

PRESIDENT'S CABINET MEETING

August 7, 2007

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Daniel Esquivel, Dale Kerbs, Dennis Leslie, Lynn Thornton, Brenda Sadler, and Renee Vincent

ONLINE BOOKSTORE DEMONSTRATION – Dennis Leslie, Bookstore Manager, and Dale Kerbs, Assistant Bookstore Manager, gave a PowerPoint presentation regarding the new online bookstore program. There will be a central link on the AC website and on the bookstore home page, but we will not advertise yet as it will not be in place this fall. They hope to have in place by spring 2008. There will be two online bookstores; one for Washington Street Campus and one for West Campus as they have different inventories. Kerbs and Leslie walked Cabinet through the steps for using the online bookstore. After the books have been ordered they will be shipped and it should take two to three business days depending on how far they have to be sent. Shipping fees will be \$10, 15, or 20. A person who is familiar with the bookstore could work full time to put book orders together for shipping. Federal Express will pick up book packages daily.

PROCUREMENT CARD – Berg distributed a procurement card program guide. He discussed the important points of the program: 1) monies must be available in one's budget before using the procurement card, 2) if procurement card guidelines are not followed an individual could receive corrective action, including termination, 3) the card is not intended to avoid or bypass appropriate purchasing payment procedures, 4) the card is not for personal use, and 5) card must be returned to the Program Administrator upon transfer to another department or termination. Multiple notifications to department for insufficient funds may result in revocation of card privileges and the proper Cabinet member will also be notified. There are approximately 50 procurement cards distributed to various departments.

STRATEGIC PLAN REVISION – Deferred. Johnson distributed the latest version of Goal 6 regarding new and expanded revenue opportunities of the Strategic Plan for Cabinet to read and make comments.

SHIVER-MEGERT – DETERMINING THE SHORT-LIST – Deferred. Cabinet and Bruce Cotgreave will meet after the August 9 special Board meeting to establish a short-list.

BRANCH CAMPUS DISCUSSION – Matney welcomed Daniel Esquivel and Renee Vincent who gave a presentation regarding their campuses to-date, their visions and plans for the future, and challenges of each campus. Vincent gave her presentation which is attached to the archived document and there was discussion. GED testing will be offered for the first time at MCC. Vincent is getting pressure from the MCC advisory committee and DISD to come up with a solution for online classes. Administration will look into the revenue problems at both branch campuses. It was discussed to develop a more true indirect cost at both branch campuses instead of the 8% they have now. There was conversation regarding charging a tuition differential at the AC branch campuses as other colleges who have branch campuses have this practice. Esquivel gave his presentation which will be attached to the archived document and there was discussion. The

Hereford Campus will begin their third year fall 2007. They are located in the north end of the old Shirley Elementary School building and use some classrooms at Hereford High School and HISD. The Hereford Campus needs more space and facilities as they have to house 43 classes currently and it now appears that there is no chance to acquire the rest of the Shirley Elementary School building. Jones requested having Esquivel and Vincent give the Cabinet a full report regarding their campuses at least once a year in the future.

Next meeting: August 21, 2007
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