

PRESIDENT'S CABINET MEETING

September 19, 2006

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brenda Sadler

Jones will be hosting a forum on October 6; he will present a PowerPoint, discuss enrollment analysis, and where AC needs to go in the future. Enrollment is down 7.3% in career and technical areas and 2.3% in transfer students. Amarillo College has enrolled 40% of the top 10% of high school students into dual credit courses.

ADMINISTRATIVE/STAFF UPDATES –

- Pam Dickerson, East Campus Property Manager, was offered a job at WTAMU and accepted.
- The State Fire Marshall met with Bruce Cotgreave, Lynn Thornton, Ed Nolte, and Pam Dickerson to discuss the inspections of the student and family housing which is conducted every three years.

Johnson distributed a Capital Needs Committee list for internal members and a possible community list. He distributed a Capital Needs list also and asked for Cabinet input. The initial proposal and lists will be presented to the Board at the September 26 meeting.

“STOP DOING” REVIEW – Johnson said the Strategic Plan had been reviewed in July and it was decided to set a series of work sessions through the fall to look at various aspects of college operations before the next budget preparation. He referred to and discussed a memo he sent the Cabinet which included items that the Cabinet struggled with during the 2007 budget preparation. Following are some of the areas: 1) The viability of each program needs to be evaluated. The Cost Study, PETs, and an enrollment analysis should help in the evaluations. 2) Support services such as advising, disability, library, and campus police need to be looked at for review. 3) Three employee categories are what the State recognizes so we will most likely not add a fourth employee category. Is a compensation study needed? (Jones and Human Resources will work on.) 4) Consolidation of staff and how to accomplish this and how to decide where staff is heavy and light. (Jones and Human Resources will work on. They will discuss a retirement window, as well.) 5) Development services, i.e., Institutional Effectiveness and Advancement, Professional and Organizational Development, and College Relations, and what is expected from them by the Cabinet. (These areas are still working well.) 6) Community Link/Center for Academic Development. 7) Fiscal relationship between the branch campuses and AC. The online courses and cost v. benefit should be studied. Are there other two-year colleges which have similar situations with a branch campus? (Dr. Glenda Barron, THECB, will send a report regarding other college districts.) 8) Technology and what are the real costs and benefits. Can we improve the way technology dollars are spent at AC? The Information Technology Strategic Plan will be ready before Christmas break. 9) Facility needs. (In progress.)

Johnson asked for input from the Cabinet as to what they believed should be looked at before the next budget session. Each issue is worthy of further discussion.

MINIMUM TUITION – Matney distributed a handout. The Cabinet approved the following which will be effective spring 2007. Residents of the State will pay \$32 per semester hour; minimum tuition for a one-hour course will be \$48; minimum tuition for a two-hour course will be \$80. Continuing education course tuition will be revisited. Consistent tuition/fee costs need to be reflected in the AC Catalog, Schedule of Classes, and on the web.

BOOKSTORE ISSUES – Matney requested that faculty email him their perceived problems with the Bookstore this fall. Some of the problems included: not getting the books in; receiving the wrong books; long lines; some courses not having textbooks; some books having a computerized code and once used they cannot be resold. Some faculty have purchased books and sold to their students. When classes begin, faculty should be able to send their students to the Bookstore to purchase their books. There seems to be no standardization of textbooks required for the same courses. Dennis Leslie, Bookstore Manager, and Thornton will go through all the emails and look at the problems. They will come up with a list of problems and how to deal with each one. It was suggested to invite Leslie to a Cabinet meeting for dialogue. It also was proposed to use the cafeteria dining room for bookstore overflow during the week the Cafeteria is closed for business prior to the fall and spring semesters.

RETIREE REQUESTS TO SEVER TIES – Johnson reported that a retiree “retired” their phone number and had ITS remove data off their computer when they left. He requested having Cabinet support before an individual can request this; consensus was unanimous.

Next meeting: October 17, 2006
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