



ACC uses Board on macro issues that may need their involvement.

1. How are we able to articulate our vision for ACC, 3-4 years in the future—big picture.
2. Community Outreach. Scheduled 4 major forums for next year including RRISD, Legislature, Capital Metro, Health Care Providers.
3. Communications between each other and with the President. Suggested President call some Board members on Thursday/Friday before meeting to see if there are Questions/Answers. Board members may visit with President more frequently.
4. Board members will come to meetings prepared, having read Board materials and agendas.
5. Consent Items were approved: Minutes of March 5, 2007; Declaration of Program Priorities for Fiscal Year 2008/Resolution; and Interlocal Agreement with AISD Crockett High School for Parking at SAC.
6. Discussion/Possible Action:
  - Spaw-Glass Construction Corp. awarded contract for the expansion of the parking garage at SAC.
  - Texpool Resolution Amending Authorized Representatives. Approved for Consent Agenda in May 2007.
  - Amendment to ACC Money Purchase Plan. Approved for Consent Agenda in May 2007.
  - Service Area Boundary Changes. Approved changes in the Bastrop area.
  - Fiscal year 2008 Budget Study. Presented only as an annual report.
  - Executive Session: Discussion and Possible Action on Land in the Vicinity of the Round Rock Higher Education Center. Executive Session.

**Decisions/Actions:**

Information only

**Follow-up Items:**

✓ N/A

**Person responsible**

**Deadline**

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**Agenda item:**

4-08-07 PLT Update

**Presenter:**

Mary Hensley

**Discussion:**

Mary announced arrival of Brette Lea, the new Executive Director, Public Information and College Marketing. A CCLP candidate from UT may be available in fall 2007. Advise Mary if staff have a position for this candidate who has experience as a faculty member and as a dean.

**Decisions/Actions:**

**Follow-up Items:**

✓ Notify Mary Hensley if you have a position for the CCLP candidate.

**Person responsible**

All

**Deadline**

4/16/07

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**Agenda item:**

Re-prioritize Budget — April 2-15

**Presenter:**

Mary Hensley

**Discussion:**

Mary reminded staff that the final deadline to reprioritize the budget is April 16, 8 a.m. Staff will review budgets by April 9-12. The deadline for entering budget items was April 2.

**Decisions/Actions:**

**Follow-up Items:**

✓ Review budget April 9-12.

**Person responsible**

All

**Deadline**

4/9-12/07

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**Agenda item:**

Evaluation of Supervisors

**Presenter:**

Mary Hensley

**Discussion:**

Mary reminded staff that they may wish to complete the online evaluation of supervisor form.

**Decisions/Actions:**

Information only

**Follow-up Items:**

**Person responsible:**

**Deadline:**

✓ N/A

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**Agenda item:** FY07 PEP Goals. **Presenter:** Gary Weseman

**Discussion:**

Staff will submit copies of PEP Goals for 2006-07 and new PEP goals for 2007-08 to Mary and to Esther Buzard.

**Decisions/Actions:**

Information only

**Follow-up Items:**

✓ Submit goals to Mary Hensley and Esther Buzard.

**Person responsible:**

Staff

**Deadline:**

One week before performance review appointment.

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**Agenda Item:** Bring to Annual Employee Performance Review **Presenter:** Mary Hensley

**Discussion:**

Mary will conduct performance reviews with staff members in late April through mid-May. Each staff member should bring a completed self-evaluation for 2006-07 and PEP goals for 2007-08 to the review.

**Decisions/Actions:**

N/A

**Follow-up Items:**

✓ Each staff member reporting to Mary should call Esther Buzard to schedule an appointment for the performance review.

**Person responsible:**

All

**Deadline:**

4/13/07

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**Agenda Item:** PAR Requests **Presenter:** Mary Hensley

**Discussion:**

Mary called for staff to identify any employees who may need review of current PARs.

**Decisions/Actions:**

N/A

**Follow-up Items:**

✓ N/A

**Person responsible:**

**Deadline:**

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**Agenda Item:** Police Task Force **Presenter:** Mary Hensley

**Discussion:**

Mary visited with Dr. Kinslow. The Police Task Force will be re-activated.

**Decisions/Actions:**

N/A

**Follow-up Items:**

✓ Find out if ACC has an administrative rule that references having a procedures manual.

**Person responsible:**

Frankie Waller

**Deadline:**

4/15/07

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**Agenda Item:** CSS/ISDR Staff Meeting — May 8, Room 502 **Presenter:** Mary Hensley

**Discussion:**

The CSS/ISDR staff meetings for May, June, and July are cancelled. Meetings will be called should it be necessary.

**Decisions/Actions:**

N/A

**Follow-up Items:**

✓ N/A

**Person responsible:****Deadline:****Agenda Item:**

Campus Tours

**Presenter:**

Mary Hensley

**Discussion:**

Kristy Leigh Hamm-Forell, Manager of Student Recruitment Office, discussed the goal of having all students' first contact with ACC as a positive experience. Kristy distributed a guide sheet for use by campus personnel in conducting tours.

**Decisions/Actions:**

Suggestions:

1. SRO recruiters are trained to provide tours.
2. For drop-in visitors, contact Director-Student Services first, then Student Life Coordinator to find a guide.
3. Provide tours for particular departments, i.e., Film, Video Services. Consider using department staff to guide the tours.

**Follow-up Items:**

✓ Consider using Mobile Go Center to conduct campus orientations.

**Person responsible:**

All

**Deadline:**

N/A

**Agenda Item:**

Campus Managers

**Presenter:**

Mary Hensley

**Discussion:**

A separate sub-meeting occurred with Campus Managers.

