

PRESIDENT'S CABINET MEETING
March 11, 2008
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Ellen Green

OTHERS PRESENT:

Bruce Cotgreave, Linda Hendrick, and Brenda Sadler

NO SMOKING POLICY – Bruce Cotgreave distributed a drawing of the Washington Street Campus and highlighted the sites which he proposed to designate as no smoking areas. He spoke of the areas which he had placed benches and additional ash cans. Highlighted areas included the porch entry way which is on the south side of Ordway Hall and Biology buildings, east entry way to the Biology building, the entry way which is east of Durrett and north of Engineering, the north and south entry ways of the Student Service Center, the north and south stairwells of the library, the west porch of the College Union Building, the north stairway of the CUB, and the northwest entry way of Warren Hall. It was discussed that signs would be placed in all of these areas but enforcement will be the key. Berg distributed a legal opinion from the City attorney regarding the effect of the proposed smoking ordinance on colleges. He read an item which affects Amarillo College if the proposed ordinance is enacted, "It would not be applicable to facilities owned or used by public agencies such as Amarillo College, West Texas A&M, Texas Tech, or others." Berg said currently we have a policy which states there will be no smoking in buildings and no smoking 10' from building entrances; it is up to AC to determine its own smoking policy. He and Lynn Thornton will have a discussion with Chief Duval regarding the enforcement of the smoking rules and the cost of fines. Cabinet approved the designated no smoking areas and placing or replacing more benches away from buildings and accepted the Student Government Association's resolution.

TUITION/FEES – Berg restated the tuition/fee increase which was discussed and recommended at the last meeting. Recommendations were to increase academic tuition by \$2.00/hour which would raise it to \$34.00/hour; roll the matriculation fee, which is currently \$6.00/hour, into the general fee which is \$7.00/hour and to raise it by \$2.00/per hour which would bring the total to \$15/hour; and increase the technology fee by \$1.00/hour for a total of \$8.00/hour. The increases would augment revenues by approximately \$0.9 million. Out of district fee per hour would increase by \$1.00 to total \$17.00/hour and out of state tuition raised to \$70.00 from \$66.00 per hour.

Schlong said she would like to add a \$2.00 technology fee to continuing education non-sponsored classes; increase continuing education tuition from \$1.90 to \$2.10 per hour for occupational classes; leisure studies tuition from \$2.10 to \$2.30 per hour; and sponsored classes from \$19.00 to \$25.00 per hour. These increases are being evaluated to determine revenue impact. Only academic class tuition/fee increases proposed will be presented to the Board for approval at the March 25 meeting.

It would be more beneficial to list the tuition/fee schedule on the E-catalog only and not in the paper catalog because at this time decisions have to be made around the paper catalog publication deadline and changes to the E-catalog could be easily prepared anytime.

AEDC/AISD/AC WORKFORCE DEVELOPMENT PROJECT – Schlong distributed a copy of the AEDC/AISD/AC Workforce Development Collaborative. The efforts will focus on the following career clusters: manufacturing, architecture and construction, finance, and transportation, distribution and

logistics. The formal program will be designed with AISD's technical programs for careers and industries. Curriculum changes for AISD and AC would be implemented to include soft skills training. A marketing firm will be hired to develop a plan to name the program, create a website for the program, market the program to students in kindergarten through high school, and the under employed, communicate to the community, and to form partnerships with employers and media outlets to gain exposure about the program. Besides Amarillo College others who are currently part of the collaborative effort are AISD, AEDC, Panhandle Twenty/20, Amarillo Chamber of Commerce, and the *Amarillo Globe News* has been invited to participate. A "buy in" community meeting is being planned and local employers within the targeted career clusters will be invited. Johnson will ask Green to modify her marketing target career clusters to coincide with the above marketing plan.

NEW VOICE MAIL SYSTEM – Hendrick stated that they had hoped to install a new system during spring break, but we will have to send out an RFP. If the cost of the system is under \$25,000 it will not have to go to the Board for approval; only be presented as an information item.

MISCELLANEOUS – Cotgreave distributed a site plan from Shiver-Megert for the new parking lot and new multistory laboratory building. He said all houses have been vacated and sold. Sixty-two parking spaces will be lost in the Herring Lot to allow for the new lab building. The Adult Literacy Program will be moving to the house on the corner of 24th and Harrison; they are being charged \$250/month rent. The Costume House will be next door to the Adult Literacy program; and Opera will occupy the house on the corner of 24th and Van Buren and the one next door. Forty-eight new trees will be planted around the new parking lot, but four existing trees will have to be taken out. Cotgreave explained that he would be meeting with people at City Hall to find out if they will allow us to use part of their easement for parking places; if they will not, we will have to move some spaces on the west side back from the street of the new lot which could eliminate some spaces. Bob Sanders, College attorney, is drawing up a contract for the new manager-at-risk firm, Page & Associates.

The Equipment Replacement Support Team will include Terry Berg, chair; Ken Pirtle; Duane Litner; Jerry Moller; Mark Hanna; Delton Moore; Jeff Gibson; Lynn Thornton; Brad Johnson; and the IT CIO.

Schlong and Judy Johnson, chair, Access Learning Center, will represent Amarillo College at the Texas Health and Human Services Commission discussion of the Refugee Resettlement Program on March 13.

Matney attended the HEP graduation on March 9; 57 GED graduates participated; a 97 year old woman received her GED.

Patsy Lemaster will be active in setting up sessions for crisis management training for AC employees. She will work with Hendrick to get these set up.

An articulation agreement with Eastern New Mexico University and Amarillo College in business administration is being prepared.

Next meeting: March 18, 2008
bs