

**PRESIDENT'S CABINET MEETING**  
**September 18, 2007**  
**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBER ABSENT:**

Terry Berg

**OTHERS PRESENT:**

Brenda Sadler and Lynn Thornton

**STUDENT APARTMENTS** – Lynn Thornton distributed a handout regarding student apartment occupancy from fall 2005 through fall 2007. In fall 2007, there were 80 beds available; 31 are filled which include the four apartment assistants and eight truck drivers from Stevens Trucking who are here for three weeks training. Occupancy rate, which does not include the truck drivers, for fall 2007, is 38.7%. At 40% occupancy rate, we will lose approximately \$56,000. Brochures have been made to advertise the student apartments and AC recruiters have encouraged students to look into the apartments on East Campus. When we stopped housing HEP students, the apartment occupancy rate dropped substantially. Feedback from students in Student Government Association regarding the student apartments included reasons for not living there because they do not follow student life philosophy; it became oppressive when we moved AC police out there; and young people do not want to live there with no restaurants or shopping facilities close by. Thornton and Berg will bring back recommendations and possible alternatives to the student apartments at East Campus.

**PAYPAL** – Thornton discussed this item in Berg's absence. He said that students who purchase online books have had to give out their personal checking account numbers. AC employees have made purchases for Amarillo College using the PayPal method and had to also furnish their personal checking account numbers only to have money for the purchases come out of their personal accounts. The best option given was to not use the PayPal method.

**REPORT FROM DATATEL EXECUTIVE FORUM** – Johnson distributed a memo regarding the report on the Datatel Executive Forum on September 11. He and Fite attended a meeting held by Datatel regarding the corporate direction and plans for the next two to four years. They visited with John Speer, president and CEO of Datatel, and were told that their corporation decided to abandon their partnership with TimeCruiser, who furnishes us myAC, and devote their energies and attention to the development of ActiveCampus, their own portal. For at least five years they will not change databases which we use, however. We can continue to use myAC without problems for about three years, if we so choose. The decision of what course of action to take regarding myAC will be made by December. Fite indicated that over the Christmas break, IT personnel will convert our email from GroupWise to Outlook. We may want to reconsider continuation of the contract with myAC in order to maximize use of the Title V funds; we are in year three of a five year grant. We need to take a close look at choosing the host for our Learning Management System. Faculty members have been testing Blackboard and TimeCruiser; Bob Sloger, Director, E-Learning Center, is collecting faculty recommendations. Matney anticipates that faculty will have plenty of time before any change and opportunity to make recommendations. Faculty should be informed of the change and its necessity

since the product will be no longer available. It is essential to make Datatel understand the importance of AC having a couple of IT employees at development and discussion meetings in order for them to bring back pertinent information to share with AC employees. Action which needs to be taken immediately is to talk with faculty about this information and request their feedback and also to meet with Bob Sloger and Lou Ann Seabourn to decide what the next steps should be in order to make this a smooth transition.

**IT TACTICAL PLAN RFQ** – Johnson distributed a copy of EduServe’s response to AC’s RFQ in development and implementation of a tactical Technology Plan. A recommendation will be made to the Board to employ EduServe as consultants rather than IT managers. Cost will be \$38,000 plus travel, not to exceed \$49,000. We plan to have an informal report by Christmas and a finished report for Regents at the February Board meeting.

Johnson distributed a draft of a memorandum which will be sent out from the Cabinet regarding the physical inventory of IT equipment in each area. We will need this information back before we start figuring costs regarding the IT technology plan. A copy of the AC Equipment Disposal Form was also attached and needs to be completed if items on the inventory list are no longer in Cabinet member’s area. The deadline to have the information completed and returned to Carol Bevel in the Business Office is October 12. It was suggested to add a paragraph to the memo regarding the replacement transition schedule.

**INSTITUTIONALLY REQUIRED TRAVEL** – It was determined that if a trip is for the benefit of the traveler’s area, it comes out of their budget and if the trip is for the good of the College as a whole, it comes out of the Institutional Travel account.

**COMPETENCY INCENTIVES** – Johnson referenced Goal 7.2.1 of the Strategic Plan - Train employees to be technically proficient. He suggested introducing conversions in the three employee groups and possibly testing to assess how much technology knowledge each employee has. He recommended exploring the viability of a computer skills proficiency certification appropriate for employees which could be tied to additional compensation. Training could be offered to employees who wished to raise their skills to the appropriate level for their work area. Johnson was requested to research this issue further and bring a recommendation to another meeting.

**BOND ISSUE QUIZ** – With the upcoming bond election, Johnson distributed a “bond issue quiz” to determine how much information Cabinet members are familiar with regarding facts of the bond issue. Most knew the correct answers, because many presentations are being conducted in the community by Cabinet members. Using the bond fact sheets distributed by College Relations, most employees should be able to refer to them for correct responses.

**THECB GOVERNING BOARD CONFERENCE/STAR AWARDS** – It appears that no AC program applied for the STAR Award this year. The THECB Conference is on the same weekend as the TCCTA Conference only in a different city. Board members will be made aware of both conferences and asked if any wish to attend either.

## **ADMINISTRATIVE/STAFF UPDATES –**

- ◆ Jones updated Cabinet members on the new management at KACV-TV/FM. Ellen Green has been named Dean of College Communications and Marketing at Amarillo College, effective October 1. She will be responsible for overseeing the marketing of the College, community/media relations, and KACV. Linda Pitner will begin her duties as Executive Director of KACV operations on October 15.
- ◆ Johnson will renew AC's membership to Panhandle Twenty/20 and pay out of his budget.
- ◆ Steve Dutton has resigned as Biology Chair and has taken a medical leave this semester and will officially resign at the end of the fall semester. Regret was expressed by all.
- ◆ Fite reported that Heath Patterson, Network Security Engineer, has resigned to take a position at BSA.
- ◆ Classes for Tyson Food employees will begin this coming Saturday.

Next meeting: October 2, 2007

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