

PRESIDENT'S CABINET MEETING

June 5, 2007

MINUTES

MEMBERS PRESENT:

Steven Jones, Terry Berg, Victor Fite, Brad Johnson, Paul Matney, and Damaris Schlong

OTHERS PRESENT:

Diane Brice, Kim Davis, Tommy de Jesus, Jerry Moller, Mary Clare Munger, Brenda Sadler, Bob Sloger, and Stephanie Wilkinson

“HAUNTED HOUSE” B BUILDING – Bruce Cotgreave had a request to use B Building on the West Campus for a haunted house next Halloween. Jones mentioned the liability issue and potential negative PR. He asked if the proceeds would go toward scholarships. Matney will visit with Preston Childress, Instructor, Mortuary Science, to find out for what the proceeds would be used. A final decision will be made at a later date.

ONLINE PRE-EMPLOYMENT CHILDCARE COURSE – Mary Clare Munger, Assistant Professor, Childcare Development, gave an overview of the course they wanted offered online. The course is designed for people interested in working in a childcare setting. The State mandates that all providers attend an eight-hour training prior to caring for young children. They were looking forward to providing the quality course on-demand for providers in the Texas Panhandle. By offering it online, employees could be hired one day and in the classroom the next. Munger said the turn over rate for providers in the childcare industry is 36%; there are around 1400 in the area. Stephanie Wilkinson, Behavioral Studies Academic Advisor, needed a graduate project for her Master's Degree and chose development of the pre-employment childcare course. She worked with Kim Davis, Director of Continuing Education, to get on the continuing education schedule of classes. The cost of the course is a problem because many who would take the course at AC could not afford it. Other providers offer an inadequate course for \$20. By offering the course for \$26 it would offer providers an opportunity to provide quality education to their staff. It must be determined if the course can be offered at the reduced rate before further development of the course is made. Many who choose to go into childcare are currently unemployed and cannot afford to pay a high fee. Currently, the tuition is \$16 and the distant education fee is \$25; Munger asked for a \$15 fee reduction for this course. There will be open enrollment and the student will sign up and pay up front. Munger and Wilkinson spoke with Tommy de Jesus and it was apparent that the information needed to be housed on the Amarillo College server. De Jesus did not see a problem in putting on the AC website through the course management system (CMS). In the beginning they do not want the course to be offered on WebCT. Munger requested trying this course as a pilot course on the AC web and eventually placing on WebCT. She said every childcare provider has to have this pre-training by state law. It was approved to let this course be a pilot program but to be closely monitored.

COUNCILS AND COMMITTEES – Matney said Faculty Senate, Classified Employees Council, and the Administrators Association have made recommendations to the committee memberships. He said that Janice Newburg has done an excellent job in streamlining the format to a point that they are almost ready to present their committee and council membership recommendations at a future meeting for Cabinet approval.

LEARNING MANAGEMENT SYSTEM – Fite indicated that there is a tight window in which to select a new system. We have until July 3 to evaluate Campus Cruiser. Bob Sloger has sought comments regarding the following two systems, Black Board and Campus Cruiser as we are looking at both systems. There is an on-line faculty group chaired by Lou Ann Seabourn who Cabinet feels need to look into and have input regarding both systems. Matney will send an email to all faculty giving them the opportunity to assist in the decision making.

CAMPUSWORKS DIRECTION – Jones asked Fite and Johnson to check with CampusWorks for the next step. Johnson distributed an article regarding a man who is part of CampusWorks and has in the past had some legal trouble. It appears that other college districts have chosen to select CampusWorks without going out for bid. Amarillo College will proceed with a bid process rather than going for a single source in hiring a consulting firm. We are looking for firms who can help us move forward in facilities technology. AC needs to provide a competitive bid process for the Board of Regents. We need to bring someone in to put a plan in place and then we will manage ourselves. We will require detailed parameters when writing up the RFP.

MISCELLANEOUS –

- ❖ Berg distributed an AC proposed 2008 budget to include assumptions for 2008 budget, a copy of the PowerPoint presentation, a schedule of revenues, and a detail expenditures listing by department. With current enrollment and conservative spending, the college will be able to end the 2007 fiscal year with retained earnings of approximately \$1.6M. Total reserves for the College might increase \$100K at the end of the fiscal year instead of the planned reduction of \$1.7M which is a savings of approximately a \$1.8M. There are 200 computers being requested in the 2008 budget; replacing faculty computers in their offices and classrooms will be addressed.
- ❖ Johnson distributed a PowerPoint handout regarding the Technology Planning Retreat which he will present to the Board either in June or August.
- ❖ The THEDUG conference will be held next week at WTAMU.

Next meeting: June 19, 2007

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