

PRESIDENT'S CABINET MEETING

February 26, 2008

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Steven Jones

OTHERS PRESENT:

Linda Hendrick, Terry Kleffman, and Brenda Sadler

CARTER FITNESS CENTER FEE – There is currently a \$15 fee attached to every physical education class. This fee is also attached to distance education classes which do not meet in the Carter Fitness Center. These fees have been selectively reimbursed to students by Craig Clifton, Department Chair, Fitness & Life Services. Berg is going to set up a meeting with Jerry Moller, Division Chair of Behavioral Studies and Craig Clifton. The Business Office needs to determine what is taking place with these reimbursements. The procedure of charging distance education students a \$25 fee and then tacking on an additional \$15 fee seems to not be correct. Consensus of the Cabinet was that distance education students should not be assessed the additional \$15 fee but that students enrolled in an academic or hybrid physical education class will be charged the \$15 fee per class for use of the Carter Fitness Center. The catalog needs to list correct information regarding the fees.

2009 BUDGET – Cabinet members will get a spreadsheet with position requests already approved. 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. Computers will be systematically replaced in blocks. Forms have been created for each Cabinet area indicating when CPUs and printers were purchased and where they are located. Johnson distributed a sample of the form which pools computers and printers by Cabinet member area. Some replacements will be roll-down computers. We hope to have the IT CIO in place by March 15 and have them put together a team, make recommendations and execute this plan by July. They will be asked to determine which computers need to be replaced in the first year. The money for computers will reside in the Business Office budget until replacement begins, at which time the account will be pooled to individual departments as an expenditure. The computer replacement plan has been endorsed by the Cabinet. Currently there is not a schedule worked out for delivery and set up for the replacement computers. The question was raised regarding ordering the computers out of FY 08 money if the schedule is worked out by July. The Board would need to approve using this year's money.

SGA RESOLUTION – Johnson distributed a resolution drawn up by the Student Government Association regarding the Smoking Policy. The resolution in essence requested that on the Washington Street Campus to designate the following as "no smoking" areas, install signs stating such, and be enforced by the AC Police Department: the Biology Building porch, the corner of the Biology Building and Ordway Hall porch, the pillared areas in front of the north and south entrances to the Student Service Center, the east Engineering Building porch, the north and south outside stairwells to the basement of the Lynn Library, the north porch of Warren Hall, the cafeteria porch

and the north outside stairwells of the College Union Building. They request that the “no smoking within 10 feet of doorways” signs be extended to “no smoking within 20 feet of doorways” on the Washington Street Campus. SGA is also requesting a fine of at least \$5 for each violation of the smoking policy. Berg will take the resolution to Bruce Cotgreave, Director of Physical Plant, and ask Cotgreave to address this issue at the March 11 Cabinet meeting.

MISCELLANEOUS –

Berg expressed the urgency of discussing next year’s tuition and fee schedule. Theresa Rider, General Accounting and Budget Manager, figured the revenue of tuition and fees and determined that if tuition was increased \$1 per hour it would generate \$350,000. In the past few years, we have been fortunate because we have generated additional revenue by leaving the tax rate the same. Tuition and fees will be discussed at the March 5 meeting.

KACV will begin its pledge drive March 1. March 11 will be Amarillo College night and Board members will be asked to volunteer to answer phones.

On February 22, the Suzuki program celebrated its 30th anniversary; they awarded a plaque to Amarillo College. Matney presented it and thought it should reside in the President’s Office.

Communication plans regarding construction updates were discussed. Creating a website link off of the main AC website was recommended. Also, it was favorable to ask physical plant personnel to notify the people who will be displaced prior to construction. Berg recommended documenting the building process. He will check with Ken Pirtle, Division Chair, Visual Arts, about having photography students work on as a project.

Linda Hendrick distributed a handout regarding the average IT response time and packet loss on the West Campus for the past week.

Next meeting: March 5, 2008

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