

PRESIDENT'S CABINET MEETING
October 20, 2009
MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action:

INTERIOR COLORS AND FINISHES FOR JONES HALL – Cotgreave displayed a poster showing the paint, carpet, counter tops, floor covering, and tiles to be used in Jones Hall. He also showed the different areas which will be on the first, second and third floors. Construction is coming along in a timely fashion. Cotgreave was told that Cabinet would like a walk-through tour of the Science Lab Building; *Amarillo Globe-News* wants a tour as well. Schlong moved; seconded by McAnally to approve the interior colors and finishes for Jones Hall.

Discussion:

H1N1 TEAM REPORT – Cotgreave demonstrated two different anti-bacterial hand sanitizer stands. Cabinet selected one with foam sanitizer which they deemed the better of the two. We will order 60 units to place on four AC campuses. Consensus was to order the Healthy Hands brand.

Green gave an update of what the H1N1 committee is doing which included a list of commonly asked questions regarding H1N1; she displayed a CDC poster; students and employees are asked to stay home if they are sick; custodial staff are undergoing training to sanitize offices and buildings; AC will furnish hand sanitizer stands strategically placed on four campuses; THECB urges colleges to not close campuses; and the United Pharmacy clinic came to the Washington Street Campus on October 14 and offered flu shots. A communiqué regarding H1N1 will come out once a week from the President's office.

Faculty Senate has been discussing attendance guidelines; they will take each individual situation on a case-by-case decision.

JET SCHOLARSHIP FROM THE TEXAS COMPTROLLER – There is \$73,390 to be spent by August 31. Students have to fit into the guidelines set up by the comptroller; students will be notified if they are eligible; there are \$500 - \$1,000 scholarships available; it is estimated that the biggest area to benefit from these scholarships will be the health care area. Students who are eligible and have filed with FASFA will be notified of their award by the AC Financial Aid Office.

FIVE GRANTS SUMMITTED – McAnally distributed a handout regarding grants from the National Science Foundation and the U.S. Department of Labor and Impact on AC Administrative Services for which we have submitted proposals. The grants we have applied for include: 1) NSF –

requested \$891,920 per year for three years for development of a new program in renewable energy – solar; anticipated notification is June 2010; 2) Department of Labor – requested \$4,997,780 per year for three years for development of a new program in sonography; student retention efforts in Allied Health and Nursing; piloting fast track programs for LVN-ADN and ADN generic; and advanced certifications/licensures for employees of BSA, NWTHS and other area hospitals; anticipated notification is February 2010; 3) Department of Education – FIPSE – requested \$741,786 for development on an online comprehensive developmental education and a program advisor for the developmental division of the College; it was denied; 4) NSF – requested \$551,288 for scholarships to students who are majoring in science, technology, engineering and mathematics (STEM) programs; anticipated notification is June 2010; 5) Texas Comptroller's Office – requested and received an early alert that AC will be receiving \$73,350 in scholarships for students enrolled in those programs with the Comptroller's high demand jobs. AC will have until August 31, 2010 to award all the scholarships from this grant; it is estimated that 100 to 150 current AC students will receive \$500 - \$1,000 scholarships.

Berg stated that we have to make it clear to employees who get hired due to these grants that if these funds are received that after the three years have passed that the job is over.

PORTAL (MyAC) CONTRACT – AC has a new three-year portal contract. Continuing education and distance-learning students (age 16+) have been added to the contact. It does not impact Angel use on the portal. Individuals were told erroneously that WebCT would be available through December; actually the deadline was the end of September.

ANNUAL COMPUTER REPLACEMENT STRATEGY – Colaw distributed information regarding computer life-cycle replacement. We will have replaced approximately nine hundred computers by the end of this fiscal year. Purchased computers have a four fiscal year active life cycle. Computer inventory data will be provided by ITS to use as reference in determining end-of-life cycle replacements. Beginning in 2011, computers bought with grant funds will not be placed on the four fiscal year life cycle. Colaw was asked to rework the methodology regarding faculty on sabbatical. Most employees are issued one computer system; if there is convincing evidence for more than one the rule can be flexible.

FINANCIALS – Berg distributed two sets of financials; one ending August 31, 2009 and one ending September 30, 2009.

August 31, 2009

At the end of August 2008 we had \$19,474,630 in reserves; we used \$1.7 million; ending balance was \$17.8 million. Revenue over expenses was \$3.3 million. Unrestricted reserve balance at the end of August 31, 2009 was \$21.1 million.

September 30, 2009

We are 1/12th through the year. Academic tuition/fees revenue is at 48%; continued education is at 20%; community service is at 32% for a total of 45%. Expenditures are at 8% through the year; institutional support is at 10%. Bookstores have a profit of approximately \$21,000. Pell grants are at \$670,000 as compared to \$300,000 this time last year. Cash and investments for September 2009 is at \$57.6 million. Alterations and improvements have a projected cost of \$1.8 million; \$152,562 has been spent. Taxes went up in October; most of the funds will be collected in January, February and March. Total expenses from bond projects are at \$14.4 million. Reserve analysis at the end of August 31, 2009 is at \$21.1 million.

LISTENING AND LEARNING FORUMS – Matney distributed a handout of Listening and Learning topics. He has completed six forums. Matney believes they were beneficial and well attended. He will conduct more forums later in the fall.

Announcements:

- Regent Don Nicholson and former Regent Frank Nelson are working on holiday decorations and lights; this year Washington Street Campus will be decorated highlighting Ordway Hall, Carter Gym. A wreath will be hung on both sides of the pedestrian bridge which crosses 24th and a sign will be placed on the lawn which says, “Peace on Earth.”
- The Texas Association of Developmental Education (TADE) has selected Amarillo College to receive the TADE Developmental Education Best Program Award for 2009. The award, which recognizes “exemplary programs” in Texas, consists of a plaque and \$500 to benefit the winning developmental education program. It will be officially presented to AC representatives Friday, October 23 at a conference in San Antonio.
- Conversation #2 on Student Success: First-Generation Students session will meet soon; information gathered from this will be used in compiling the Strategic Plan. These sessions are open to anyone who is interested; it is important for Cabinet members to participate.
- SACS COC approved the Substantive Change for Distance Learning.
- Betsy Wingert will replace the position currently held by Kim McMahon. Betsy is a WTAMU transfer coordinator and will begin work on November 2.
- Austin updated the Cabinet on the SECC campaign; \$35,000 has been collected; 125 employees have contributed compared to 92 last year. The SECC committee met last week and identified individuals who have not contributed yet. The deadline is October 31.
- Cabinet will meet on October 27 to discuss the Strategic Planning process.
- Matney distributed and discussed the 2009 fall headcount comparison of the fifty Texas community colleges. We enrolled 11,100 students in 2009 fall as compared to 10,122 in fall 2008; a 9.7% increase in headcount. We have 1,982,288 in contact hours; a 9.8% increase from fall 2008.

Next meeting: November 3, 2009

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