

PRESIDENT'S CABINET MEETING
March 6, 2007
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Brad Johnson

OTHERS PRESENT:

Bob Austin, Steve Chance, Linda Hendrick, Ellen Robertson, Brenda Sadler, and Ed Wynn

EMERGENCY PROTOCOLS/MEDIA AND OPERATIONS – Jones formed two committees in 2005 and asked for an update. Linda Hendrick said that software was purchased and the first meeting was held on December 14, 2005; they met again in October 2006. She met with Ellen Robertson, Ed Wynn, Ed Nolte, and Alex Chancia. They received information from Moore County and Community Link. Amarillo College is National Incident Management System (NIMS) compliant. Ellen Robertson advised that AC should have employee training. Once the software is entered on the computer, Ed Wynn said the research and training will be extensive though some of the information will not pertain to us. Jones urged the committee to get the program running by July 1. Wynn, Nolte, and Chancia are meeting every two weeks. They are working with the Amarillo Police Department and will address tornado procedures after spring break. Jones requested that Wynn provide him a list of personnel by April 15 to enable us to have running by July 1. Training was discussed as most important and coordinating a list of radio frequencies, contact names, and phone numbers.

AVIAN FLU PANDEMIC PLANNING – Wynn met with Brenda Bussey, Preston Childress, Bill Crawford, and Sheryl Mueller. They participated in a teleconference in August 2006. Since the teleconference they have been compiling information. Procedures for a plan should address any pandemic. The World Health Organization (WHO) put the Avian flu pandemic plan into six phases; they are in the 3rd phase now as it is still mostly isolated with poultry and birds. The Centers for Disease Control (CDC) and WHO are working on plans for any pandemic. Wynn said a plan draft for Amarillo College has been typed and the committee plans to discuss it at a meeting in two weeks. Jones would like to have a plan in place as soon as possible. Wynn said that other college plans which have been reviewed have healthcare centers on campus. Waivers would have to be signed by students and staff before vaccines could be administered. Fite reported that the City has a plan in place that we might ask them to review it.

CRIMINAL TRESPASS HOLD/COLLEAGUE – Schlong conveyed an instance of an individual who has come into the B & I Center and abused the men's restroom on several occasions, but because he has met with an AC advisor in the past about an interest in attending Amarillo College, AC police were hesitant to issue a trespass warning. Steve Chance, Corporal, AC Police Department, told the Committee that a trespass warning cannot be given to a current student. Trespass warnings are usually issued after verbal warnings are given. There are currently 270 trespass warnings at Amarillo College of which 142 of them are not known to Colleague. Fifty-three percent may have violated trespass warnings by attending classes on campus. Schlong recommended entering trespass warnings on Colleague and staying current. She suggested employees be able to pull up

information in Colleague on any AC trespass warning recipient. Schlong suggested that AC Police be the only ones who can enter and lift trespass warning holds in Colleague. Students who are registered sex offenders are supposed to inform the registrar's office each year. Bob Austin, Associate Dean, Enrollment Management, said there was not a set policy in place for this yet.

COLLEGE CLOSING DECISION – Matney expressed concern over the recent closing of AC campuses after 6:40 a.m. Allied Health and Nursing students who have to be in class by 6:15 and 6:30 a.m. were already in class when the cancellation was communicated. He said that if the decision is not made until 6:15 and not broadcasted on the television news stations until after 6:30 a.m. some students are already on their way to class. The campus closure decision is usually concurrent with AISD's decision and can be found first on the AC website. Jones said that if individuals have classes that begin earlier than "regular" classes, the head of the program or instructor will need to make those decisions.

MICROSOFT VISTA & OFFICE 2007 – Fite reported that he will hold off installing one of the two upgrades. GroupWise is not compatible with VISTA as far as the operating system. User support personnel are testing it. Fite said XP will be supported another two years and he might wait another year to install VISTA. Most computers on campus are not able to be upgraded. Jones questioned if the technology fee might be used in purchasing new software and programs; Fite said that the technology fee is currently being used for operating expenses; Jones requested that the fee be set up as a designated fund.

CONTINGENCY REALLOCATION – Berg discussed the requests for contingency reallocation. They are as follows:

\$ 40,000	Parking lot repairs/snow removal
60,000	Storage Array Network (SAN)
16,500	GED testing
<u>15,000</u>	Travel money
\$ 131,500	

Berg would like to request Board approval at the March meeting. Berg reported there is \$134,000 left in the Strategic Plan Contingency fund.

TUITION INCREASE – Berg distributed handouts. He stated that if tuition/fees are to be increased for fall 2007, the request to the Board must be made at the March meeting; fall registration begins April 16. Discussion ensued; Berg was asked to run numbers for a \$2/fall and \$1/spring increase. There will be further discussion at the next meeting.

2008 BUDGET – Budgets forms are online and need to be turned in to Theresa Rider by April 2.

MISCELLANEOUS –

- ❖ The Science Fair held at Amarillo College on March 17 was a huge success.

Next meeting: March 20, 2007

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