PRESIDENT’S CABINET MEETING
February 1, 2005
MINUTES

MEMBERS PRESENT:
Steven Jones, Terry Berg, R. E. Byrd, Victor Fite, Brad Johnson, and Damaris Schlong

MEMBER ABSENT:
Renea Fike

OTHERS PRESENT:
Robert Austin, Paul Matney, and Brenda Sadler

ADMINISTRATIVE UPDATES -
♦ Bob Austin was recently interviewed by Channel 7 regarding spring enrollment and schedule changes.
♦ Byrd will be interviewed about Amarillo College’s partnership with Bell Helicopter.
♦ College Relations has requested to have media options when AC is contacted by the media. College Relations will contact the individual who will be interviewed; the interviewee will be provided with “talking points.”
♦ Johnson reported that the Professional Development Travel Committee for Classified/Administrators has awarded all allocated funds for 2004-05.
♦ Jones requested that Berg report on contingency funds at the next meeting.

2005-2006 CALENDAR – Austin distributed the latest calendar. He discussed the in-service and off-campus registration days which have been included on the calendar since the last update. Good Friday will be added to the 2006 calendar as a no-classes held date. Jones said he wanted the Cabinet to further discuss permitting students to early register without AC collecting a deposit.

During spring dereg there were fewer than 10% dropped for non-payment. The date for payment before dereg occurs has been adjusted to being neither too far out nor just before the beginning of each semester. Students who are not enrolled have been advised to check for class openings after dereg. Datatel has made a “test only” waiting list.

The question was posed as to whether to advertise publicly the Fall Too and Spring Too classes or to look into offering two 8-week blocks of classes. This idea will be given to Faculty Senate and Professional Development to consider.

There was Cabinet consensus to approve the 2005-06 calendar with the addition of “Good Friday – no classes” adjustment.

STUDENT WORKER RAISE/FEDERAL WORK STUDY BUDGETING CHANGES – Austin distributed a proposal for Federal Workstudy/Student Hires. He discussed the three proposed points.

1) Rate of pay for all student employees increased to $6.15/hour, effective March 1, 2005.
2) Beginning with 2005-06 budget cycle, departmental budget will only include institutional student hires. Federal Work Study budget will be managed by the Financial Aid Office. Currently Institutional student hires show up in departmental budgets but federal funds do not. The question was posed as to why a department cannot budget either institutional or federal work study and then have the capability of seeing the amount of money available on a monthly budget report.

3) Beginning fall 2005, supervisors have the option to award raises to student employees within the range of $6.15 - $8.00.

The Cabinet agreed with point #1 and #2 with the criteria that the Financial Aid Director sends e-mails informing people of student federal monies available. It was agreed to show budget managers the aggregate amount of all student worker funds. Point #3 was agreed upon with proper execution being followed.

HEREFORD CAMPUS UPDATE – The position for Executive Director of the Hereford Campus has been posted. The person in this position must live in Hereford. The advisory committee will be the initial screening committee and then Amarillo College will appoint a selection committee. The date range for the Executive Director to begin is March 15 – May 1.

CELL PHONES AND STIPENDS – Berg distributed a handout of AC employee cell phones. Currently there are 40 phones. In the past, everyone has gone out to various companies and negotiated various contracts with different plans. Some departments share phones. Other colleges have been contacted to find out how they handle their cell phone arrangement. Some:

♦ do what AC is doing
♦ give individuals a stipend (i.e., give an extra amount in their paycheck for phone bill and make the individual responsible for their phone and plan)
♦ have one carrier for all cell phone users
♦ are doing a combination of the above options.

It was discussed to leave the way Amarillo College handles cell phones as status quo and have Cabinet members decide who is eligible for AC cell phones.

IST MAJOR PROJECTS – Fite distributed an updated major projects handout. He said he has appointed a taskforce regarding implementation of Content Management System (CMS) software and named Carol Moore as chairman. CMS facilitates web page accuracy and timeliness. Multimedia classrooms’ needs should be addressed by Byrd and Matney.

NIKE UPDATES – Jones is collecting Cabinet responses to the WMM items on his web page.

STAFF UPDATES –
♦ Jones requested a written justification accompany employee replacement requests. He is looking for opportunities to combine positions and capture savings.

Next meeting: February 15, 2005
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