

PRESIDENT'S CABINET MEETING

August 3, 2010

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, Danita McAnally, and Damaris Schlong

OTHERS PRESENT:

Lana Jackson and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action:

STRATEGIC PLAN APPROVAL – McAnally said there were no content changes to the Strategic Plan since the last time Cabinet examined it.

Austin moved to approve the *Strategic Plan through 2015*; Colaw seconded. The motion carried.

Discussion:

PROGRAM REVIEW – McAnally distributed a Program Review update. Dr. Lana Jackson will be in charge of the Program Review process. Divisions will have an easier way to view their final reviews by pulling up a website at <http://www.actx.edu/iea/index.php?module=article&id=44>. The website will reflect the entire Program Review process and will illustrate the process followed by archived files of completed reviews. In summer 2010, the following exit reviews were completed: Industrial & Transportation Technologies (ITT) Division; and College Advancement (POD and College Relations). Exit reviews in process: Language, Communication & Fine Arts and Academic Development (ACcess Division). Final instructional exit reviews due September 1: Allied Health Division, Business Division, and Sciences & Engineering Division; oral exit reviews are scheduled for mid-September. Final non-instructional exit reviews for Assessment & Development and Finance & Administrative Services are complete; they will meet with chairs in fall to ensure accuracy in database and hold oral exit reviews. Self-Studies due January 15, 2011: Industrial & Transportation Technologies (ITT) Division; Information Technology Systems (ITS); Nursing Division; Enrollment Management; and Continuing Education. Self-Studies due January 15, 2012: Behavioral Studies Division; KACV TV/FM; AC Foundation; and Extended Programs.

CAMPUS MASTER PLAN – A copy of the 2006 Capital Needs Assessment list was distributed. Items that have changed or have come to the forefront since the consultants (Facility Programming Consultants) were on campus in early 2007: CUB – food service and realignment of bookstore storage; West Campus Building D – food service; Byrd Building – enclosure of ground floor; West Campus Building A – 1st floor and 2nd floor; West Campus Building B – Conference Center; Biology (Dutton Hall) – what to do with it after being used for swing space; Washington Street Campus Library – all floors – center of student activity; Student Service Center – overcrowding of 1st floor; East Campus Aviation/Welding – storage; and West Campus Physical Plant Building. If any Cabinet member wants to add areas to the list, contact Berg. It was proposed to hire consultants we

brought in 2006-2007 to look at the spaces. Austin stated that a Master Plan was needed so that Cabinet members and others know where space is available. This information will be taken to the Board to show we need expert advice since costs will be involved.

McAnally moved that we hire a consultant to produce an updated Master Plan; Lowery-Hart seconded. The motion carried.

TRTF UPDATE – Colaw distributed a Technology Replacement Task Force (TRTF) proposed budget for FY 2011. The department budget requests for hardware and software totaled \$2.2 million which is \$525,794 over budget; our goal is \$1.7 million. TRTF has to cut back; they will purchase laptops instead of desktops. The portal will expire in two years. We may need to look at efficiencies and possibly cut back on dedicated labs. The CMS system will be used for awhile. Websites need to be updated and the calendaring system needs to improve.

UT CHANCELLOR, DR. FRANCISCO CIGARROA – Matney distributed a copy of the UT Chancellor, Dr. Francisco Cigarroa's biography and articles regarding Community College Partnership Initiatives with the University of Texas System. Matney met recently with Dr. Cigarroa. The UT System initiatives are aimed at increasing the number of community college transfers to Texas universities.

CE PIVOT TABLE – Schlong distributed a Continuing Education Pivot Table. A pivot table is a data summarization tool found in an Excel spreadsheet. It allows a person to summarize and analyze data in lists and tables. McAnally's area was praised for pulling together the CE contact hour data which is located on the P drive. Amarillo College's CE is receiving recognition.

CABINET RETREAT AGENDA – The Cabinet retreat will be on August 9 from 7:30 – noon. It will be held in the Skyline Conference Room at Amarillo National Bank with breakfast catered. Cabinet will develop the Institutional Priorities for 2010-2011. These will align with the Strategic Plan. Other items to be discussed will include the Master Plan, Strategic Plan, and goals for AC's future.

LEGISLATIVE PRIORITIES – A handout for the 2011 Legislative Priorities from TACC was distributed. Priority 1 – Appropriations: For community colleges in Texas to remain affordable and accessible the state must provide sufficient base funding including the extraordinary increase in enrollments. Priority 2 – Employee Health Insurance: The 82nd Legislature should continue its historical commitment of funding community college group healthcare insurance based on employee eligibility. Other issues included: funding issues; dual credit; developmental education; financial aid increase; annexation process made easier for including areas into the taxing districts; and support the rewrite of the community college purchasing statutes. A meeting is being set up with Senator Seliger and Representative Smithee; candidates Four Price and Abel Vasquez will also be invited.

STUDENT SUCCESS AGENDA – deferred

Announcements:

- McAnally was one who recently testified on accountability and community colleges' workload at a Texas Higher Education Coordinating Board meeting. Part of the focus was placed on getting students through a program in a timely manner and to lower the student to faculty ratio. Matney distributed an article from Inside Higher Ed entitled, *Picking Up the Pace*. The article addressed community colleges to encourage their students to decrease their time to degree and program completion.

- Green told of the newest AC marketing plan and passed around a sample of the student photos which will be framed and placed in buildings on all campuses. They plan to frame 50. College relations will make enough posters of the photo to distribute at General Assembly.
- Clint Formby, Hereford Advisory Committee member and local radio personality, who was instrumental in helping open the Hereford Campus, passed away.
- Joe Wyatt, producer of *Plugged In*, was complimented for the informative and interesting publication.
- Schlong shared the names of two AC administrators who were named as recipients of the Top Twenty Under Forty Award; Toni Gray, Director of Criminal Justice and Jason Norman, Director of Advising and Counseling.
- Matney reminded the Cabinet of the reception for Jerry Moller on August 18.
- The special Board meeting to discuss the tax rate will be held on August 5 at noon.
- Colaw reported that all campuses, with the exception of Hereford, have been given new wireless capabilities.
- McAnally distributed copies of the Community College Survey of Student Engagement (CCSSE) Benchmark Summary - Amarillo College for 2009 and 2010.
- McAnally requested guidance from President's Cabinet in the development of two SAFRA grant proposals from the US Department of Education. These will be required to focus on STEM programs/degrees with student transfer activities to a university. AC's two SAFRA proposals: 1) AC only proposal: focus on Math and Engineering with transfer activities to WTAMU; and 2) Collaborative proposal: focus on Renewable Energy collaboration with New Mexico Tech University. There was a rush to complete a budget for these two grant proposals which are due in a week.
- On September 29 at 4:00 p.m., the Steven W. Jones Hall on West Campus will be dedicated.
- Green distributed copies of three success stories with photos of former students who have become successful members of the community and a copy of what the *Strategic Plan through 2015* cover will look like.

Next meeting: September 7, 2010
bs