

**PRESIDENT'S CABINET MEETING**  
**November 9, 2006**  
**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBER ABSENT:**

Brad Johnson

**OTHERS PRESENT:**

Bob Austin, Ellen Robertson, and Brenda Sadler

**INCLEMENT WEATHER** – Robertson distributed handouts. She will send out an e-mail today reminding everyone that during inclement weather a decision will be made by 6:15 a.m. on day class and campus closures. The closing announcement will be found on the AC website, myAC, and in “everyone” Groupwise e-mails; the media will also be notified. The Dumas and Hereford campuses will make their own decisions regarding closures and Amarillo will announce their closures. Decisions on canceling night classes will be made by 3:00 p.m. Robertson discussed the phone messages which will be on the AC main phone line regarding inclement weather and the Thanksgiving and Christmas holidays. The day class cancellations priority will be as follows: AISD will call Robertson or Norma Stary; the AC President will receive a call by 6:15; AC Police dispatch; Norma Stary, marketing coordinator; the media; and Robertson or Stary will compose an “everyone” e-mail and announce on the AC website.

**REVISED SUMMER '07 CLASS SCHEDULE** – Matney distributed handouts. He reported that last summer we worked on a new format; in early fall the new format was discussed. It was decided that too many three week classes were offered; there was no overwhelming demand for them. Also, decided was to begin summer classes after Memorial Day, May 29, 2007; and go back to 5-1/2 week schedule. It is proposed to offer two 3-week sessions, 8-week, and 12-week. Faculty return on August 22; AISD and AC will begin fall classes on August 27. Matney listed the advantages as a traditional start date; more prep time for faculty in May; ability to hire public school teachers as instructors; standard start times for 3-week and 5-1/2 week classes; better for Financial Aid office, Registrar's office, and advisors; and a week between summer class end and fall beginning. Austin will change and distribute the official 2006-2007 calendar. He will begin work on the 2007-2008 proposed calendar and bring to the Cabinet for its approval. Matney moved that the Cabinet accept the revised calendar; it was accepted.

**SGA NOON HOUR RESOLUTION** – Matney distributed an SGA resolution concerning class schedules. Some of their concerns included no common break in class schedules for students to eat lunch and attend meetings and activities. Their proposal was to revise class schedules to allow for a 45 minute to an hour lunch/meeting break, ending morning classes at 11:45 and starting afternoon classes at either 12:30 or 12:45. Judy Johnson offered an alternative which was to ask club sponsors for a particular timeslot when they would meet and list those club times on the web; if one wants to be involved in a club they need to look at times and days and not schedule a conflicting class time; and ask advisors to alert students to these club times on the web. It was discussed to not change the class time schedule and to publish and encourage club involvement. Austin suggested analyzing when classes were offered and make sure that they are not offered

only at noon. Austin conducted an analysis on night classes; 7 p.m. classes were the most popular time slot. Friday classes were not as well-liked. Matney recommended working with students and faculty and make them aware that the administration is trying to work with them on class and club times.

**CONTRACTS** – Fite and Berg received an e-mail recently informing them of a software site license agreement which was the first they knew of it. If one has a software site license agreement or anything to do with new software, IT needs to be involved at the beginning of it. Berg said that the Business Office sometimes receives copies of contracts after the fact; they need to be aware of the execution. All contracts need to flow through the Business Office before sending through for signatures. Fite added that site licenses and software agreements also need to go through IT from the beginning. Berg recommended looking at Board policy as to where the liability falls for signatures; Jones asked Berg and Fite to review the policy manual for discussion at another meeting.

### **MISCELLANEOUS –**

Robertson spoke of the Real World event, hosted by the Chamber of Commerce and AISD, which will be held for high school juniors and seniors. Xcel Energy paid for last year; this year AC, WTAMU, and Xcel will pay \$5,000 each. Amarillo College will be expected to hold some break-out sessions. However, we will not be allowed to distribute recruitment materials.

Berg reported that the tax freeze passed by a margin of 2:1. It will be put into place in 2007. Randall County costs to AC will go up; taxes will increase for everyone less than 65 years of age. The effective tax rate continues rising.

The auditors will send out their findings today; they will give their final report at the November 28 Board meeting.

Fite told of IT's plans during the Christmas holidays; they will be upgrading the system; changing Novell to Windows. They will have to physically go to 2100 computers to make the upgrade. Jones commended the better communication from the IT division.

Matney said AC recently hosted the Kennedy Center Arts Festival in the experimental theatre. AC, WTAMU, ENMU, and Prairie View were among schools who presented plays.

Jones asked Berg to check into what it would take to expand the Hereford Campus; we need operating revenue; \$750,000 is being requested; Hereford's numbers will not be included until 2008; there is a two-year enrollment reporting lag. For capital needs requests we are now using local taxing dollars.

Austin said that he, April Sessler, and Wanda Janice are moving closer together in the northwest part of the advising and counseling center.

Next meeting: November 21, 2006

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