

PRESIDENT'S CABINET MEETING

March 2, 2010

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brenda Sadler and Lynn Thornton

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action Item:

BOARD POLICY/EMERGENCY LEAVE – Lynn Thornton distributed a handout for proposed changes to the Board Policy Section DEC. It was proposed to change “Emergency Leave” to “Personal Leave.” This policy would affect full-time faculty members on less than 12-month assignments. It will allow eligible faculty up to 24 hours or three days of personal leave per fiscal year. McAnally moved; seconded by Moller to approve this policy change. Colaw abstained. The motion carried.

Discussion:

AC MARKETING SPOTS – Green played some marketing spots for Amarillo College to be used on KACV-TV and radio. Some of the spots started March 1; the registration spot will air March 15. All were a big hit with Cabinet members.

AHS SIGN AT POLK STREET CAMPUS – Cabinet agreed to allow a historical marker for Amarillo High School to be hung at the Polk Street Campus. The historical marker was originally expected to be suspended on a pole. Jelaine Workman, Amarillo Senior Citizens Association director, was disappointed that the city passed a new rule for businesses which have a sign displayed near the street; it cannot display another, thus with the Amarillo High School marker displayed in the manner in which AHS alums have requested, an ASCA sign could not be placed on Polk Street. Center City has offered a \$10,000 grant for signage of any building in this historical area. There was discussion about the issues concerning both the AHS historical marker and the ASCA sign at Polk Street Campus. Green and Schlong will schedule a meeting on this subject to include the AHS memorabilia group, the ASCA group, and members of Cabinet directly connected with this issue, and Bruce Cotgreave, Physical Plant Director.

REALLOCATION FOR CURRENT PERKINS BASIC GRANT – McAnally distributed a handout. The handout listed equipment which totaled \$52,676 requested by Perkins eligible divisions. It was the consensus of the Cabinet to approve this amount for necessary equipment.

STRATEGIC PLAN UPDATE – McAnally distributed the version of the *Strategic Plan through 2015* under development. McAnally said the four proposed goals are the same goals identified by Shelton Community College in Alabama. Cabinet recommended these goals. The writing team includes

Bob Austin, Mark Hanna, Paul Matney, Jerry Moller, Danita McAnally, Joe Wyatt, Joan Urban and one other faculty member. McAnally hopes to have the draft of goals and strategies written by the end of March. Individuals from the three employee groups will continue to be involved as well. The Strategic Plan will be presented to the Board at the May or June meeting. When finalized, the *Strategic Plan through 2015* will be placed on the AC web page under "About AC."

EMPLOYEE SURVEY – Matney said he met with Faculty Senate on February 5. They discussed the faculty survey; he told them Cabinet is committed to better communication. Faculty believe there is overwhelming support that they continue using their own survey. AC needs a campus-wide survey also; the one to be used comes from the University of Texas, to include all employees. McAnally met with the survey committee of Faculty Senate; there was a statement added to their survey which states that there will be an all-employee survey forthcoming. The faculty survey was distributed March 1; the campus-wide survey will be sent by email on March 22 with a deadline for completion of March 31. McAnally stated that this survey will have a big impact for SACS. The institutional survey responses will be the one accepted for SACSCOC; the faculty survey will also be distributed to the Cabinet and the VP Council. Responses from both surveys will be used for quality improvement.

REQUIRED CABINET ATTENDEES FOR UPCOMING SACSCOC MEETINGS – McAnally distributed a copy of required SACSCOC trips for Cabinet members and others for FY10 and FY11. The leadership team will consist of Cabinet, Mark Hanna, and Lana Jackson. The Leadership Team will manage and validate the internal institutional assessment of compliance with all core requirements, comprehensive standards, and federal requirements. It will be imperative that five people, to include the president/CEO, chief academic officer, accreditation liaison, faculty representative (Lana Jackson), and the institution's finance officer, travel to Atlanta in January 2011. The CEO is expected to provide active leadership and ensure continued support for the reaffirmation process. McAnally discussed the Reaffirmation of Accreditation timeline and said it would be necessary to find money for a few trips this summer. It has been thirteen years since the last SACS visit to AC. McAnally discussed the make-up of the Quality Enhancement Plan (QEP) team which will include Matney, McAnally, Austin, Colaw, and Patsy Lemaster.

AC ALERTS – Colaw distributed an AC Alerts Executive Overview. This handout demonstrated screenshots of the guidelines web page, resources, inclement weather policy, threat response team, FAQ's, AC alert terms of service, and the AC home page. Colaw discussed each screen simulation. He discussed the manners in which employees and students could opt to receive emergency alerts; cell phones and/or emails. Green distributed a handout with sample emergency text messages. Amarillo City Police advice for text messaging: It's an emergency; If you're there, stay there; If you're not there, stay away; Updates will be coming. A shooter/hostage message sample: "Emergency situation. West Campus (location) lockdown. Updates pending." Unnatural disaster (fire) sample: "Fire on West Campus. Evacuate now. Updates pending." Natural disaster (tornado) sample: "Weather alert (location). Seek shelter. Updates pending." Colaw explained that if an update is implied, training will need to be furnished; they will begin with administrators first. The system will be tested and tweaked.

2009-2010 INSTITUTIONAL PRIORITIES – Deferred

Announcements:

- The Commencement Committee does not have a preference as to which of the commencements (spring or fall) in which summer graduates participate. A question was posed as to Cabinet preference; if students qualify and apply for graduation before the deadline for spring they will be listed in the spring commencement program. It would appear that most summer graduates would opt to participate in the spring rather than the fall commencement, but either one is acceptable.

There was a brief recess before Cabinet reconvened to discuss 2010-2011 Tuition and Fees Options.

Next meeting: April 6, 2010
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