

**PRESIDENT'S CABINET MEETING**  
**October 2, 2007**  
**MINUTES**

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Brenda Sadler

Jones welcomed Ellen Green to the Cabinet. Green reported that KACV plans to generate an enhanced partnership with the academic programming and produce more local productions. FM-90 has begun running one-liners on the station regarding the upcoming bond election.

**STUDENT APARTMENTS** – Berg distributed a handout concerning the student apartments. He pointed out that the occupancy rate started declining the year after the HEP students moved out. Fall 2007 information indicates the apartments are 39% occupied. Of the 31 students, five take classes on the East Campus; ten at Washington Street; and 16 at West Campus. At 50% occupancy, we are losing \$55,970 each year. Jones asked Berg to obtain information regarding student occupants' race, gender, their majors, and what the cost would be to help these students relocate until they can complete their education objective at AC; distribute a report for Cabinet review; and present an approved report at the January Board meeting with a relocation study attached.

**PHARMACY TECHNICIAN CE TRAINING/WTAMU** – Matney read where WTAMU plans to offer a CE Pharmacy Technician Training program; it will be a 12 week program and meet twice a week. Amarillo College offers a Pharmacy Tech program along with 27 other one-year certificate programs. It was discussed that there should be more conversations between AC and WTAMU personnel regarding programs and partnerships. Jones will call Dr. O'Brien and set up a meeting to include himself, other AC administrators, and WT administration to discuss the Pharmacy Technician program; the University Center; and Clinical Simulation.

**ADMINISTRATIVE/STAFF UPDATES –**

- ◆ Linda Pitner will start her duties as General Manager, KACV, on October 15.

**MISCELLANEOUS –**

Berg said the auditors from Clifton Gunderson are on campus and will be working on the annual audit at least the month of October.

HB 534 states that after September 1, 2007, the College may lease or convey real property or any portion of that property to any other party. An appraiser has been contacted to look at the land at NE 27<sup>th</sup> Street on the East Campus. Several individuals have inquired about buying some of the property. The tax appraisal for the land at \$.10/square foot is \$4,356 per acre.

Johnson distributed a statement of work for the EduServe approach for Amarillo College. The team from EduServe will set up dates for when to come on campus; this should be in mid-October

through November. The team will collect and review documentation prior to their initial visit. They will identify and clarify the vision for the technology plan; interview employees; review current technology plans; develop a functional, flexible plan to include a budget to meet the priorities of the plan; and develop a management strategy to implement the technology plan. A preliminary report will be available by December 15 with a final report available by January 31, 2008; a presentation will be given at the February 2008 Board meeting which should fully present the tactical planning priorities, funding requirements, and strategies to meet AC's strategic goals.

The Harrington Fellows Project will be hosted this year at WTAMU; AC hosted it last year.

In a recent Panhandle Twenty/20 meeting, the Amarillo Area Foundation and the Twenty/20 Board discussed that one of the most significant aspects of the plan is the University Center and that Amarillo College should be the catalyst in this project.

Jones discussed three articles that were sent to the Cabinet recently regarding a report from Virginia Tech which identified some of their emergency preparedness problems. More training regarding emergency awareness should be conducted on campus. The Business Office has had one training session given by Ed Wynn.

Jones asked that Bob Austin, Associate Dean of Enrollment Services, research and then make a report to Cabinet regarding the new State class drop law.

Green plans to bring an RFQ recommendation to the November Board meeting regarding a marketing researcher.

Next meeting: October 16, 2007  
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