

# PRESIDENT'S CABINET MEETING

June 6, 2006

## MINUTES

### MEMBERS PRESENT:

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

### OTHERS PRESENT:

Danita McAnally, Ellen Robertson, and Brenda Sadler

**REVISED SELF-STUDY APPROACH FOR INSTITUTIONAL REVIEW** – Danita McAnally delivered a PowerPoint presentation and distributed handouts. She first went to the AC website where one should go to complete their review forms. An ID number will be created to allow only those with the number to update the site. The Institutional Effectiveness Committee has spent two years assessing the review process and has proposed a change in the process. Concerns of the current program review process include the following: the self-study is time-consuming, few improvements are made within the program that is under review, does not take advantage of technology features available, statistics are time-consuming to collect, and lacks criteria for the External Review Committee to use in evaluation of the Self-Study. Proposed changes are: future Self-Study writers will use the revised instrument, future External Review Committees will use a soon to-be-drafted instrument which will be: based on the Self-Study requirements, web-based, recommended by the Institutional Effectiveness Committee, and no change to the current three-step process (Self-Study, External Review, Follow-up Response). McAnally said the PET forms need to be tied to this process; each department within each division needs to complete their own. The Strategic Plan should also tie in. McAnally requests PET forms be completed by December. The Program review process is designed to ensure that AC is successfully and effectively meeting the various needs of its students. The scheduled programs for review in 2006-2007 are: College Advancement (College Relations and POD) – non-instructional, Business Division – instructional, Science & Engineering – instructional, and Industrial and Transportation Technologies – instructional. The Self-Study process will run through December 15, the External Review Committee will start on January 30, conclude by April 15, and have the Follow-up response by May 31. Johnson stated that this process needs Cabinet endorsement and their belief in and support of the practice. Matney reported that division chairmen appreciate the new process; it is more user- friendly. The Cabinet endorsed and approved the proposed changes in the review process and expressed their gratitude.

**RECOMMENDATION OF DISTRIBUTION OF ACTIVITY FEES** – Fike distributed a memo from the Student Activities Advisory Committee in which they made recommendations for distribution of activity fees for 2006-07. Their requests included: no increase in the amount of the fee which is \$1.25 per credit hour; a recommendation of how to distribute the approximate \$217,000; a request that Joy Connors serve two more years on the committee; and a recommendation that MCC and Hereford Campus be set up to collect and spend their own fees through their student advisory committees that have been established. The Cabinet approved.

**FACILITY RENTAL** – Berg distributed a facility rental rates handout. Currently, facilities are rented to organizations that have a related educational mission or if the organization is another educational entity or governmental agency. Berg's handouts included pages from the Board Policy Manual which is in Section GF – Student and Community Use of College Facilities – Facility Use

Procedures. Berg said the policy AC is working under conflicts with the Board Policy Manual. It seems that there needs to be an assigned group that all facility rentals pass through. Berg and Schlong will come up with a plan of how to carry out this assignment.

**MERIT PAY PROPOSAL** – Jones initiated a conversation about merit, expressing his desire to find some satisfactory solution. He reported that we continue to award \$500 yearly to around 40 employees who are recipients of the outstanding classified employee performance award. Some Cabinet members were in favor of a one-time award and some verbalized that lack of funds would keep them from awarding merit pay to employees' base pay. The issue was tabled.

**POSITION ON ATHLETICS** – Jones stated that he recently received a packet from a Board member who wanted an analysis and full report on our position of bringing athletics to AC. Ellen Robertson said we need to figure the cost to bring athletic programs to AC and how much it would benefit the College. Jones added that communities tend not to support 2-year college sports. Currently, we do not have the facilities; we would have to hire additional faculty; we do not have adequate housing; and we would have to take care of travel. It was mentioned that maybe the community could be polled to find out if anyone would be willing to support an athletic program for a few years to determine if it would be lucrative. A Board/staff committee may be appointed to study the issue.

**BOARD BUDGET WORKSHOP PRESENTATION FORMAT** – Berg is currently updating the budget PowerPoint presentation from last year. The budget packet will be sent to the Board by June 12. Jones distributed a copy of 2005's Board Budget and Planning Workshop. He asked the Cabinet to look at and make changes so that it will be ready for the workshop on June 20. The Strategic Plan issues will include a broad synopsis of FY06 progress, adjustments for FY07, and linkage to the budget. The budget issues will include an overview to be conducted by Jones, the budget process; tax analysis; and reserves analysis will be presented by Berg, capital equipment funds vs. needs will be presented by Matney, and a grants overview by Johnson. Next, Jones hopes to cover critical issues at AC and discuss a potential bond issue for 2007.

#### **MISCELLANEOUS –**

Ellen Robertson reported that AC will place an article in the newspaper to address the Tax Freeze position. We will have to have Board approval to place on the November ballot.

Johnson distributed the latest version of the Strategic Plan progress; he reported it still needs work.

The old First Center on the first floor of the library is being used for video conferences and committee meetings.

Schlong will present an East Campus development update and Kathy Dowdy and Tracy Dougherty will give an AC Foundation update at the June Board meeting.

Berg reported that Allen Schmieding, director of purchasing, is retiring this summer and Vickie Shelton, disbursement supervisor, has been hired to replace him.

Next meeting: June 20, 2006

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