

ACC Meeting Name:

College Support Systems and ISD Relations

Date: October 2, 2007 **Time:** 2:00 – 3:30 p.m.

Chair: Mary Hensley **Location:** 410.0/HBC

Attendees:

Sammy Dixon, Betsy Erwin, Linda Haywood, Mary Hensley, Mark Kincaid, Sharyl Kincaid, Gary Madsen, Juanita Mendez, Linda Morrison, Dianne Olla, Lynn Persyn, Bel Smith, Richard Smith, Frank Taylor, Marilyn Lee Taylor, Judy VanCleve, Frankie Waller, Gary Weseman, Marquis Williams

Minutes

Agenda item: Introduce Gary Madsen **Presenter:** Mary Hensley

Discussion:

Mary introduced new staff member Gary Madsen, P-16 Initiatives Director.

Agenda item: 10-01-07, ACC Board Meeting Update **Presenter:** Mary Hensley

Discussion:

Mary summarized October 1st Board meeting activity including:

1. Facilities Update
 2. Third Board presentation on College Connection
 3. Taxation Measure passed
 4. Internal Audit. Passed
 5. Public Facilities Corporation. Land banking discussed
 6. Selection of Construction Delivery, Round Rock Campus
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Agenda item: ACC Board Work Plan **Presenter:** Mary Hensley

Discussion:

Mary reviewed the Board of Trustees Calendar/Work Plan 2007-08 and noted action items for CSS staff. Staff should provide Board agenda items to Mary two weeks in advance of Board due dates.

December 3

Selection of Delivery Method for Parking Garage at Cypress Creek Campus

February 18

Board Community Forum with Round Rock/Williamson County Planning

March 3

Reports to the Board: Northridge Campus Student Forum, February 19

March 24

Board Community Forum with Health Care Organizations

April 14

Projected Tuition and Fees (Policy Compliance Report: G-5, Implementation of Fees)

May 5

Policy Compliance Report: A-5, Service Area Report

Policy Compliance Report: E-7, Resource Development

June 2

FY09 Budget Study: Technology/Capital Outlay Plan; Vendors Over \$100,000

August 4

Propose 2008 Tax Rate for ACC; 2007 Property Tax Rate Planning Calendar; and Schedule Two Public Hearings for Proposed 2008 Tax Rate: Facilities Update

Agenda item: Facilities Update **Presenter:** Mary Hensley

Discussion:

Mary distributed a Facilities Update, Bond Projects report of 8/31/2007.

Agenda item: 10-02-07, PLT Update **Presenter:**

Discussion:

No information.

Agenda item: Board Priorities **Presenter:** Mary Hensley

Discussion:

Board /President Priorities 2007-08 were accepted. All activities and budget flow through established priorities.

1. Continue Focus on Student Success
 2. Continue to Ensure Quality of Programs and Services
 3. Continue to Focus on Quality Teaching/Learning Environment
 4. Continue to Expand Access and Increase Enrollment
 5. Continue to Increase Diversity of students, Faculty, and Staff
 6. Continue to Enhance Facilities
 7. Institutional Advancement
 8. Continue to enhance Trustee/President Communications
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Agenda item: Personnel Assignments **Presenter:**

Discussion:

Mary announced personnel changes:

- Neil Vickers, AVP, Finance and Budget
 - Bill Mullane, Executive Director, Facilities & Construction
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Agenda item: ACC Leadership Award **Presenter:** Mary Hensley

Discussion:

Terry Stewart Mouchayleh, Office of Human Resources, is accepting nominations for the ACC Leadership Award. Nominations are due by November 1, 2007. On October 2 an announcement was distributed identifying seven award categories: Professional-Technical Employee of the Year, Classified Employee of the Year, ACC Community Volunteer, Administrator of the Year, Servant-Leadership, Student Success, and Bright Idea. Recipients of awards will get reserved parking at their home campus for one year, effective spring 2008. Winners to be announced November 19, 2007.

Agenda item: Telephone List **Presenter:** Mary Hensley

Discussion:

Mary recommended staff keep a copy of the Telephone Quick List at home and at work stations. She requested staff review information on telephone list to ensure accuracy and provide any corrections to her.

Agenda item: eTime and Supplemental Check Requests **Presenter:** Mary Hensley

Discussion:

In September 2007, Human Resources reported 47 supplemental checks were processed. Timesheets must be submitted on time. Staff should plan ahead if they will be on vacation or absent when eTime sheets are due. Human Resources will issue one notice and may require re-training in eTime if timesheet are not completed when due. Mary suggested staff mark due dates on their calendars.

Agenda item: Monthly Mileage **Person responsible:** Mary Hensley

Discussion:

Mary requested monthly mileage reports be submitted one month at a time. Please sign each page of each report and submit to Esther Buzard.

Agenda item: Schedule Development Timeline **Person responsible:** Mary Hensley

Discussion:

Mary encouraged all scheduling participants to adhere to established timelines.

