

**PRESIDENT'S CABINET MEETING**  
**February 15, 2011**  
**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBER ABSENT:**

Terry Berg

**OTHERS PRESENT:**

Theresa Rider and Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

**Discussion:**

**REORGANIZATION IN ASSESSMENT AND DEVELOPMENT DIVISION** – McAnally distributed a proposed organizational chart of the Assessment and Development Division. The Senior Director of Grants position is open; position previously held by Cara Crowley. Jennifer Ashcraft, Grants Compliance Officer, will answer to the Senior Director of Grants position. Both Assessments Coordinator and Research Assistant who work for the Assessments Coordinator positions are open. Kara Larkan-Skinner has taken the Director of Institutional Research & Institutional Effectiveness position; the Research Associate position is held by John Bellah. The Special Project Manager position, currently held by Jim Morris, will be going away May 31. McAnally hopes to fill the open positions soon.

**SACSCOC REAFFIRMATION UPDATE** – McAnally will present a report at the February 22 Board meeting. Lowery-Hart said that after attending the meeting in Atlanta, he feels confident that Amarillo College is ahead of the game. It was mentioned that the SACS reaffirmation orientation meeting could have been held on the web and schools could save travel money.

**BUDGET DIRECTIVES AND INSTRUCTION** – Matney distributed a memo addressed to all budget managers regarding 2012-2013 budget preparation directives; he will send out the memo via email. Cabinet was asked to edit the memo before he sends. He was asked to remove the word “flat” when directing budget managers to submit “flat or reduced budgets.” Matney wants to convey the seriousness of budget reductions without going into great detail regarding HB 1 and SB 1 which are constantly changing.

There will be some new faculty positions added in the budget such as in psychology/sociology and a temporary biology faculty position. Matney was asked to replace the words “core mission” in the memo and replace with “critical institutional priority.” He will rework the budget manager memo and send out the next day.

Colaw is working with Human Resources on the Amarillo College Organizational chart.

At the March Board meeting the proposed academic tuition and fees increase will be presented. It was suggested to look at five years out and not just year to year. Green mentioned that the Texas Grant was being cut and that the federal funding of the Corporation for Public Broadcasting was considering cutting funding for PBS and NPR stations country-wide. Green mentioned that AISD wants to offer more online classes. Austin stated that AC needs to look at not building more parking lots right now since more online classes are being offered.

Theresa Rider distributed budget packet handouts which will be sent out to all budget managers after Matney sends his email. Rider pointed out key point #4 which includes Board appointed personnel salaries which will be adjusted as of February 16, 2011. Deadline for submitting the Budget Request Form and Preliminary Budget Worksheet to Rider is by March 22.

**TUITION & FEES** – Rider distributed possible tuition/fee increases for 2011-2012, fall 2010 tuitions for the 50 Texas community colleges, and Amarillo College per hour tuition and fee history from fall 1981 – fall 2010. She discussed the fall 2010 state averages and AC totals for in-district tuition per hour; state - \$66, AC - \$63 (25 colleges less than or equal to AC); out-of-district tuition per hour; state - \$98, AC - \$85 (18 colleges less than or equal to AC); and non-resident tuition per hour; state - \$145, AC - \$125 (23 colleges less than or equal to AC). The comparison of possible tuition/fee increases for 2011-2012 were discussed. Using the same rates as used in 2010-2011 based on calendar year 2010 credit hours: the projected increase in revenue over 2010-2011 would be \$839,717; based on fall & summer 2010 and spring 2011: the projected increase would be \$1.3 million. Increasing tuition by \$2 and general fee by \$2 based on calendar year 2010 credit hours: the projected increase in revenue over 2010-2011 would be \$1.6 million; based on fall & summer 2010 and spring 2011: the projected increase would be \$2.1 million. Increasing tuition by \$3 and general fee by \$3 based on calendar year 2010 credit hours: the projected increase in revenue over 2010-2011 would be \$2.1 million; based on fall & summer 2010 and spring 2011: the projected increase would be \$2.5 million. Increasing tuition by \$3, general fee by \$3 and out-of-state by \$23 based on calendar year 2010 credit hours: the projected increase in revenue over 2010-2011 would be \$2.2 million; based on fall & summer 2010 and spring 2011: the projected increase would be \$2.6 million.

#### **ROLL OUTS TO CAMPUS COMMUNITY:**

**DIGITAL SUGGESTION BOX** – Colaw and Green discussed and presented an online report regarding the digital suggestion box. It was discussed to break up the days when Cabinet members approve or disapprove suggestions: Austin and Green – Monday; Lowery-Hart and McAnally – Wednesday; Berg and Colaw – Friday. It was discussed step-by-step how an employee or student can use the suggestion box. All visitors can access the Digital Suggestion Box through the AC home page and then be authenticated using their ACNetID and password; this will take them to the title page with Matney's message where guidelines for participation will be listed and where one may add or view a suggestion and Cabinet can approve a post; to add a suggestion, one must select a category, type in the cost savings suggestion, up to 500 words, and submit; all suggestion submitters will immediately be sent an email from the system thanking them for their cost savings suggestion; to view a suggestion, one must select search criteria and click submit; a reader of the suggestions can then select a like or dislike button; and at this step a Cabinet member can disapprove an item to post for being inappropriate.

**COST SAVINGS GRAPHIC** – There were handouts with cost savings tips and measures adopted; these will be sent to employees and students by email from Green’s office starting February 21. The approved suggestions will be discussed at Cabinet meetings and either adopted or not implemented.

**LEGISLATIVE UPDATE** – Last week Matney went to Austin to attend the Senate Finance Committee. Some Senators serving on the Senate Finance Committee include Kel Seliger, Robert Duncan, John Whitmire and Judith Zaffirini. The committee wanted to learn what parameters community colleges will have to endure. The House Appropriations Committee will meet Friday, February 18 to hear testimonies from community college presidents. Matney welcomed any comments from Cabinet members as he prepares his testimony. Texas Workforce Commission grants have been sliced by 40%; the JET Grant program which has given funding to public junior colleges in the past has been cut all together.

**Announcements:**

- The Institute for Organizational Excellence at UT Austin will send out an employee survey today; the Survey of Employee Engagement (SEE) will be emailed to AC employees. McAnally distributed the survey summary. Cost for this instrument is \$31,000.

Next meeting: March 1, 2011

bs