

PRESIDENT'S CABINET MEETING

July 11, 2006

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Victor Fite

OTHERS PRESENT:

Brenda Sadler

Jones stated he had issues with non-teaching employees being classified within the faculty category. He is working with Human Resources to consider making the three employee groups as follows: classified, faculty, and professional. Advising and Counseling will be filling some replacement positions in the fall; it was uncertain whether to classify them as faculty or administrators. The Texas Higher Education Coordinating Board to some extent dictates the "caste" system. Classified employees are not eligible to enroll in ORP, only TRS; faculty and administrators have the choice to select which group in which to participate. Ways to promote classified and administrative staff promotion similar to faculty rank was discussed. Berg told of the procedure he has been using with the accountants in his department which is based on a career ladder. They are moved up by taking on more responsibility within the business office and their years of service.

CLASSIFIED AND ADMINISTRATORS HANDBOOK REVIEW COMMITTEE – Berg requested that the Classified and Administrators Handbook Review Committee be dissolved. Jones suggested changing it from a standing committee to an ad hoc committee to periodically review employee manuals.

ADMINISTRATIVE/STAFF UPDATES –

- Allen Schmieding, Director of Purchasing, will retire in July; Vickie Shelton, disbursement supervisor, will be replacing him and Michael Sugden will take Vickie's position.
- Joy Connors has been hired as the Associate Director of Financial Aid; Kathy Roth will take Joy's position.
- There will be two accountant positions that need to be filled.
- Fike reported that Alice Vargas-Hall was hired to fill the English-as-a-Second Language Coordinator position: the former coordinator, Judy Isbell, moved to the Reading Department.
- Norma Stary was recently hired in College Relations; she will start August 23.

FIRST WEEK ACTIVITIES (AUGUST 14-18) – General Assembly will be held on Wednesday, August 16. Beaman Floyd from TCCTA will address the Assembly regarding the upcoming legislative session. Johnson requested time to introduce a roll-out of the CampusCruiser with a brief presentation during the Assembly.

MEAL RECEIPTS – Matney voiced concern regarding staff travelers who claim \$30 per diem whether they actually spend that much money or not. It was discussed that travelers should turn in meal receipts as it is in the travel policy.

MISCELLANEOUS –

Jones mentioned the *Community College Times* article which was distributed regarding enrollment declines in community colleges.

The summary of the President's Evaluation by Cabinet members and the Executive Assistant was distributed.

Jones discussed the Amarillo Chamber of Commerce request for agenda items to be addressed at the next State Legislative Session. The Chamber is asking for position points to forward to the State Affairs Committee and the Governmental Affairs Council for consideration in August. Jones requested that Cabinet members make their items program specific and asked to have them no later than July 31 which is the due date to the Chamber. Several items discussed for possible inclusion were the Hereford Campus and new campus funding; the Early College program; AC's partnerships with WTAMU and Texas Tech University; the University Center concept; and the bond issue for capital funding.

If enrollment continues to decline we will need to identify which courses and programs may have to be closed. We need to focus closely on how to better deliver instruction in a more cost effective way.

Next meeting: August 1, 2006
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