Agenda item: Release 18 Conversion **Presenter:** Mary Hensley

Discussion:

The Release 18 Datatel upgrade will occur October 24-29. During this time, users will not be able to access Datatel. On October 28, power users will test to ensure everything is working correctly. Gary Weseman will send out a series of announcements.

Agenda item: College Connection Statewide Training **Presenter:** Mary Hensley

Discussion:

Mary Hensley and Luanne Preston are providing College Connection training to Texas colleges interested in implementing a College Connection program on their campuses. Most training occurs on Thursday and Friday. Next training is October 8, followed by another on October 18. Mary will send emails and specify who will have signature approval in her absence.

Agenda item: Round Table Update **Presenter:** Staff

Discussion:

Each staff member provided a brief update on department activity:

1. Frankie Waller and Sammy Dixon

- Police Task Force was part of Administrative Services Council, now part of ACAC as Campus Police Committee.
- Accepting recommendations for membership.
- Scheduled first meeting for October 26, 2007.
- Linda Morrison, Co-Chair 2006-07, will serve again in 2007-08.

2. Lynn Persyn
 - Hired new grant writer, Susan Patterson.
 - Grants department still has one vacant position.
 - Encouraged staff to bring suggestions/ideas for grant development.
3. Sharyl Kincaid
 - Tech Prep 2006-07 closed out; 2007-08 started.
 - Providing 2-3 articulation workshops per week to train high school teachers from aligned program areas; meeting with college departments; reviewing syllabus and projects as if each high school teacher is new; training high school instructors to teach at college level rigor.
4. Gary Madsen
 - Goal is to bring high school and college faculty together to define what students need to be college ready; identify courses where difficulties exist; bring high school teachers together with college faculty; and provide summer staff development.
 - Superintendents Meeting, November 13, 9:30-11:00 a.m. with ACC service area superintendents.
 - P-16 Senate Bill 1 mandated P-16 and public school initiatives. The Council is looking at ways to make students college ready.
 - Meeting on October 10 at EVC; will hear beginning of standards in core areas.
 - Mary Hensley to fill role as special advisor to P-16 Committee.
 - Mary Hensley invited ISS staff to attend.
5. Marquis Williams
 - 55 high schools have been contacted regarding College Connection 2007-08 planning meetings
 - The new senior presentation has received favorable response from students.
6. Frank Taylor
 - No changes at Riverside campus.
7. Marilyn Lee Taylor
 - No changes at Rio Grande campus.
8. Richard Smith
 - Distributed Instructional Resources & Technology 2007-08 Calendar; IRT will distribute extra copies to requestors; IRT will send copies to campus managers
 - Replacement computers. Staff can view CWTOC web site to see date when PCs become available; submit form to request replacement; search the list by asset number; select from option to obtain PC or Macintosh, desktop or laptop. Replacements are provided with 19" flat panel monitor
 - Wireless access to Board Room is in place.
9. Mark Kincaid
 - AISD Partnership proceeding: Auto Technology at Johnston High School; Auto Body/Collision Repair beginning at Reagan High School until ACC-AISD joint facility at Crockett High School opens in November 2007.
 - Johnston High School Community Forum, October 2, 2007. TEA considering closure; JHS not academically acceptable for last three years; Kirk Watson conducting forum, 6:00 p.m., October 2 Mary Hensley and Steve Kinslow will attend. Mary Hensley will lead subsequent meeting with 2 commissioners, ACC, and College Board staff to develop plan for Johnston High School community. Meeting scheduled to be held prior to Thanksgiving 2007.
10. Linda Haywood
 - Landscape repair completed at Cypress Creek.
 - Shuttle working well.
 - Can offer Auto at Leander High School.
 - Small Business Expo, October 2007.
11. Linda Morrison
 - All is well.

12. Betsy Erwin
 - Parking garage open at SAC.
 - Elevator open beginning November 2007.
 - Call boxes. Still under repair, not durable, quality questionable.
13. Judy VanCleve
 - Student Life moved to Pinnacle Campus 1st floor.
 - Remodeling to be completed in Student Life area.
 - Skunk stories
14. Juanita Mendez
 - Full calendar of events at EVC.
15. Gary Weseman
 - Transitioning to Datatel Release 18
 - Increased requests for wireless access. RGC and HBC are not wireless. In spring 2008, reworking wireless access for HBC. Other campuses have increased access points for wireless.
16. Bel Smith
 - Excited about totally wireless environment at Northridge campus

Agenda item:	Campus Managers	Presenter:	Mary Hensley Campus Managers
Discussion:			
Mary and Campus Managers met and discussed:			
<ul style="list-style-type: none"> • Campus Advisory Committees • Student Discipline Process • Food and Refreshment Budget 			

Next Meeting Date	November 6, 2007
Time	2:00 p.m.-3:30 p.m.
Location	410.0/HBC
Special notes	