

PRESIDENT'S CABINET MEETING

May 6, 2008

MINUTES

MEMBERS PRESENT:

Steven Jones, Terry Berg, Laura Grandgenett, Ellen Green, Brad Johnson, Paul Matney and Damaris Schlong

OTHERS PRESENT:

Patsy Lemaster, Janice Newburg, Theresa Rider, and Brenda Sadler

COUNCILS AND COMMITTEES – There was a handout of the Amarillo College Councils and Committees and recommendations for Cabinet to approve or disapprove. Dialogue ensued and each council and committee which needed replacements were approved or discussed. Grandgenett will get membership names to Janice Newburg for the Information Technology Council which will replace the Technology Users Committee. The term “advisory” will be removed from the Web Advisory Committee to simply become the Web Committee. It was decided to retain this committee as a sounding board and promotions committee. Matney moved, seconded by Schlong to accept membership of these councils and committees and any changes discussed. The motion carried.

OPENING WEEK'S ACTIVITIES – Patsy Lemaster distributed a copy of the fall 2007 first week activities and a draft of the 2008 activities. General Assembly will be on Wednesday, August 20. Green said that two members of the Marketing Research Team could be here that week and suggested they visit with faculty the afternoon of Wednesday, August 20 and division chairs on Thursday morning. Lemaster asked that a teaser be announced at General Assembly for the Crisis Management Workshops to be scheduled later that week and later in the fall. Robert Williams, crisis management trainer, will meet first with the AC Crisis Response Management team. Matney reported that the SACS team will arrive that week and visit the Hereford Campus on Thursday and Friday.

MINDLEADERS PILOT PROJECT REPORT – Patsy Lemaster distributed a handout. There have been 321 individual course trainings delivered to AC participants and 199 different courses selected by AC participants. In December and March surveys of the training sessions were distributed to the participants; they reflected that most users learned what they expected or more than they expected. The results were mostly positive. Currently, the one-year license fee will expire October 31, 2008. The Technical Catalog Users fee for 20 was \$265 per user per year and the Business Catalog Users fee for 100 was \$57 per user per year. Lemaster stated the following recommendations: to renew the Mindleaders licenses through the 2008-09 year; allocate funding to allow licenses for 100 Business Catalog Users (POD budget) and 20 Technical Users (IT budget); allow POD to initiate additional policies/strategies for marketing and assessing satisfaction throughout the year; have licenses offered though POD on a “first-come, first-serve” basis; and have POD training developed for strengthening communication with supervisors. Training would introduce strategies for using Mindleaders catalog as a tool for assigning/achieving goals related to training for employees annually evaluated.

SMOKING POLICY – Matney distributed a letter from an Amarillo College student concerned about the distance from entry ways that people can smoke. She stated that the privilege should not be taken away; merely increase the distance from the doorways to 20 feet to offer non-smokers more room to get into the buildings without having to breathe second-hand smoke.

2009 BUDGET – Berg distributed handouts. Projected revenue for the 2009 budget is \$46.8 million. The current deficit is \$845,726 from \$2.9 million after reductions and increases. Taxes are being figured at last year's rate; the preliminary values will be out later in the month. It may be harder to figure tax revenues due to the tax freeze for senior citizens passed in November 2007. It needs to be determined what will be funded by Carl Perkins and what will be funded from institutional funds. There will be a budget meeting on May 13 to balance the budget. Berg wants to present a balanced budget at the May Board meeting. The Board budget workshop will be scheduled for June.

Next meeting: May 20, 2008

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