

PRESIDENT'S CABINET MEETING

January 9, 2007

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bob Austin, Danita McAnally, Ellen Robertson, and Brenda Sadler

2007-2008 CALENDAR PROPOSAL – Bob Austin distributed the proposed 2007-2008 calendar, the AC academic calendar history, and a U.S. calendar of holidays observed for 2007 and 2008. He proposed that August 27 be the date fall classes begin. Austin said classes have to be started by that date in order to get the 16 weeks in the semester. The proposed changes for the spring 2008 semester were the dates of spring break which is March 17-23; it coincides with AISD's spring break. Summer I classes would begin on May 27 and end on July 2. The proposed 2007-2008 calendar was approved by Cabinet.

There was discussion regarding payment plans during summer; Berg said he would revisit the statutes for summer. It was suggested to check with banks to find out if any would loan the money to students to take summer classes; Berg will check with Amarillo National Bank first.

GRANTS REPORT UPDATE – Danita McAnally distributed an update on grant compliance. Johnson stated that there has been grant development at AC for a long time, but not grant compliance. He has allowed the grant manager to handle the compliance. A grants' development archive has been established to protect the institution's projects. McAnally said there is a lot of trepidation among employees to take on management of grants. A grants/contracts management handbook was created to help grant managers take ownership of and responsibility for their grant/contract. A copy of the handbook was distributed. Cabinet members, department heads, and project managers need to have a copy of the handbook. Cara and the compliance office will work closely with Britt Sosebee who works with and handles most of the grants/contracts fiscal needs. Cara will hold compliance meetings with all grant managers by the end of February. McAnally said each grant project manager should read the handbook. Time and effort reports will continue to be processed quarterly, accurately, and through the grant accounting office. These reports will be filed so that if we need information for an audit or if personnel changes there will be a way to get to it easily.

The Title V determination for Hispanic eligibility was distributed. Our proposal has been based on Hispanic students' numbers in a database derived from students' applications. The DOE chose to look at the Texas Higher Education Coordinating Board's numbers for AC's Hispanic students and IPEDs; therefore, we did not make the cut. We are in the process of writing another application for Title V.

RENEGADE FUNDRAISING – There are still a few problems with being made aware of who is approaching potential donors and who is getting repeat requests. The Clearinghouse needs to be made aware. Johnson is the liaison to the AC Foundation. When fundraising, the Cabinet members need to be informed of and approve the application. Requests need to be posted in the Clearinghouse. Some donations have been reported to the Clearinghouse; individuals need to use

their own judgment as to what needs to be reported; small contracts can be managed easily, but grants of any size need to go through the Clearinghouse.

WINDFALL GIFT POSSIBILITY – Serious collaborations with other institutions are taking place. WTAMU seems serious in partnering with AC on the healthcare simulation and university center; it is becoming more plausible. The IT division needs to be made aware of equipment needs.

EAST CAMPUS BOOKSTORE – Berg distributed a memo regarding the resignation of the East Campus bookstore manager. There seems to be an opportunity to make changes to this 19-hour per week position. Berg said that the EC bookstore is a small operation. Following were discussion points regarding how to handle. 1) Maintain status quo; 2) expand the hours with full-time coverage at a profit loss; 3) close the store and move inventory to the Washington Street Campus; 4) move most of the EC bookstore inventory to Washington, but leave a small amount there with limited hours during first week of classes; the store could be manned with Washington Street bookstore employees. If #4 is selected, East Campus faculty would need to be involved and a schedule created; a notice would need to be placed on the bookstore door letting students know what would be available at the Washington Street Campus bookstore and we might need to employ a courier to deliver books.

COMMUNITY NEEDS COMMITTEE – The first meeting was held on January 8. Minutes were taken and will be sent out. Future meetings may include tours. The West Campus tour may need to be split into several groups going to separate areas led by Sheryl Mueller and Bill Crawford and then switching. The East Campus tour will probably be a bus tour. The Washington Street tour will need to be split into three or more groups to get through the campus. There will be planning sessions prior to the next meetings. Buses need to be ordered which will cost \$450 for four hours. Berg will have someone in his area take care of ordering the buses. Tour guides will need to have the same fact sheets in order to stay consistent with their information. The SACS report will need to be utilized. Statistics reflecting total number of students in each program will need to be furnished each member on the tour. A chair and steering committee will be selected. Whenever a community needs committee member requests something, we need to deliver; however, there cannot be any qualitative value statements made by Amarillo College personnel.

MISCELLANEOUS –

Ann Britt was hired as the Language, Communication and Fine Arts/Business Divisions' advisor, replacing Janice Joyner who will retire at the end of January.

East Campus family housing is running at 97% occupancy; there are nine vacant houses.

Next meeting: January 16, 2007

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