

PRESIDENT'S CABINET MEETING

December 1, 2009

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Ellen Green

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

STATE EMPLOYEES CHARITABLE CAMPAIGN UPDATE – Austin reported that the campaign is over for this year. There was \$44,657 raised for 2009; \$35,000 in 2008; \$42,631 in 2007; and \$51,348 in 2006. There were 150 employees who contributed in payroll deductions and one-time contributions were significant. A raffle was conducted which raised \$1,105; there was a quilt raffle which raised \$290. Eric Wallace, AC's loaned executive, enjoyed the experience and encouraged many employees to participate.

UPDATE ON EAST CAMPUS DEMARK – Colaw explained that during the week of December 14 – 18 East Campus will not have any external communication, i.e., phones and email capability. IT will be working on the East Campus conversion. The entire college will be alerted to this information. Schlong will alert Tyson who holds many classes on that campus.

STRATEGIC PLAN PROCESS UPDATE – McAnally said she was most concerned with the following groups: community stakeholders and former students. She said she plans to present the Strategic Plan to the Board in the summer. McAnally is currently in the stage of compiling data from credit and continuing education students. The employee survey has so much information to decipher. Follow-up focus groups are being planned for the second week of January for the community and students who are leaving; ones who are transferring or ones who just quit attending college. We will use data where we already have data. McAnally distributed handouts which analyzed answers to survey questions. One question in the Core Purpose section of the credit students' survey showed 90 students who indicated they would not attend anywhere if AC did not exist. Amarillo College is the driving factor in education; we will see more on-line class focus. To the "What makes AC unique?" question instructors and staff received the most answers; class offerings and location – probably due to Moore County and Hereford campuses were fairly high. On the "Rate your satisfaction with AC" question the survey received mostly 4s and 5s. Under the "Name 3 services/instructional areas that made a difference in their time at AC" most departments were seen as positive; the Math Outreach Center was seen as very positive. These answers correlate well with the CCSSE report; the AC online experience was seen as positive. Everyone has had an opportunity to participate; open-ended questions have been identified. Teams will be put together to set strategies and tactics. We will get critical thinking skills to raise the bar higher. The

instructional areas need to come together with a plan. Cabinet needs to hold some work sessions to think about the direction this needs to go and look at the cost study and determine what the budget assumptions are. It was discussed that both the academic and continuing education sides need to get together; need to see what can be offered to both audiences. As groups meet a plan will begin to unfold; tough decisions will need to be made.

Matney wrote the following on the board:

- Budget assumptions
- Strategic plan
- SACS (January 2011)
 - Certification of Compliance (February 2012)
 - QEP (April 2012)
 - Site visit (2013)

As a leadership team, Cabinet has to be present for the above three items. All will need to get involved in the re-accreditation process. Matney challenged Cabinet members to be leaders in these endeavors.

Announcements:

- McAnally, Matney, Carroll Forrester, Don Nicholson, and Prenis Williams plan to attend the Texas Higher Education Coordinating Board Star Awards in Dallas. The Math Outreach Center is one of the finalists.
- Colaw, Matney, McAnally, and Moller plan to attend the Southern Association of College and Schools Annual meeting in Atlanta.
- Matney has begun round two of the Listening and Learning forums. He has already addressed employees on Washington Street and West Campuses; other campuses will be addressed soon.
- AC has re-associated itself with National Institute for Staff & Organizational Development (*NISOD*); employees were encouraged recently to nominate AC employees for special NISOD excellence awards. Recipients from Amarillo College include Janice Easterday, Courtney Milleson, and David White.
- Recently, members of the Hereford Futures Committee had a retreat facilitated by Marcy McKay. Hereford is looking for a larger campus location. We will offer them moral support.
- Since the November 17 Cabinet meeting, Colaw has done five presentations regarding the alert system demonstrations. A short policy will be penned to cover the alert system usage. Berg, Colaw, and Cotgreave will meet to discuss what course of action will be presented to Cabinet for the new and newly renovated buildings alert devices and installations plan.
- Employees who will occupy the new Science Lab Building will start moving the week of December 14 and continue through the holidays. Equipment will also be moved into the building; however, some equipment will not be delivered before January or February.
- The Math Outreach Center is one of the finalists for the Bellwether Award.
- Matney has to be in Austin on December 15 for a Texas Funeral Services meeting; it will be necessary to reschedule the Cabinet meeting; members were asked if Monday, December 14 at 9:00 a.m. will work for everyone. We are looking at April for Mortuary Science to get candidacy and in October to gain back full accreditation.

Next meeting: December 14, 2009

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