

PRESIDENT'S CABINET MEETING
January 13, 2010
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Paul Matney, Danita McNally, Jerry Moller, and Damaris Schlong

MEMBERS ABSENT:

Lee M. Colaw and Ellen Green

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action Item:

REVISED WIA POLICY – McNally distributed Amarillo College's revised Workforce Investment Act (WIA) Policy. Amarillo College will require each student participating in the Aerospace Manufacturing Certificate Program, which receives Texas Workforce Commission Wagner Peyser funds to meet basic eligibility requirements specified under the Workforce Investment Act. Each student will be required to show proof of eligibility using documentation sources (i.e., birth certificate, U.S. passport, alien registration card indicating Right to Work). Every male citizen between 18 and 26 years of age, and every other male of like age legally residing in the US, will be required to register with the Selective Service System (SSS). Schlong moved, seconded by Berg to approve the revised WIA policy. Motion carried.

COMMENCEMENT CONTRACT – Berg said it is time to sign the December 2010 Commencement contract with the Civic Center if Cabinet approves the fall commencement. Moller moved, seconded by Austin to approve the December 2010 fall commencement. Motion carried.

Discussion:

ACADEMIC ENROLLMENT REPORT – Austin distributed a spring 2010 academic enrollment update. With seven days remaining, headcount is up 1,145 from this time last year; contact hours are up 14.28%; and credit hours are up 15.02%. The spring enrollment is 1,000 less than fall 2009 enrollment.

SCIENCE LABORATORY BUILDING DEDICATION – Matney distributed a handout of the ribbon cutting ceremony invitation/agenda for Thursday, January 21 at 3:00 p.m. Everyone is invited to the ribbon cutting; however, there will be a special open house for employees later this semester.

WEST CAMPUS FUTURE PLANNING – Deferred.

BUDGET PRIORITY SESSIONS – Matney proposed that Cabinet begin to meet weekly regarding budget priorities. Cabinet's mission will be to clearly identify budget assumptions. At the next Cabinet meeting on January 19, Matney has requested each member bring three to five budget assumptions for their area.

STRATEGIC PLAN NEXT STEPS – McAnally distributed Strategic Plan Next Steps along with Strategic Plan Components. She requested that Cabinet review the results of the survey responses from values to goals. The proposed focus is *What should be AC's priorities?* McAnally wants to hold focus group sessions to include community leaders and the Board of Regents. A Strategic Plan session with Cabinet has been set up for February 8 from 1:00 – 3:00 to discuss and compile agreed upon Values to Goals. Some questions for the focus group sessions will include: *How will AC's leadership know if the College is making a difference in the lives of students?; How specifically will AC need to expand?; How can it expand but remain financially viable given the tight financial times?; and If funding is unavailable, which programs, services or special focus should be eliminated or changed?* McAnally discussed the Strategic Plan focus groups of community representatives. The available times at Region XVI are on Thursday, February 4 and Friday, February 5 from 2:30 – 5:30 p.m. The results of the surveys by respondents by categories (values, vision, mission, core purpose, and goals) were discussed. Cabinet agreed that we include community and find out what they want from Amarillo College. Matney said Amarillo College needs a unique mission statement.

SECURITY CAMERAS – Deferred.

TOUCH SCREEN TECHNOLOGY PRESENTATION – Deferred.

Announcements:

- Matney distributed a letter from Senator Kel Seliger. The letter expressed Seliger's appreciation to Amarillo College in utilizing the Skills Development Grant funds, the stewardship of these funds, and our partnership with Bell Helicopter.
- Matney expressed his desire for Amarillo College to have strong leadership of career and technical programs. Thus, Dr. Shawn Fouts has been appointed as Dean of Career and Technical Education. Both the ITT and the Business divisions will report to Dr. Fouts. His office will be on the East Campus; those who will be directly under his supervision include Ed Nolte, David Hernandez, and Ron Faulkner. Dr. Fouts will also lead the soon-to-be appointed AC Rapid Response Team which will respond to local and area business and industry needs.
- Matney will review the titles of Cabinet members. He wants the titles to be more descriptive of what community college positions perform. Schlong's title has already changed to the Dean of Continuing Education. Jerry Moller will double as Dean of Academic Transfer and Chair of Behavioral Studies Division. Bill Crawford will double as Dean of Health Sciences and Chair of Allied Health Division. Matney told of the need for Cabinet to name a Rapid Response Team.
- McAnally distributed three handouts regarding grants. The Texas Comptroller's JET scholarships in the amount of \$74,000 must be awarded by August 31, 2010. In September 2010 we will receive more money. McAnally discussed the upcoming proposals and nine (9) pending submitted proposals. She gave an update to AC's Title V grant through the U.S. Department of Education. In September 2009, AC was informed that it was not awarded a Title V Individual Grant. A new Title V request for proposals has been released with a due date of March 15; if awarded, the project would begin on October 1, 2010. The single recommendation of all three reviewers was: Need specific plan on addressing training for part-time faculty (history, government, math, English and biology).

Next meeting: January 19, 2010

bs