

PRESIDENT'S CABINET MEETING

July 17, 2007

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Victor Fite

OTHERS PRESENT:

Janice Newburg and Brenda Sadler

COUNCILS/COMMITTEES – A copy of the Amarillo College Councils and Committees was distributed. There was brief discussion and recommendations were made and others confirmed by the Cabinet. Matney and Janice Newburg will complete the make-up of the committees and will notify individuals regarding their council and committee memberships for the 2007-2008 year.

IT NEEDS – A BUDGET PROPOSAL – Johnson distributed an IT Infrastructure Development Plan draft. CampusWorks made recommendations to Amarillo College in May and set four priorities. There are three additional items implied in the report or that will be necessary to operate effectively. Following are the priorities:

- 1) Network capabilities and capacity
- 2) Classroom technology
- 3) Desktop/laptop equipment replacement schedule
- 4) AC would best be served with a single email/calendar system
- 5) IT management systems
- 6) Training needs
- 7) Development projects

It is estimated that \$350,000 is already included in the FY08 budget for these purposes. The two implementation strategies of whether to lease or buy computer equipment and phasing into a four-year equipment replacement schedule were discussed. Planning will begin in late fall 2008 to have ready for the FY09 budget timeline. We will need to inform faculty and staff that we are going to a new caveat next year and they should hold off ordering new computers if they can. We need a two page summary giving folks a timetable and explanation as to the infrastructure plan. By March 1 a decision will need to be made as to who will decide who will be included in the third to receive the first computers. Johnson is working on an RFP for the technical plan. The following policies are recommended to make a plan successful: 1) establish a technology contingency fund using the annual technology fee; 2) establish an equipment replacement schedule; 3) establish a technical plan; and, 4) develop IT budget funded from institutional and contingency sources. Johnson was asked to prepare additional information, a more concise plan draft, and to present at another Cabinet meeting.

GEAR UP GRANT – Johnson distributed a Gear Up Grant summary. Participants will be students entering the 7th grade in fall 2007 and graduating in spring 2013. This grant will follow these students through the six years of school until graduation. Services to be delivered include after

school and summer academic programs; tutoring; mentoring; advising; educational and cultural field trips; professional development for teachers; and parent involvement activities. The grant award is \$6.5 million for six years; \$1.1 million federal funds per year; and \$1.1 million in-kind matching funds per year. Amarillo College is the fiscal agent. A project director, administrative assistant, and assessment/data research specialist will be hired and officed at East Campus. Five Gear Up specialists will be hired and office at the five middle schools. The schools involved from AISD will be Bowie Middle School, Mann Middle School, Travis Middle School, Caprock High School and Palo Duro High School. Dumas Junior High School and High School and Hereford Middle School and High School will also be involved. Ramona Munsell and Associates will be paid \$75,000 per year for assisting us in the acquisition of the grant.

FIRST WEEK ACTIVITIES – A draft of the agenda for fall 2007 opening week activities was distributed. A few changes were recommended and a copy of the agenda will be emailed to everyone the first week of August. Matney will send a telephone message as well to faculty informing them of the upcoming schedule of events.

FACULTY SUPERVISORS COUNCIL RECOMMENDATIONS – Matney distributed a memorandum from the Faculty Supervisors Council which includes division and department chairs and program directors in the membership. The memo included the following recommendations: 1) to dispense with printed, academic class schedules (with selective exceptions) and to rely on electronic schedules for enrolling students; and 2) to restrict access to safari budgets; each budget manager should have access only to his area of responsibility and only with a proper login.

ADMINISTRATIVE/STAFF UPDATES –

There are only about 15 students each year in the International Students Program. Bob Austin recommended that we not participate in this program in the future. He believes these students are best served by universities; and the typical reason for them being here does not meet the College's mission. WTAMU has a staffed International Students Program which is in operation. We have a responsibility to the international students in that they are not suppose to work in the country or to only work on campus; sometimes we do not have jobs to offer them.

MISCELLANEOUS –

- ◆ AC and WTAMU have been working on an articulation agreement for over a year. This agreement would have AC students sign a contract for transfer to WTAMU after attending AC. Matney and others are working hard to make this partnership come to fruition.
- ◆ The President's Annual Management Report will be presented to the Board and they will be asked to evaluate the President and themselves.

Next meeting: August 7, 2007
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