

**Vice President's Council Meeting
March 29, 2006
Summary Notes**

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Daniel Esquivel, David Fike, Mark Hanna, David Hernandez, Jerry Moller, Ed Nolte, Lou Ann Seabourn, Robert Sloger, and Renee Vincent

Members Absent: Toni Gordy, Judy Johnson, and Sheryl Mueller

2006 - 2007 Fee Increases (Board meeting) – Handout

Matney noted the Amarillo College ranking - emphasized that AC is 43rd in tuition and fees. He further noted that it is a “gentleman’s agreement” to not use AC’s low tuition as a direct marketing tool against our competitors. The fee increase in '06 – '07 should generate about \$900,000.

2006 – 2007 Budget Requests

- Travel Pool (523000) – class related – For class related travel – e.g. student field trips or required student class travel.
- Institutional Travel (585000) – Travel to represent the college
- Do not budget funds to pay faculty to travel to teach classes (Instructional Travel) – This be will funded from the “Instructional Travel Pool” (523000).
- Budget realistic faculty salaries – There will not be many new positions filled next year, but if one is justified, be certain to budget a realistic salary.
- Only budget “institutional equipment” on budget request forms – do not include Perkins requests on the budget form (put Perkins requests on the Perkins Request Form). Matney will consolidate the Perkins request to send to Danita McAnally.
- Budget non-print materials as institutional equipment. Chairs said they are putting this at the division level and distributing it as departments request such.

Facility Planning and Capital Campaign

Matney listed several areas that are being considered for renovations. Jones has asked that a timeline be formulated.

Professional Development Day – Friday, April 7 –Handout

Faculty and staff are expected to participate in the activities being conducted this day. The afternoon is for the divisions and departments to do what THEY find appropriate.

Division Chair Performance Review Program – Bobbie Glasscock – Handout

Glasscock distributed the analysis of the division chair performance review. She will e-mail the chairs their self-evaluation forms and the timeline.

Faculty Performance Review Program – Bobbie Glasscock – Handout

Glasscock distributed a copy of the matrices for faculty performance reviews for each division. Chairs should contact Janice if there is any discrepancy between the matrix and their records.

Scheduling Training for Proper Class Scheduling

Matney said a few chairs have expressed that a brief training presentation would be beneficial. It was suggested that a powerpoint presentation be designed that could be viewed in lieu of actually attending a presentation. Matney will ask Brice to set up a couple of training sessions.

Strategic Plan

Matney encouraged the Council members to re-read the Strategic Plan - especially in light of how it affects their people and programs.

Pay for Substitute Faculty

Matney surveyed the Council members on how they pay for substitute faculty. The consensus was that faculty usually cover for each other. In extended cases a substitute may be hired and paid. If the faculty member is going to be gone for the remainder of the semester, the load hour is prorated. Matney asked if the group could all agree that substitutes should be paid in extended cases, but that it is appropriate for faculty to cover for each other for a day or two.

Stop-Doing List

Matney asked the Council members to consider areas that need to be reviewed and to develop a “stop-doing” list that could be a savings to the college.

Lab Fees Cost Analysis – Handout

Matney said the handout is to remind the Council members that the maximum lab fee we can charge is \$24. He distributed a copy of a memo from Sara Long outlining procedures to adjust lab fees each fall. Crawford said that at one time they purchased the x-ray film for students and tried to cover the expense with the lab fee but the cost became so high that now the students are required to purchase the x-ray film.

Summer Class Schedule

The summer class schedule is now on WebAdvisor. This is a base year and with the new schedule, enrollment analysis will need to be done, and discretion will need to be used in letting low enrollment sections make. Check with Matney to allow small classes to make. Matney noted that we must increase our overall student/teacher ratio.

New Program Review Format

McAnally needs to present the new program review format and “Assessment of Institutional Program Review and Proposed Changes” Powerpoint to the Council members. It was agreed to schedule this presentation on April 12 at 1:30.

Badger Hearts Hope Chest Project – Handout

Matney distributed information about the Badger Hearts Hope Chest Project. The group wants to participate in the project and Bobbie will coordinate such.

Dual Credit Honors Courses and Grading System

A decision needs to be made regarding the discrepancy between some high schools and AC's grading scales. Seabourn will send out an e-mail for the chairs to respond to. It needs to be clear to students that the numerical grade for a class will be transcribed as a letter grade at Amarillo College and the grading scales may vary between the College and the high school.

Announcements:

- Tech Prep Cluster Meeting – Friday, March 31 @ 9 a.m. B&I Center – We are working on this partnership with AISD. Matney asked the chairs and their people to attend the Cluster Meeting. There have been over 250 rsvp's.
- Board Meeting – The Board approved a fee increase. Johnson presented the Enrollment Analysis report. Enrollments are down and we are going to have to do a better job of recruiting and helping students. Title V is funding the new portal.
- Additional faculty travel funding - \$12,500 is available; Kopenits has sent out an email informing the faculty of the additional funds.
- Indicate on Travel Authorization forms if travel is funded by a grant or non-AC agency – Matney noted that travel is being scrutinized and that requests being funded by a grant or non-AC agency need to be noted in the account number area.
- Willson Lecture Series – WTAMU – April 4 – Handout_ - Matney distributed information about the Willson Lecture Series
- Academic Enrollment Analysis (College Advancement) – Handout – Matney distributed and reviewed parts of the analysis. Boyd noted that the Fall Too classes were not promoted very well this year. It has been questioned how the 4-day start at 7:30 schedule affected enrollments this fall. Matney said the report is not to lay blame but to learn from. Matney will try to get the numbers on the Fall Too classes to analyze.

- Paralegal Program – Sloger noted that the American Bar Association has accredited Amarillo College's Paralegal program. Debbie Bailey has worked hard to achieve this status

Divisional Reports

- Business Division – Mills is working hard to create a contemporary Office Administration program. Debbie Bailey is going to begin working in that area and we are going to hire a new faculty member for Paralegal Studies.
- Language, Communication, and Fine Arts – Hosting UIL events. At the request of AISD, working on a new degree in Sign Language. Interpreters will be required to have an associate degree by 2012 and a bachelor's degree by 2016.
- Behavioral Studies - Russell Hall and Carter Gym have been renovated and the new configurations are working out very well.
- Intramurals – The new director of intramurals is making a real effort to promote the intramurals program.