

PRESIDENT'S CABINET MEETING

November 17, 2010

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, and Damaris Schlong

MEMBER ABSENT:

Danita McAnally

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

BUDGET ISSUES/COST SAVINGS – Bruce Cotgreave distributed a handout of energy efficiencies. Regarding building orientation, when a site is selected for a new building the energy effectiveness plays into the design. When black parking lots are paved they heat up, so trees are planted to shade and help keep heat from affecting the buildings. New buildings have new water closets and water saver flush valves and faucets are installed. In the summer months the temperature in the chill loop will kick in and run efficiently. New heating and air units use digital controls; there are some buildings which still use air compressors to open and close the dampers which are not as efficient. We used an energy incentive consultant to guide us in using less energy than the amount estimated; over the past three to four years we have received \$27,500 back from Xcel Energy which was deposited into our utility budget. International Energy Conservation Code (IECC) comes up with a wattage estimate for different businesses; when we are below that amount we receive energy rebates from Xcel. We are doing better than what IECC is calculating for our use. When the architect firm designs a building for Amarillo College they provide a report on the indoor lighting, mechanics, and exterior lighting. In our electric lighting systems, 85-90% is T-8 lighting or 277 volts which reduces amperage. Electronic ballasts, dimmers, and dual switches are being used. Natural light is being utilized everywhere possible along with LED lighting and light sensors. Our HVAC systems are more efficient. Around R50 of insulation is being put into the new buildings being constructed. We have chosen white roofing for the best reflection of the sun. Insulated windows with low E (metal thermal break) are being installed; these are four times better than regular glass panes. The Resource 25 program is scheduling rooms and buildings more proficiently; but it is still difficult to measure cost savings. If some buildings are shut down during certain times of the year we will save money. A chart of kilowatt usage and costs per campus was distributed. One savings discussed was that everyone needs to make an effort to turn off lights when a room is vacated; Matney will include this request in an email to all employees regarding cost savings. It was suggested to appoint a budget cost savings planning committee of about 8-10 people from the three employee groups with Cotgreave in the lead.

Berg presented a PowerPoint on Cost Cutting Ideas. Some of the ideas included not spending institutional funds on monetary donations from the College to any organization; office decorations; food, meals, coffee, bottled water, paper goods; and utilizing the contracts approved through the

Purchasing Department. Departmental parties should be paid for by employees. Resource 25 should be fully implemented for scheduling of classes for building usage and utility savings. Mileage reimbursement between campuses should be associated travel with job duties with few exceptions. Grants should have no current or ongoing impact on finances of the College. It was suggested to change the wording from “no current impact” to “little impact.” We need to demonstrate due-diligence when applying for grants. Other cost cutting ideas included were the elimination of some desk top printers; turning thermostats up in the summer and down in the winter; eliminating institution bought space heaters; refrigerators and microwaves. Going to a four-day work week was suggested; cutting back electrical usage during peak demand periods to get a better rate; reducing trips outside a 50 mile radius of the College; eliminating Christmas lights; and departmental shirts and jackets being paid for by AC. Berg was asked to bring back monetary savings tied to some of the above suggestions to the November 30 meeting. A salary savings chart by Cabinet member areas was distributed.

Announcements:

- A report from the Texas Higher Education Coordinating Board to Governor Perry on Higher Education Cost Efficiencies was distributed.
- Responses and comments from Cabinet member areas were distributed to be discussed on November 30.

Next meeting: November 30, 2010
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