

PRESIDENT'S CABINET MEETING
February 6, 2007
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Steven Jones

OTHERS PRESENT:

Brenda Bussey, Patsy Lemaster, Brenda Sadler, and Lynn Thornton

EMPLOYEE SCHOLARSHIP – A draft of the proposed changes to section DEB – Compensation and Benefits – Fringe Benefits, Tuition Scholarships, of the Board Policy Manual were distributed. The necessary changes came about partially due to retired personnel taking classes at Amarillo College and wanting to use the employee scholarship. The following part of the policy includes the greatest change:

3. **Amarillo College** Retired employees (as determined by the ~~Uniform Group Insurance Program~~ **Teacher Retirement System and retired with ten years of full-time benefits eligible service at Amarillo College**) have the same benefits as full-time employees.

It was recommended to give a copy of DEB of the Board Policy Manual to retirees in their departure packet to clarify who is eligible to use the employee scholarship. The proposed Board Policy Manual changes will be taken to the Board at the February Board meeting for acceptance.

PROFESSIONAL DEVELOPMENT – Johnson recommended to “stop-doing” the tracking of activities documented by the Record of Staff Development and shifting the responsibility for tracking to the employee. The staff development form was used to submit external conferences, workshops, and outside training to be included in the external professional development transcript. It was decided by the Cabinet that the external professional development transcript will no longer be maintained by POD; employees’ internal professional development will continue being tracked through attendance records. Documentation for outside activities will be maintained by individuals and used for annual evaluations and award opportunities.

TUITION ISSUE – Recently, there was misinformation printed in the *Amarillo Globe News* regarding Amarillo College having the lowest community college tuition in Texas. We are getting ready to go into another difficult budget year and that sort of mistaken information raises difficult questions from college personnel. Amarillo College is actually 19th in the State for lowest tuition.

ONLINE FACULTY COMMITTEE – Matney distributed an online faculty advisory committee document. He proposed appointing an advisory committee for online classes. The mission of this committee is to involve faculty in the process of improving online teaching and learning, and to improve the development of online courses at Amarillo College. Faculty committee members will provide important input into issues involving online and web-based instruction. The committee will be appointed by the Cabinet; members will rotate off so as to keep continuity. The committee will be comprised of the following: the Associate Dean of Instruction; the Director of the E-Learning

Center; one faculty member with online teaching experience from each academic division; and a Continuing Education representative with online teaching experience. Following were individuals suggested to serve on the committee: Lou Ann Seabourn, Bob Sloger, Becky Easton, Preston Childress, Steven Beckham, Richard Pullen, Judy Massie, Kim Hays, Judy Johnson, Larry Adams, and Linda Reed. Dr. Matney suggested that this be approved by the Cabinet as a permanent advisory committee. The Cabinet approved.

2008 BUDGET – Berg distributed and discussed a memorandum regarding FY 2008 budget packets which will be sent to budget managers and budget supervisors on March 1, 2007. Budget packets also will be on the P drive. Salaries as of March 1 will be loaded for each employee; all changes after that date will have to be added to the adjustment column. Capital equipment will be zeroed out. Budget requests will be due to Theresa Rider on April 2. No new personnel should be requested; those positions already in the budget do not have to be justified again, but should be looked at closely to give good reason for still needing. As people come off of grant funding, their salaries will need to be adjusted in the institutional budget. Student help, both intuitional and federal work study, needs to be budgeted at \$6.15/hour x number of weeks. The mileage reimbursement rate is still at \$.40/mile. Perkins travel and capital should be put on the Perkins forms. The preliminary budget worksheet is not required to be turned in to Theresa, but should be filled out. So far in the legislative session appropriations are down \$1.8 million; proportionality has not been introduced yet. Reallocation of contingencies will be discussed at the next meeting.

MISCELLANEOUS –

- ❖ During Spring Break, on March 14, Colleague and WebAdvisor will be taken down for updates.
- ❖ On March 14 at 3:00 pm, the Center City consultant, James Toal, will present his plan for Amarillo. Amarillo College needs to be present for this meeting at the Amarillo Area Foundation; Berg, Johnson, Matney, and Schlong will all attend.

Next meeting: February 20, 2007

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