

PRESIDENT'S CABINET MEETING
November 6, 2007
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Victor Fite

OTHERS PRESENT:

Jon Bellah, Danita McAnally, Delton Moore, Brenda Sadler

INSTITUTIONAL RESEARCH DATABASE – Danita McAnally, Delton Moore, and Jon Bellah walked the Cabinet through the Institutional Research's Assessment Development program on-line. Bellah was the one who built the program. The database will be moved to the portal. McAnally said the word needs to be communicated as to what IR has to offer. Moore demonstrated how one could access the database and request special reports from IR. When an individual logs into the program it will pull up their profile. They must then enter their new request; request the type of report; name their request; fill in a detailed description with instructions; type in date needed; and then submit the request. IR will prioritize and edit all requests. Matney asked McAnally if she, Moore, and Bellah would present this demonstration to the Vice President's Council and Faculty/Supervisors meeting. Campus-wide awareness and training of this tool need to be expanded.

EDUSERVE CONSULTANT VISIT – The lead EduServ consultant, Dr. Barbara Vrana, will be on campus on November 12 for a work session. When the consultants were on campus last time they commented on the outstanding IT division and its leadership. They indicated AC's network was on-track.

AC POLICE RESPONSE – Matney distributed a letter from the Phi Theta Kappa sponsors regarding a recent incident involving Amarillo College Police. The letter complimented the officers who responded to a call from one of the sponsors regarding a belligerent individual disrupting the PTK induction a few weeks earlier. They wanted to thank the department for their quick response, genuine concern for their safety, and professionalism.

REESE TECHNOLOGY CENTER – Schlong distributed handouts she had regarding a recent High Ground of Texas event she attended which included a tour of the Institute of Environmental and Human Health located at the Reese Technology Center. Reese was an Air Force base which was converted into a business park. She also visited with Todd Reno, Director of Business Development at the Reese Technology Center. Schlong related how beneficial she thought a visit to the Reese Technology Center would be by Bruce Cotgreave and Ed Nolte for plans regarding East Campus improvement and future utilization. The Reese Technology Center is a world-class research, education and business park facility which conduct educational training for Texas Tech University and South Plains College. It is on 2,500 acres; has facilities and land available for lease; houses a high performance computing center; job incentive program; conference center/seminar space, etc. A handout of the PowerPoint presented at the High Ground of Texas meeting was also distributed.

TUITION SCHOLARSHIPS AND VOLUNTEER INSTRUCTORS – Schlong distributed a copy of section DEB – Compensation and Benefits of the Board Policy Manual. She requested interpretation of item number two under Tuition Scholarships. Item number two – Non-appointed part-time employees (less than 50% time) may enroll for any college class tuition free. The part-time employee must be working during the semester or period of time during which the class is offered. Part-time employees will be limited to a maximum of six semester hours, or its equivalent (96 clock hours), of tuition scholarships in any one semester. Schlong told that in Leisure Studies she has 15 volunteer instructors teaching classes; they do everything a paid instructor does, but just do not get paid. The Tuition Scholarship section does not cover these volunteer instructors; there are on occasion volunteer instructors who want to take CE classes and would like to take advantage of the tuition scholarship and have been told they are not eligible. The intent of the tuition scholarship was to be offered to paid employees. It was discussed to design a non-transferable certificate to give to volunteer instructors each semester they teach to allow them the appropriate number of tuition-free classes; these certificates would be presented to the Business Office at the time of registration.

INCLEMENT WEATHER – Green said the plan which was in place last year should work this year; we will most often choose to close campuses after learning AISD’s decision. Between 5:45 and 6:00 a.m. Green should be alerted to AISD’s decision. Evening class closures will be decided by Amarillo College administrators by 3:00 p.m. The information regarding campus closures will be placed on the AC website and television stations first and then the AC main line telephone message will be changed to reflect that information.

MISCELLANEOUS –

Schlong distributed a post card regarding the Continuing Education Class Schedule which will be sent to households who have individuals who have taken CE classes within the last three years. Students who want to receive the class schedule will tear off the half that requests a schedule be mailed to their address. The card is a postage-paid request for the next semester’s class schedule. The post card will save the College money; in the past 115,000 CE schedules have been printed and mailed out; and there were 74,500 post cards printed for spring 2008.

There are certain positions at AC which are harder to hire and retain; we need to identify and target those positions/categories for an across the board salary analysis.

There will be an election watch party tonight in the home of Sharon Oeschger.

Next meeting: November 20, 2007

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