1. Juanita Mendez said Erica Breedlove wanted to meet with Roy Mosier and Campus Managers regarding a process for hiring new faculty and assignment of offices and equipment.
2. Mary Hensley wants to meet with Campus Managers as a group on a regular basis. Meetings in May, June, and July will be held on an as-needed basis.
3. Gilbert Rodriquez called Juanita Mendez and wants to meet on April 23 to discuss custodial contract/evaluation. Mary will coordinate this with the next Campus Managers meeting agenda.
4. Campus Managers are receiving requests for renovations.
5. Mary will continue to mark "FYI-Action Required" on forwarded emails.
6. Committees. Campus Managers currently serve on Facilities Task Force, Environmental Health & Safety Task Force, and the Police Task Force. Mary will visit with each Committee chair to review committee membership and function and determine campus managers' participation on these and other committees.
7. Submit Mileage Reimbursement Forms monthly to Esther Buzard.
8. Community Outreach. Mary asked Campus Managers to think about where they could enhance involvement in community activities. Mary encourages campus representation within the community. Campus Managers will identify what external activities they are participating in and submit to Mary by mid-April. Mary suggested Campus Managers could participate in College Connection Planning meetings with area high schools in summer 2007, as desired.
9. Campus Advisory Committee. In May 2007, create the 2007-2008 calendar and agenda for these meetings.
10. Consistency. Campus Managers and others will work to create standard functions and procedures across the college.
11. Scheduling. First year of credit annual scheduling is challenging. Improvements are expected when the room schedule Resource 25 program becomes available.

**Decisions/Actions:**

N/A

**Follow-up Items:**

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|---|--|------------------|---------|
| ✓ | Provide list of committees currently serving on to Mary Hensley. List committees you wish to serve on. | Campus Managers  | 4/18/07 |
| ✓ | Create matrix of committees  | Marquis Williams | 4/25/07 |

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**Agenda Item:** Roundtable Update

**Presenter:**

Staff

**Discussion:**

Each staff member provided a brief update on department activity:

1. Sharyl Kincaid
  - Currently enrolling 7000-8000 high school students in the Tech-Prep program.
  - Conducting June 19 Workshop for high school teachers.
  - Organized June 6 conference for high school administrators and teachers at RRISD PAC, 8:30a-3:30p. Dr. Willard Daggett, keynote speaker.
2. Frankie Waller
  - Has five officer vacancies.
3. Richard Smith
  - Conducted first Bookstore Task Force meeting on March 30. Will add website with procedures and new information.
  - Piloting Barnes & Noble link of bookstore into ACC registration. Students can order texts on-line and have delivered.
  - Increased Barnes & Noble sales to up over \$1 million.
  - Increasing buy-backs. ACC will create a publicity campaign across campuses.
  - Work continues on Master Plan Budget.
  - Reviewing percentage of classrooms that have technology.
  - Working to elevate all classrooms to a specified percentage of technology use over a 3-year period.
4. Dianne Olla
  - Work progressing on Curriculum Management System. Dianne will request that Pauline Hargrave present an overview of CMS to CSS/ISS staff.
5. Gary Weseman
  - All campuses should have wireless.
  - Waiting on LDAP authentication; plan to implement May 2007.
  - Pre-requisites/first day rosters.
  - Interviewing for AVP-IT in April.
6. Linda Morrison
  - Currently moving HBC offices.
  - Expressed compliments to HBC Police Officer Matt Morris.
  - Creating unisex restrooms on three floors at HBC.
  - Improving air quality on second floor HBC.
  - Renovating 4<sup>th</sup> floor HBC to provide Simon Café snack bar. Scheduled to open in summer 2007. Operating hours: 7:30 a.m.-6:30 p.m. but may be closed in mid-afternoon.
7. Frank Taylor
  - Campus Life is wonderful! Hosting many RVS activities including Summer Youth Academy, Student Forum, Asian Spring Festival, Dr. Kinslow's Yak-n-Sak, and Staff Appreciation.
8. Luanne Preston
  - Moved to new office 508.1/HBC.
  - Preparing for summer/fall Early College Start enrollments.
  - Announced Mison Zuniga is new Director, Early College Start.
  - Interviewing for new specialist position to work on high school campuses.
  - Posted positions for Williamson County Manager at RRHEC and San Marcos Supervisor (full-time afternoon-evening).
10. Juanita Mendez
  - Hosting many activities at EVC including the April 4 Hispanic Student Success Recognition.
  - Approached by several departments for renovations.
  - Supported at EVC by full Campus Police staff. 100% Campus Police openings at EVC are filled.
11. Lynn Persyn
  - Six grants due between April 6-13.
  - Posting grant writer position.
12. Judy VanCleve
  - PIN had first inclement weather incident; moved daytime students/staff to interior positions.
13. Bel Smith
  - Received excellent support from Austin Police Department, campus personnel, and administration in follow up to student death event.
  - Experiencing good support of Campus Life and Weekend College at NRG.

- 14. Linda Haywood
  - Complimentary about Spaw-Glass Construction Corp. work on CYP campus.
  - Experiences much community activity with area high schools. CYP involved with New Partners in Education, Legislative Days with Chamber and City, City Wide Hazardous Waste Day, and Spelling Bee.
- 15. Marilyn Lee
  - RGC currently remodeling RGC Campus Police office.
  - RGC decorates campus office for seasons and holidays. Students and staff express appreciation.
- 16. Betsy Erwin
  - SAC has new ATM machine.
  - Revamped entrance to Campus Police to make more user friendly.
  - Parking signage has been finalized for SAC and Crockett High School.

**Decisions/Actions:**

N/A

**Follow-up Items:**

**Person responsible:      Deadline:**

✓ N/A

### ***Other Information***

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**Next Meeting Date:** August TBA, 2007  
**Time:** 2:00-3:00 p.m.  
**Location:** HBC, Room TBA  
**Special notes:**

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