

PRESIDENT'S CABINET MEETING
November 15, 2011
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Terry Berg

OTHERS PRESENT:

Judy Carter, Theresa Rider, and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Action:

RENAMING OF POLK STREET CAMPUS – The Board will be presented the proposal that Cabinet has made the decision to change the name of the Polk Street Campus to the Downtown Campus. Green met with Diane Brice, Registrar; Kim Davis, Dean of Continuing Education; and Bruce Cotgreave, Director of Physical Plant to discuss timeline and signage. Green distributed artist renditions of signage for the campus. McAnally moved to approve renaming Polk Street Campus to the Amarillo College Downtown Campus along with the signage changes; Colaw seconded. The motion carried.

Discussion:

CABINET CORE VALUE FORMULA – Matney asked Cabinet if they still believed the Core Value formula: Integrity + Innovation + Teamwork = Success. He said he wants to make sure all members are still comfortable with this formula.

AMARILLO COLLEGE STRATEGIC PLAN THROUGH 2015 (GOAL 4) – McAnally distributed handouts. The Board of Regents has approved Goals 1-3. Goal 4: Sustainability of AC = percentage of Net Revenue – Expenses of Total Expenses and to ensure the College's future. Between 2011 and 2015, Amarillo College's sustainability, as measured by Composite Financial Index (CFI), will remain steady at .44. The CFI measurement consists of the sum of the weight factors which include: 1) primary reserve ratio; no significant change from previous years, 2) viability ratio; much lower due to an increase of 30% noncurrent liabilities (\$14,018,038) which is the increase in bonds payable, 3) return on net assets ratio; lower because of a decrease in ending net assets of 4% which consists of a change in net income, and 4) net operating revenues ratio; much lower because of a decrease of 93% in net revenue and expenses (\$3,692,060). Total operating revenue -- \$2,630,095 (+9%); total non-operating revenue increased \$4,758,757 (+9%). Total non-operating expenses increased by \$369,294 (+22%) due to bond interest increase. Total operating expenses increased by \$10,711,619 (+14%) due the following: 1) unrestricted - \$4,247,216; salaries made up \$2,338,295 of this amount, 2) restricted - \$5,334,303; scholarship and fellowship made up \$4,625,059 of this amount, 3) auxiliary - \$570,670, and 4) depreciation - \$559,430. Bottom

line: in 2010-2011 we are going the opposite direction of these since we have paid off some of the bond.

INSTITUTIONAL PRIORITIES FOR 2011-2012 – Deferred

AC HONORS PROGRAM – Judy Carter, Honors Program Coordinator, distributed handouts; an honors program brochure and an Amarillo College Presidential Scholar Honors Program application. Matney discussed the meetings Ms. Carter, Lowery-Hart, and himself have had with area high school principals and counselors. They are giving the principals a broad overview about what we are doing and offering at AC. These meetings give us a chance to tell the AC story and build better relationships. Amarillo College is working hard to help the developmental students succeed; Ms. Carter also tells the principals what we are doing for the exceptional students. The counselors are surprised at the high number of their students who have come to Amarillo College. Qualifications to be in the Honors Program include a GPA of 90 or better; top 10% of the class; successfully complete one or more AP courses; and a intellect, creativity and desire to study with like-minded students and faculty. The application needs to be completed and submitted by February 1; AC Foundation scholarship forms need to be turned in by March 1; and the most qualified students will be asked to complete an interview. High School principals are excited about the Honors Program and will meet with seniors this semester to tell them about this program. They are also told about AskAC; a customer service outlet that can direct students to any college department or resource. There are currently 30 students enrolled in the Honors Program. There are many perks to being in this program: financial assistance (scholarships available); textbooks are provided for most Presidential Scholar courses through the lending library; opportunities are available for transfer scholarships to several universities; there are travel opportunities to metropolitan museums, symphonies, and other cultural events; spring/summer trips to places such as England, New York, and China; and students are given iPads. Wendy and Stanley Marsh 3 gave a gift of \$5,000/year for five years for the Creative Mind Series and invited the Honors students to a dinner at the Amarillo Museum of Art during one of the Creative Mind presentations.

SACS COMPLIANCE REPORT NARRATIVES PROGRESS – Deferred

NO EXCUSES VIDEO – Green presented a video taken when Damen Lopez, No Excuses founder, was in town recently. Amarillo College is the first community college to become involved with No Excuses. Faculty members are working together to help with impoverished and first-time college students. Everyone at AC needs to strive to “be the right person” when it comes to helping students and prospective students. There was discussion about bringing Damen Lopez to AC to be the keynote speaker at the General Assembly in January to enlighten Amarillo College faculty and staff about the No Excuses initiative.

SINGLE AUDIT FINDINGS IN 2010-2011 AUDIT REPORT – There were 11 findings this year; five were compliance issues and six were significant deficiencies. New rules have been created for those overseeing grants and they are examining each more closely; we are implementing plans and responding to each issue concerning grants. There are 18 grants being managed at this time. These impediments were presented to AC straight up; one reason for these single-audits is to enable us to see and fix problem areas. However, the state qualified us as a low-risk school. Each finding and corrective action plan was discussed. The audit report will be presented at the November 22 Board meeting.

I.D. CARD TECHNOLOGY PRESENTATION – Colaw introduced Charlotte Pearce and Kyle Randall from Diamond Business Services, Inc. who discussed I.D. card technology. John Salazar, Director of Customer Services, was also in attendance. They wanted to gain knowledge about what

Amarillo College needs and wants for I.D. card utilization for students and staff. Ms. Pearce said they have been in business for 30 years; primarily they do business with education institutions and governmental organizations. She described and discussed various types of cards we might want to implement; several cards were distributed for Cabinet members to examine. It was explained that I.D. cards can serve several purposes depending how elaborate AC wants to get. Ms. Pearce gave an explanation of what “smart cards” are; there can be 26 applications for each card; they can be a full-service card, or for specific areas such as usage in the library; and they can have a stored memory chip in them. These cards could promote AC as a mini billboard. A card which is able to be swiped for usage or access into certain areas was discussed. A decision will have to be made and then an application written for which the card would be used. Some cards track how often students attend class, visit an advisor, or enter certain areas. Ms. Pearce said we would need to gather what information we want to capture and what the needs are of each campus.

Announcements:

- The architectural firms will be presenting to Cabinet on November 29 and December 2; John Hicks was asked to be present in these meetings of the selection committee.
- There will be a special Board meeting on December 13 to present the Master Plan Report and to ask for Regents' approval for the architectural firm selection and the Construction Manager-at-Risk.
- Cabinet members were asked to create a list of priorities for the 2012-2013 budget from their respective areas and brought to the next Cabinet meeting.
- Amarillo College needs to start a recycling program.
- A SACS narrative session will be set up for Friday, November 18.

Next meeting: December 13, 2011
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