

**Vice President's Council
August 27, 2008
Summary Notes**

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Daniel Esquivel, Toni Gordy, Judy Johnson, Patsy Lemaster, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Jack Stanley, Renee Vincent; Carol Moore-recorder

Members Absent: David Hernandez

Also Present: Laura Grandgenett

Announcements:

- Crystal Calderon—"AC Success Story" It was a very positive way to begin the faculty meeting.
- ID Badges
- Spring Schedule due September 19
- Positioning/Marketing Research – CCR – How do we foster student pride and value in the associate degree?
- PRO Business Tour – September 19; Launch November 11 (GNCPA)

Dr Jones Update

Dr. Jones did not receive positive news on his last visit to San Antonio. He is now receiving treatment in Amarillo.

Board of Regents Meeting

- 2008-09 budget was adopted and the new tax rate was approved. The tax rate increase is 2.35 cents per \$100 of taxable property value. The total tax rate is now 18.39 cents per \$100 of taxable property value.
- \$780,000 was approved to spend on the purchase 629 computers.
- Approved hiring of 24 new faculty.

Director of eLearning Search – Patsy Lemaster

An active search committee is reviewing applications for the Director of eLearning. They have conducted phone interviews and plan to bring 2-3 applicants on campus for interviews. No local applicants applied. A faculty level

instructional designer position will also post soon. Tricia Stevens will be leaving AC at the end of the month, taking a disability leave.

CIO Search

A search committee has been formed to begin the search for a permanent CIO. We will be aggressive in advertising the position which should be posted by September 2, 2008. Terry Berg and Bob Austin will co-chair the committee with Patsy Lemaster, Laura Grandgenett, Lyn Thornton, Lana Jackson and Dr. David Woodburn. The committee hopes to evaluate applicants by mid-October and have a person hired by the beginning of the Spring 2009 semester. If the timeline proves to be too aggressive, we may extend the contract of Laura Grandgenett until the position can be filled.

E-Catalog — Carol Moore

Moore reminded the Council that the new ecatalog is available on the AC website. She and White presented the online catalog at the Academic Kickoff and plan to meet with the divisional advisors after the semester begins.

2008-09 Budget

2008-09 budget has been approved and is available. Moller reported the Equipment Replacement Task Force has identified approximately 90% of the computers that are critical needs in the first year of implementation. The funds to purchase the computers have been approved by the Board, but Council members are concerned that computers will be ordered without departmental input. Grandgenett joined the meeting to clarify questions regarding equipment replacement. The Task Force is attempting to validate the inventory information before determining replacement needs. Grandgenett assured the Council that chairs will be asked for their input regarding computer needs.

Academic Technology Committee (divisional representatives)

Matney has asked each Division Chair to conduct elections within their division to select a representative and an alternate to sit on the Academic Technology Committee.

Division Chair Representative to Serve on IT Council

Matney asked for a volunteer from the Council to sit on the IT Council. Ed Nolte is concerned about representation from the East Campus, however, he did not commit. Judy Johnson expressed willingness to participate. Jerry Moller may be a good choice if he isn't already overloaded.

Faculty Professional Travel Process — Carol Moore

During the 2007-08 year, division chairs were required to submit a Budget Amendment along with a Travel Authorization in order to move funds from the division to the appropriate department budget incurring the expense. Boyd has suggested that the Budget Amendment not be submitted until the Travel Expense statement is submitted. Boyd and Moore will meet with Theresa Rider and Michael Sugden to discuss options for improving the process.

SACS Visit

The Hereford SACS visit last week went very well. The only issue that arose was a faculty credential issue. The preparation for the Hereford SACS visit has also prepared us for 2 additional visits during the Fall 2008 semester: 1) our 5th year interim report and 2) distance learning substantive change.

PRO — Pursuing Real Opportunities

Pursuing Real Opportunities is an important initiative among AISD/AEDC/AC to work with industry and the educational community to create a stronger local workforce. Matney encouraged everyone on the Council to participate in the tour scheduled for Friday, September 19.

Branch Campus Faculty Supervision and Evaluation Work Team—Jerry Moller

Branch campuses have always had challenges with the supervision and evaluation of faculty by both academic department chairs as well as directors of the branch campuses. A work team chaired by Jerry Moller worked to determine procedures to supervise and evaluate faculty on branch campuses. The results of the committee were distributed to the Council. Vincent and Esquivel are now to be included in faculty supervision, selection and evaluation process. The document provides structure and guidelines in management of faculty on the branch campuses.

Moving Classes Memo

Brice sent an email to all Division Chairs emphasizing the importance of instructors working with the Registrar's Office when classes need to be moved. Faculty should not change classrooms without notifying division and department chairs and the Registrar's Office.

Salary Analysis Divisional Spreadsheets

A spreadsheet will be forthcoming to each Division Chair detailing salary expenses for each department within the division.

Exceptional Faculty Credentials Matrix

The Exceptional Faculty Credentials Matrix is available online and is required only for faculty who do not meet minimum credentials. The Council received a copy of two examples submitted for the Fall 2008 semester.

Call Center Traffic

Between August 1 and August 19, 2008 AskAC answered 14,905 incoming calls.

PET Forms Due to Kara Larkan-Skinner September 15

PET forms are due to Larkan-Skinner on September 15, 2008.