

**PRESIDENT'S CABINET MEETING**  
**December 14, 2009**  
**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBER ABSENT:**

Terry Berg

**OTHERS PRESENT:**

Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

**Discussion:**

**KACV (AC UNDERWRITER SPOTS/WEB VIDEO PROCEDURE)** – KACV went on the air as a service of Amarillo College in 1988. It serves the entire Panhandle region. KACV is one of two PBS stations in the nation which are located on a college campus. Green distributed two underwriting rate cards. Amarillo College provides KACV \$400,000 in institutional funds a year plus in-kind benefits; Corporation for Public Broadcast (CPB) matches that amount. KACV will work on a marketing plan to help the station bond with AC employees; a spring open house is planned. They are currently making a 10 minute video for the Math Outreach Center to use in their Bellwether presentation in Orlando in January.

**TEXAS MILEAGE GUIDE** – This mileage guide will go away at the end of December. Many Amarillo College employees use this guide often. Employees need to know what guide to use in the future. On the AC website there is a mileage guide for use between campuses. It was suggested to use MapQuest for mileage amounts. Matney asked Schlong to meet with Berg regarding this matter and bring a specific recommendation to Cabinet.

**2010-2011 ACADEMIC CALENDAR** – Austin distributed a draft of the 2010-2011 academic calendar, academic calendar history dating back to 2005-2006, and a copy of the AISD 2010-2011 official school calendar. AC matches up with AISD on most of the important dates. Faculty Senate has had the opportunity to review the 2010-2011 draft and they accepted the calendar. The main change to the calendar is the December 11, 2010 AC fall commencement. There were some questions about summer classes beginning on May 23 when AISD classes end on May 27. Matney reminded the Cabinet that some face-to-face classes are diminishing and going the way of online classes. Austin said that Hereford and Moore County Campuses approved our eight week online classes. Austin made a motion; Colaw seconded to adopt the 2010-2011 calendar with the possibility of slight modifications. Motion carried.

**LISTENING & LEARNING/ROUND TWO** – Matney has completed round two of the Listening & Learning sessions. He promised employees that he would have two of these a semester. Nothing specific came forward in these sessions except questions regarding the bond issue money and which buildings on West Campus might receive benefits from this money. Berg, Matney, and Bruce

Cotgreave will meet to decide what to do when A Building on West Campus is vacated; Matney was unclear as to whether specifics were written into the bond issue regarding this building. Schlong said that the weapons vault will remain at the current location for at least another year.

**CLARENDON COLLEGE/PAMPA BRANCH CAMPUS** – Matney distributed a letter announcing Dr. Bill Auvenshine and Clarendon College’s expansion of their branch campus in Pampa. One building will contain a campus student center, library, nursing classroom, a room with six hospital beds for teaching, a cosmetology unit and a teaching classroom, Emergency Medical Technician/Law classroom and a spare classroom. A second building will contain four classrooms (welding shop with tool storage and locker area, HVAC classroom, Wind Energy classroom and a spare classroom).

**ONLINE ENROLLMENT REPORT** – Matney distributed an Amarillo College online-web courses, enrollments, and student headcounts from fall 2004 to fall 2009 and spring 2004 to spring 2009. Total courses including web, EOL, and hybrid, in 2004 were 1,567 and 1,632 in 2009. Enrollments were 32,583 in 2004 and 37,752 in 2009; total headcounts were 10,701 in 2004 and 11,100 in 2009. Spring 2004 online courses were 1,588 and in spring 2009, 1,614. Spring 2004 online students totaled 2,334 and 3,954 in spring 2009.

**SACS ANNUAL MEETING REPORT** – Matney distributed a copy of the 2009 Ninth Annual Star Awards Ceremony program which was presented by the Texas Higher Education Coordinating Board on December 4. There were 51 nominations; 13 finalists (two community colleges of the 13); and six received the award (AC Math Outreach Center was one). AC won a Star award in 2004 for Community Link. Two regents, Don Nicholson and Prenis Williams, attended the Star Awards ceremony along with Matney and McAnally.

There were 4,200 people in attendance at the SACS annual meeting in Atlanta. We will have the Certification of Compliance due February 2012; Quality Enhancement Plan (QEP) in April 2012; and SACS site visit in 2013. McAnally said that this meeting and the THECB meeting reaffirmed our need to have budget assumption plans. It was discussed to share some of the PowerPoint presentations they saw at the THECB meeting; a lot were financial presentations at the SACS meeting. A lot of colleges were thoroughly looking at their college’s mission. McAnally said that it would be beneficial for AC to prepare a financial plan for the next 3-5 years.

### **Announcements:**

- The next Cabinet meeting will be on Wednesday, January 13, 2010.
- Colaw distributed a handout of the proposed interim policy concerning the use of the Active Listening capability of the new IP Intercom Classroom Emergency Notification System. The interim policy read: “Active Listening” is when contact with a specific location is initiated via the Campus Console by pressing the *Listen* button (as opposed to the call being initiated at the intercom unit or a Group Announcement being placed). The main purpose of the Active Listening function is to assist in emergency situations where law enforcement agencies may have the need to monitor a location or situation (active shooter, fire, etc.). The Active Listening function of this system will only be used by law enforcement in actual emergencies. The Active Listening function will be password protected, and shall be done so for any and all usage by any group or organization on the AC campus. McAnally moved; seconded by Austin to endorse the interim policy. Motion carried.
- Colaw showed some new laptop bags which were embroidered with the AC logo. New laptops will be registered with a national registry to try to deter theft.

- Lisa Meehan and Matney will travel to Austin December 15 for a Texas Funeral Services Commission meeting; September 2 we lost accreditation for our Mortuary Science program; all students enrolled before September 2 were approved, however; we must receive reaccreditation within 24 months. We are looking at April for Mortuary Science to get candidacy and in October to gain back full accreditation. Dr. Michael Smith, director of American Board of Funeral Service Education (ABFSE), will be in Amarillo on December 16.

Next meeting: January 13, 2010

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