

PRESIDENT'S CABINET MEETING

November 20, 2007

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

NEXT STEPS – We won the election... now what? Cotgreave distributed an Academic and Laboratory Questionnaire from the facility programming and consulting firm, Shiver Megert and Associates, which will serve as a tool for projecting the space requirements for the new Nursing and Allied Health Building and the interdisciplinary Wet Lab Building. This questionnaire will be distributed to faculty and staff who will be utilizing these buildings. Shiver Megert personnel will be on campus on Monday, 11/26 and Tuesday, 11/27 to visit with targeted groups. On Monday afternoon they will meet with the Cabinet first and then with biology faculty from 3-5. On Tuesday morning they will meet with nursing faculty and with the allied health in the afternoon. We will eventually end up with a book which identifies what is needed by all areas academically and mechanically.

Berg told Cabinet that Amarillo College owns all but one house on Harrison and Van Buren between 22nd and 24th Streets. We will make use of the two opera houses and the house at the corner of Harrison and 24th. Personnel are reviewing the option of temporarily moving costume house contents to under the stage of the Experimental Theatre. We are currently looking for a location to move the Literacy Council. The other houses we own will be moved or torn down for a parking lot.

FINANCIALS – Berg distributed the October 31, 2007 financials and the expenditures budget status report by category and department. Berg addressed how we will sell bonds; he indicated we will need a timeline first, and a financial strategy to determine how the cash will flow.

OVERLOAD COMPENSATION POLICY – Johnson distributed a copy, which is attached, of a recommended policy addressing compensation of non-instructional faculty/staff when they teach courses. Johnson explained the need for the policy came about when it was discovered various departments were following differing practices for the same circumstances. The policy addresses the difference between teaching during normal work hours and teaching outside those duty hours. It also outlines the use of professional gift certificates – which may be used to recognize the initiative of staff who agree to teach during their work day.

It was agreed a specific process should be developed to administer professional gift certificates. Johnson will work on that process.

MISCELLANEOUS –

Johnson updated the Cabinet on the Clinical Simulation project. Dr. Richard Jordan, Dean of the Texas Tech University School of Medicine at Amarillo, would like to see the project become a stand-

alone “simulation hospital.” He would like a new building built in Amarillo for this purpose. If this expanded vision comes to fruition, it increases the likelihood that Building B on West Campus will be needed as a temporary facility. Johnson should know more after the next meeting on December 17. To cover the increased costs of any simulation center, regardless of size or scope, a new simulation fee may need to be added for nursing students in FY 2009. This will be discussed during the FY 2009 budget process.

A sign was displayed at the old Albertson’s building at 18th and Washington stating that it was up for auction. This will be looked into further.

Next meeting: December 4, 2007

bs

Policy: Compensation of Non-Instructional Faculty/Staff for Overload Teaching

1. Compensation of instructional faculty for overload will continue according to already-established policies. This policy makes no changes to those arrangements.
2. Exempt employees (Classified, Administrators, and Non-Instructional faculty) teaching during their normal work hours receive no additional compensation – the work is at the discretion of their supervisor and is considered part of their duties-as-assigned.
 - a. These employees may receive a professional gift certificate (PGC). Guidelines for use of the PGC are detailed on the authorizing form, which must receive appropriate approvals before the term begins.
 - b. Anything purchased with a PGC is considered Amarillo College property.
3. Exempt employees teaching classes outside their normal work hours (evenings, weekends, lunch hours, online) will be compensated under the part-time/overload pay scale. If the lunchtime teaching takes more than one hour, the time will be made up according to the arrangements with the supervisor.
4. Employees receiving compensation under #3 (above) will not perform duties associated with those classes during their normal workday.
5. These policies and expectations are relevant to all academic courses taught by Non-Instructional Faculty, Classified, and Administrators, regardless of the division to which they report.

* Non-exempt employees working more than 40 hours per week must be paid time-and-a-half in all circumstances (federal law).