

PRESIDENT'S CABINET MEETING
October 17, 2006
MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Cara Crowley, Danita McAnally, and Brenda Sadler

GRANTS CALENDAR – Cara Crowley and Jim Morris have been working on the target list for grants and major contracts. Handouts were distributed. One handout featured a grants calendar for 2006-2007. Crowley discussed various grants on the calendar. The Infrastructure Support Grant: Army – Department of Defense is geared for science, math and engineering. They are developing the grant narrative and budget. They are going to apply for the Department of Health & Human Services grant. If this one is funded, 50% of the funds would go toward equipment. The Nursing Division faculty are being visited to determine narrative and budget. In January, they will begin work on the GEAR UP: Department of Education grant. They will determine next year if the College Assistance for Migrant Program (CAMP) grant would be applicable for AC. The Partnerships for a Nation of Learners: Institute of Museum & Library Services grant would be a good opportunity for the AC library and KACV to compete. In February, we will develop and complete a grant application for Title V: Department of Education grant; in the narrative we will address IPEDS directly. Danita McAnally said that if Clovis Community College applies, AC may try to collaborate together with them. In the spring, we will revise the Title III: Department of Education grant and reapply. In the summer, we will determine if the Defense University Research Instrumentation Program grant is applicable. We would have to partner with a university; it would be a one-year equipment grant.

The Clearinghouse is still working. We are checking into putting it on-line. Johnson reported that all grants are becoming more competitive. McAnally said their new employee, Kara Larkan-Skinner, will focus on outcomes assessment and document and assist with general competency teams for faculty members, initiate dialog regarding student learning and offer training sessions in the fall.

EQUIPMENT FOR GROUP/PUBLIC FACILITIES – Fite addressed purchasing equipment to have available when we bring a public speaker on campus. ITS is responsible for the College Union Building rooms. The recommendation is to upgrade and replace podiums in Badger Den and Oak Room. We want quality equipment which will generate a professional environment for AC and outside speakers.

UNIVERSITY CENTER TRIP – Johnson explained that WTAMU is willing to go with AC to St. Petersburg, Florida to visit their University Center in December. Buzz David, AEDC President and CEO, recommended the visit. We would like to possibly partner with WTAMU on a university center. Dr. Pat O'Brien and Brian Chapman from WTAMU and Dr. Jones and Johnson will go from AC. They will visit with the people from St. Petersburg College who put the center together. Jones said there is value and strength we could bring to our community with this collaboration. There is a genuine need for a Master's degree in early childhood programs; WTAMU does not offer, but Texas Tech does. Student contracts would be formed with the objective to obtain a four-year degree; AC,

WTAMU, and the student would all sign a contract. When Jones, Johnson, and Matney met with their counter-parts from WTAMU recently, no specific issues were brought up; they agreed to meet again; sub groups will evolve and work on the specifics. Matney said two educational courses will be open; they will be offered on our campus.

CONVENIENCE FEES AND ONLINE CHECK PAYMENTS – The new E-Commerce patch installed in Colleague will allow AC to accept checks over the web and will allow AC to charge a convenience fee for the use of a credit card for payments. Potter County currently does not pursue ACH hot checks so the decision was made to only accept guaranteed checks over the web. This process looks at the bank account of the issuer and guarantees funds to AC. We are still looking into the convenience fee as it applies to the banking arrangements we have.

FINANCIALS – Berg distributed the August 31, 2006 year end financials. In reserves, \$1.9 million has been used; \$2.5 million will go into reserves; \$286,000 will be used for East Campus A&I to remove asbestos and tear down two buildings; \$723,000 is earmarked for projects in progress. The September 30, 2006 handouts were distributed. There is \$7.6 million in actual revenues; 46% in academic tuition and fees. Eight percent of expenditures were spent. Bookstore profits are down; all fall book sales show up in the August 2006 financials. The installment payment plan has made \$6,790.

INSTRUCTIONAL COST EFFICIENCIES – Robert Boyd chairs a committee that is charged to investigate cost efficiencies. Academic Affairs recommended to sunset the Associate accounting degree program; most students in the accounting degree program need to be in the transfer degree program. This will not be a huge savings, but will save some. A group will begin work on revising the summer 2007 schedule; they will examine ways to make cost efficiencies available.

LINE OF SUCCESSION – Handouts of reorganization plans were distributed. When Renea Fike left, it was determined to split her division (SADD) among existing areas to save money and not fill her position. This plan should save the College \$100,000 in administrative costs. Jones has visited with certain SADD staff members. All SADD personnel will be transferred to Johnson's or Matney's areas. Lou Ann Seabourn will gain more responsibility and the new title of Associate Dean of Instruction. There will be a number of changes in the Tech Prep area; academic development will come back to the instructional side. Bob Sloger will assume the Director of E-Learning Center title; the interim title will be removed; technical training and Ron Faulkner will be moved under Sloger. Johnson will be named the Vice President and Dean of Development. Other changes include Danita McAnally's title and responsibilities as Associate Dean of Assessment and Development, Bob Austin's title will change to Associate Dean of Enrollment Services; he will handle student access issues. April Sessler's title will change to Director of Student Development; the TRIO program will be moved under her responsibility. There will be a \$100,000 savings immediately with potential for \$50,000 in additional savings. An e-mail will be sent this week explaining the reorganization to everyone at the College.

Next meeting: November 9, 2006

bs