

# **PRESIDENT'S CABINET MEETING**

## **April 3, 2007**

### **MINUTES**

#### **MEMBERS PRESENT:**

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

#### **OTHERS PRESENT:**

Patsy Lemaster, Danita McAnally, Lynn Thornton, and Brenda Sadler

**EMPLOYEE PERFORMANCE EVALUATION CHANGES** – A revised Employee Professional Development Plan which is part of the Employee Performance Evaluation was distributed. Lynn Thornton said they wanted Cabinet approval to modify the portion which indicated if goals from the previous evaluation were achieved or not achieved. It was discussed to go one step further and change the categories to “achieved/in progress” and “not achieved.” They also wanted to move the dependability and effectiveness under stress categories from A. Effectiveness as a Team Member to C. Individual Employee Attributes. The evaluation instrument was changed to the current one in 2004 because employee evaluations were not being administered effectively. We have gained valuable benefits in interaction among supervisor and employee and record keeping. Human Resources monitors the performance factor checklist and when an employee receives less than a three the supervisor should indicate corrections or improvements to be achieved by the next evaluation. POD looks at the goals and offers activities to help the employee succeed. Jones expressed kudos to Patsy Lemaster for being nominated to the American Association of Community Colleges Board; Lemaster competed well but was not selected. Cabinet gave their approval for the modifications.

**POD EVENT/APRIL 27** – Lemaster extended a special invitation to Cabinet to attend “Mobile Learning for the 21<sup>st</sup> Century” to be held at the Washington Street Campus on April 27 from 10:30 – 2:00. Dr. Paul Hagner, former Associate Program Director of the EDUCAUSE Learning Initiative, will review how students, administrators, technological change and the marketplace are challenging faculty approaches to teaching and learning.

**INSTITUTIONAL REVIEW BOARD PROPOSAL** – Danita McAnally distributed a proposal for development of an Institutional Review Board (IRB). The reasons given for establishing an IRB per federal guidelines were given as federal regulations require that IRBs give special consideration to economically or educationally disadvantaged persons; qualify AC to receive funding from sources which require an IRB; Grants.Gov requires that all federal grant applicants prove IRB approval; and meet the requirements of the U.S. Department of Health and Human Services for all registered IRBs. The roles for an Amarillo College IRB include a review of proposed research projects that involve human subjects be treated ethically and be provided with extensive information about the student and that all private information be handled with confidentiality. AC must register with the Department of Health and Human Services. Membership of the Board would be composed of five members who would serve three years and complete formal online training. The College president must recommend at least one of the members. The Office of Institutional Research recommended the following five individuals: Chair, Kara Larkan Skinner; Science, Technology, Engineering, and Math (STEM) member, Dan Porter with alternate Robert Bauman; Non-STEM member, Lana Jackson with alternate Steven Weber; External member, David Fike; and a College administrator, Paul Matney. The burden will be putting this into place not keeping it up with only one meeting per year. The Cabinet approved the establishment of an Institutional Review Board.

**REVISION OF STRATEGIC PLAN** – Johnson distributed a proposal of a process to revise the Strategic Plan. In spring 2004, the original planning was done; circumstances have changed which require modifications. A college-wide review of progress and input should be encouraged; revision should be completed in time for review by the Board of Regents at the budget workshop in June. Suggestions offered to accomplish this revision were to name different individuals responsible for and to compile a summary of progress-to-date on all items in each of the eleven goals; hold Friday afternoon sessions which would be open to all AC employees to review two to three goals per session; and ask for feedback after each session. Suggestions as to make-up of the committee would include the eight academic areas; division chairs should attend and bring one to two faculty members from their area. Classified Employees Council, Administrators Association, and Faculty Senate should be encouraged to appoint representatives to comprise the committee. Jones stated that there might be Board members who would want to be involved in this process. Individuals involved will need to commit to two days for sessions. Dates and times suggested were Friday, May 4 and Thursday, May 10 from 11:00 to 3:00 to include a working lunch.

**ON-LINE ACCESS TO SOFTWARE FOR STUDENTS AND EMPLOYEES** – Fite distributed a page from the JourneyEd.com website. He said this could be a revenue opportunity for Amarillo College. Revenue opportunities would include \$10 per sale from any AC employee or student; AC receiving a check quarterly; and individuals purchasing software in AC's name. Fite will have a link placed on the AC website for convenience. Revenue received could go into the auxiliary account.

**LEADERSHIP AMARILLO/CANYON** – Schlong distributed a letter of agreement between Amarillo College and Leadership Amarillo which was created in November 1995. The terms of agreement included that AC would provide office space for the Leadership office and would be housed at the Polk Street Campus. As of March 21, 2007, Leadership Amarillo is in arrears to AC for \$20,000. AC is the fiscal agent and pays the director's salary. Either party may terminate this agreement with a 60 days notice to the other party.

**SUMMER PAYMENT PLAN** – Berg reported that he had looked at legislation which allows a college to have payment plans and it states that the plan has to be term specific; he came up with a payment plan to cover all summer sessions. Summer registration begins April 16; the first day of classes begins May 29; the student would have to pay 50% of summer tuition between April 16 and May 29; the first payment (25%) would be due June 8 and the second payment (25%) would need to be paid by June 22. The problem with this would be students who take three week classes because they would be finished with the class before the second payment. If the student does not pay the second payment they will not receive a final grade. A student could also be in the summer and fall payment plan concurrently; if they fail to make the second summer payment they would lose the fall classes in which they are pre-registered and the payment would go toward the fall term.

**RECORDS MANAGEMENT COMMITTEE** – In the mid 90's, there was a Records Management Committee established this committee functioned until 2000. All of the records which were stored in the Ordway basement have been moved to the 3500 building at East Campus. Vickie Shelton would like to resurrect this committee. The committee would meet about twice a year. Permanent members of this committee are Terry Berg, Victor Fite, Mark Hanna, Kay Mooney, Diane Brice, Brenda Sadler, Bruce Cotgreave, Lynn Thornton, and an appointed faculty member. Mike Jager is working with Shelton to schedule a time to visit areas and check out record retention.

**SUMMER OPERATING HOURS –**

<b><u>Summer 2007 Hours</u></b>		
<b><u>Beginning Date</u></b>	<b><u>Ending Date</u></b>	<b><u>Resume Regular Hours Date</u></b>
<b>Mon., May 14</b>	<b>Fri., Aug. 10</b>	<b>Mon., Aug. 13</b>
<b>M-Th, 7:30-5:00; F, 7:30-12:00</b>		

**MISCELLANEOUS –**

- ❖ Jones distributed a sheet regarding a Harrington Faculty Fellows Symposium at Amarillo College on April 11 at 4:00 in the Concert Hall Theatre. AC will host the symposium for faculty and outstanding students.
- ❖ There will be a Center City report given at the Civic Center on April 11 at 3:00. Founding Principal of Gideon Toal in Fort Worth, James Toal, who oversees Planning and Economic Development efforts, will be presenting the report.

Next meeting: May 1, 2007

bs