along Washington. The cost for the ten on Washington is \$20,000 and the 15 in the mall area is \$17,000.

PORTAL (MyAC) CONTRACT – Schlong relayed that Colaw has placed continuing education students over the age of 16 in the contract. The Board approved the contract at the last Board meeting. Green said her employees changed the look of the portal to look more like the AC website.

PLANNING AND EFFICIENCIES RETREAT – Matney suggested Cabinet begin thinking about cost efficiencies for this year and next. We will set up a meeting regarding information we have that will show us where we can cut costs; we need to look at a cost analysis study; a half day retreat to talk about costs and ways to save was discussed. Schlong stated we have already good tools which exist in cost effectiveness. She set up a meeting at Region XVI in the Red River Room on November 9 from 8:00 – 1:00. There was discussion regarding possible consolidation of classes in certain buildings but to do so would take proper planning and follow through. Matney said he would form a small group to plan the retreat, explore what resources we have already in place and present a plan. Berg told the Cabinet the Annual Cost Study report will be out in mid-November.

CONVERSATIONS: KEY AC EVIDENCE FOR COMPLETERS – A handout regarding Conversations on Student Success was distributed. Matney encouraged Cabinet members to familiarize themselves with the issues to be discussed in the Conversations sessions. He hopes to have open dialog during these sessions.

VP OF ACADEMIC AFFAIRS – Matney has determined and named the search committee for the office of VP of Academic Affairs which will include one regent; four administrators; eight faculty; one classified; and one student. He will call a meeting in two weeks; he will meet first with Lynn Thornton and Brenda Waren and advertise the position in *The Chronicle of Higher Education*. Moller is willing to help in this position until we hire the best candidate.

INDIVIDUAL MEETINGS WITH PAUL – Within the next month, Matney will set up meetings with each Cabinet member. He asked that each member prepare a list of goals to achieve this year.

Announcements:

- The Mortuary Science Advisory Committee we have serving this year is the largest group of professionals we have had and we have representation from all area funeral homes. We will have a site visit in November or December. In January we will file for reaccreditation candidacy. There are four mortuary science schools in Texas. Since 1999, we have had 99 students earn their degrees and 111 earn their certificates. We have not admitted any student seeking degrees since June. Since Lisa Meehan has served as interim director of Mortuary Science, the program has done well. In December the Texas Funeral Commission will make a decision regarding a new rule which will assist our current students in obtaining their license; it will probably be March before it takes effect.
- Matney distributed the Amarillo College ad from the Amarillo Symphony program which features Dr. Neal Nossaman, former AC student and former Board of Regent.
- Matney was pleased with the turnout which was standing room only for the Legislative Appreciation event.
- Matney distributed a handout which displayed the Listening and Learning College Forum dates. These forums are being offered to strengthen communication, allow input, and to promote collective sharing among AC employees. There were eight in attendance at West Campus; there will be six forums in all. Matney may offer similar forums in December. Cabinet was encouraged to attend any forums for which they are able.
- There are 13 on the CCSSE Analysis team; Dr. Judith Carter, English professor, will serve as chair. Matney will give the team their committee charge on Friday.
- The United Market Street pharmacy will be on campus on Wednesday, October 14 to administer seasonal flu shots to employees and their families for \$20. Matney encouraged all to be proactive in preventing the flu and H1N1 virus. Schlong said there are posters from the Center for Disease Control posted around the Polk Street and West Campuses. Matney named an H1N1 team to include Bob Austin, Ellen Green, Rusty Cornelius, and Bill Crawford.
- Green requested Cabinet members submit ideas for articles and event opportunities to Joe Wyatt for the next *Plugged In*.
- Linda Reed, Associate Director of Continuing Education's, position which was posted in the summer, received 100 applications of which 60 were read and three interviewed. The position will be reopened.
- Richard Chelf, Workforce Training Coordinator, plans to retire at the end of January 2010.
- Green reported that Frank Nelson, former regent, and Don Nicholson are working on the holiday lights to be displayed at the Washington Street Campus. Regent Nicholson will report on the progress and plans at the October 27 Board meeting.

Next meeting: October 20, 2009

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