

# PRESIDENT'S CABINET MEETING

January 24, 2012

## MINUTES

### MEMBERS PRESENT:

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

### OTHERS PRESENT:

Teresa Clemons and Brenda Sadler

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

### Discussion:

**COLLEGE PRIVACY POLICY** – Colaw distributed a proposal of the Amarillo College Privacy Policy. Amarillo College is committed to ensuring the privacy of personal information on its website. The Information Technology Council edited the policy and unanimously endorsed it on January 17, 2012. It was discussed to revise the document regarding discrimination. It is necessary to ensure the consistency of this policy with other college documents. The three outside entities driving this policy include the Southern Association of Colleges and Schools Commission on Colleges; financial auditors; and Google AdSense. There was discussion. There was also discussion as to whether this item would be considered a Board policy or a Cabinet approved notice. Colaw will check with legal counsel.

**STUDENT WORKER SALARIES FY2013** – Berg distributed current student worker salary amounts – Federal College Work Study - \$7.25/hour; Math/Financial Aid - \$8.75/hour; and AVID Grant (tutors) - \$10.00/hour. Minimum wage is \$7.25/hour. A pilot was conducted in the Mathematics Department in fall 2011 to pay math tutors \$8.75/ hour. Kay Mooney, Director of Financial Aid and Dr. Kathy Wetzels, Department Chair, Mathematics & Engineering, have devised a proposal to implement a two-tier payment model. There was discussion as to whether AC could raise the hourly pay to offer and keep more students working on campus. Tier 1- \$7.75/hour for student workers with no specialized skills; Tier 2 - \$9.00/hour for tutors and technology skills was discussed along with maintaining the AVID Grant tutors at \$10.00/hour. The Texas Higher Education Coordinating Board was instrumental in setting the AVID Grant student workers' pay rate. The Cabinet will be final approver of what wage each area is given. Berg requested that Human Resources be involved in and notified of each student salary. The motion was made by Berg to include, in the 2013 budget packets given to budget managers, the following pay rate: Federal College Work Study - \$7.75/hour; tutors and student workers with technology skills - \$9.00/hour. Colaw seconded the motion. Cabinet approved.

**REVISED MEASURE 4 FOR STRATEGIC PLAN** – Berg presented a PowerPoint presentation regarding Board Policy Manual, Section CC – Annual Operating Budget – Reserve Funds. The annual financial statement for each August 31 should show an unallocated fund balance equal to at least ten percent of the proposed budget for the succeeding fiscal year. This Board policy section addresses measure 4. In the *Amarillo College Strategic Plan through 2015*, goal 4 states “ensure the College’s future.” From 2008 through 2012, we exceeded our goal of having more in actual unrestricted reserves versus required. In 2011, we had no reserve spending; in 2012, \$2.0 million for the Hereford Campus will be paid back, but \$1.0 million for East Campus renovations will be an expense.

**SACS COMPLIANCE REPORT UPDATE** – Matney reminded Cabinet to mark their calendars for Friday, January 27, to start at 8:30 and vet SACS narratives until completed. He will update the Board on reaffirmation efforts.

**BUDGETING/PLANNING LINK (SACS); PET & PROGRAM REVIEW** – McAnally distributed copies of budget needs resulting from Program Review, both instructional and non-instructional, and PET forms, both instructional and non-instructional.. McAnally indicated that both the Program Review budget items and PET form budget items prove that AC employees have been very frugal in requesting institutional budget items and often referenced external funds (e.g. existing grants or contracts) rather than institutional budget items. Cabinet agreed to encourage those budget managers who had budget requests from PET forms or Program Review and are relevant to the College's budget to submit the recommendations during the upcoming budget requests. Cabinet reviewed and discussed the handouts. All Cabinet members agreed that this link between planning and budgeting is important. Cabinet approved integrating the results of these institutional effectiveness assessments into budget preparation and gave their unanimous consensus.

**POTENTIAL GRANT SUBMISSIONS** – Matney said that part of the new normal is to encourage people to submit and pursue grant opportunities. Teresa Clemons, Senior Director of Grants, brought and discussed three grant proposals. 1) THECB Comprehensive Student Success Program (CSSP) grant. Targeted students: first-generation with emphasis on under-represented and economically disadvantaged. It would serve a Cohort group with a minimum of 200 students who are enrolled in at least nine hours per semester and 50 in a Control group. The grant will target gatekeeper courses in English and A & P for required student participation. It will require priority of IR staff as the grant requires a Student Success Survey which drives the proposal. A project director must be named. Match is 17% minimum which is approximately \$30,000 in-kind. There is potential for \$875,000 over a five year period or \$175,000 per year. Each year we have to show movement in gatekeeper courses in order to continue funding for the following year. Proposal due February 16, 2012. Project period: March 1, 2012 to August 13, 2013. Consensus was for Ms. Clemons to work with Human Resources, get faculty support, and make a few modifications before bringing to Cabinet for a vote. 2) Texas Guaranteed Student Loan Corporation (TG) Public Benefit Grant Program (private funding from TG; subcontract through Amarillo Area Foundation (AAF). This grant opportunity affords us to add staff to formalize and substantially expand intensive mentoring program; supports No Excuses and Achieving the Dream initiatives; and allows us to collaborate with AAF and help leverage Gates funding. If approved by Cabinet, AAF will submit a Letter of Intent and, if selected to continue, will submit a final proposal; we will include all ACE students and incorporate adult students from San Jacinto GED parents; and AC will subcontract to hire a coordinator/director for mentoring with AAF to cover 75% and AC Student Services Fee to cover 25% of salary/benefits. Letter of Intent/Proposal Summary due January 31, 2012. Project period: September 1, 2012 to August 31, 2013. The amount per year is \$100,000 for up to three years. Consensus was to proceed with this agreement with AAF. 3) Economic Development Administration (EDA) grant. Kyle Ingham, Economic Development Director at Panhandle Regional Planning Commission, approached AC concerning the EDA grant; he has offered to assist AC with a grant submission for the new Hereford Campus. There are two funding cycles remaining for the next proposal submission dates of March 10, 2012 (funding cycle 2) and June 10, 2012 (funding cycle 3). Critical components for the proposal are the construction plans and cost estimates for the new Hereford Campus. The amount of the grant would be \$1.0 to \$1.5 million. Mr. Ingham plans to bring a draft proposal to the February 7 President's Cabinet meeting.

**Announcements:**

- Representative Four Price will meet with Cabinet for the Roundtable discussion at the February 7 meeting.

Next meeting: February 7, 2012

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