

PRESIDENT'S CABINET MEETING
February 5, 2008
MINUTES

MEMBERS PRESENT:

Terry Berg, Ellen Green, Brad Johnson, Paul Matney, and Damaris Schlong

MEMBER ABSENT:

Steven Jones and Victor Fite

OTHERS PRESENT:

Bruce Cotgreave, Brenda Sadler, and Vickie Shelton

EMERGENCY RESPONSE - WEST CAMPUS – Schlong distributed a handout regarding the debriefing discussion regarding the emergency response on January 28 at West Campus when a grass fire broke out west of Amarillo. Some West Campus employees and students were told to evacuate and others were not notified. Amarillo College Police told the gymnastics area to stay in their building. There was confusion as there was not a consistent message being sent out. Steve Chance, AC Police, received an email regarding the grass fire which stated there was no immediate danger to the West Campus; some smoke; and to monitor the progress. There was some question as to whether the AC Police or Amarillo Police Department are in charge of these emergency responses. The fire was brought under control quickly. There was discussion regarding a need for a single point of contact during emergencies. It was determined that the President's Cabinet needs to be notified early along with the Amarillo College Police and to hold training regarding the emergency and safety procedures recommended by the Emergency Management Committee.

CONSTRUCTION MANAGER-AT-RISK SELECTION – The Cabinet was asked to previously read the RFQs submitted by four companies for the Construction Manager-at-Risk position and to come to the meeting ready to discuss and determine a short-list of those they wanted to interview. Bruce Cotgreave said we are at the point we need to hire this position. An RFP will be sent out which will have the companies include their costs and general conditions. Specific criteria for the Cabinet to look for while interviewing these companies was discussed. The Cabinet will look at qualifications and experiences as well. Cotgreave asked the Cabinet and Vickie Shelton, Director of Purchasing, to rank the four companies and to complete the evaluation sheets.

After discussion there were three selected to invite for interviews: Western Builders, Wiley Hicks, and Page and Associates. The interviews will be held during the regularly scheduled Cabinet meeting date on February 19; Cotgreave and Shelton will schedule.

SGA RESOLUTIONS – Johnson asked cabinet what proper protocol was for SGA resolutions received from the Student Government Association. The students have recommended naming the parking lots/providing signage, painting the College Union Building Foyer with the words College Union Building on the wall, and requested another look at class schedules being reworked so that AC clubs could have a time to meet without classes being offered. Some students do not have an opportunity to participate in clubs due to their class schedules not allowing a standard free time. Cabinet instructed Johnson to refer SGA resolutions to the President.

IT TACTICAL PLAN – Johnson distributed the AC Tactical Technology Plan submitted by EduServe with responses and comments made by Victor Fite. Johnson requested feedback before the visit with Dr. Barbara Vrana, EduServe. There were some concerns as to who would manage IT and have control of the plan in Fite's absence. It was decided to get Dr. Jones' recommendations and decision. Johnson requested feedback from the Cabinet on the performance of EduServ and the sufficiency of the Tactical Plan document. The Tactical Plan outlines the priorities and objectives to be accomplished in 2008 that will advance AC in reaching the Strategic Plan vision. The Strategic Plan outlines five fundamental principles for the application of technology:

- ◆ The College will make funding of the IT tactical plan a fundamental budget priority
- ◆ Infrastructure will be sufficient to support the mission
- ◆ Principles of technological best practice will be followed to the extent possible
- ◆ Management of information technology resources (equipment, manpower, development, etc.) will be an effective, open, participatory process
- ◆ The College will seek positive ways to encourage technological adoption by employees and students.

A report and recommendation will be given to the Board on February 26, 2008.

LMS IMPLEMENTATION UPDATE – Matney distributed a copy of the LMS Implementation Team. The Team worked well with the consultants on campus. During the recent server meltdown, Linda Hendrick, IT employees, and e-Learning employees worked diligently to get everything working well in the shortest amount of time. The co-chairs of the LMS Implementation Team are Dr. Claudie Biggers and Mark Hutson. The Team is working under the direction of the EduServe consultants.

MILEAGE REIMBURSEMENT RATE – Since September 1, 2006, the AC mileage reimbursement rate has been \$.40 per mile; the State's is \$.50-1/2 per mile. Berg recommends AC adopting \$.48 per mile reimbursement beginning September 1, 2008. Cabinet concurred.

2009 BUDGET – Student workers are currently paid \$6.15 per hour; the amount per hour will go up to \$6.55 on July 24, 2008; and to \$7.25 per hour on July 24, 2009. It was discussed to budget \$6.55 per hour for FY '09 and take care of August 2009 student workers at that time. Berg distributed the FY '09 Budget Development Timeline. Budget packets will be emailed to budget managers and Cabinet members on February 28. The deadline for discussing preliminary budget requests with Cabinet members is March 27. Discussions within the Cabinet will be in March and April. Theresa Rider will send updated budgets to the budget managers and Cabinet on April 14. Salaries will be loaded in as they appear at the end of February 2008. The preliminary budget will be submitted to the Board May 27, 2008; a budget workshop will be held in June; and a request for budget adoption in August. Capital equipment will be handled differently as the computer replacement cycle should be in place. Computers to be replaced in the first cycle will have to be determined.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Doug Adcock was recently named the director of the Emergency Medical Services Professions; Paul Whitfield will continue to teach.

- ◆ Berg, Johnson, and Matney will meet with IT personnel to clarify Linda Hendrick and Terry Kleffman as interim team leaders of the IT division. They will attend future cabinet meetings and will turn to cabinet members when they need budget or personnel authorization, during periods when the President is unavailable.

Next meeting: February 19, 2008

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