

PRESIDENT'S CABINET MEETING

May 28, 2013

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Jennifer Crawford and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

THE LEADER IN ME – Handouts were distributed. Jen Crawford, IT Customer Service Assistant, volunteered when the principal at Glenwood Elementary invited Amarillo College to come and be a part of their program, “The Leader in Me,” which was implemented a year ago. When Mrs. Crawford first arrived at Glenwood she was greeted at the door by students and escorted to the area in which she needed to be. This program is proactive in which students are rewarded for good behavior and its goal is to teach students how to become leaders. “The Leader in Me” program is a school-wide leadership/development process for both students and staff of which *The Seven Habits of Highly Effective People* by Stephen Covey is a foundational piece. Amarillo College is considered to have some of the best leaders in Amarillo. Students at Glenwood Elementary are respectful of others. Amarillo College created a goal of sending four or five AC personnel to volunteer to work with Glenwood Elementary students. Glenwood is asking for volunteers for fall 2013. Matney wishes to bring Mrs. Crawford back to another Cabinet meeting in a month or so.

Lowery-Hart spoke of the recent China trip he went on with the President's Honors Scholars. He said it was interesting seeing China through the students eyes. The students who made the trip will visit with Cabinet regarding how this trip changed their lives. The 15 honors students making the trip are from four area high schools with one coming from Hereford High School. The trip challenged the students to see themselves in a different way. Judy Carter is transitioning out of the Honors program with Jill Gibson transitioning in.

TRTF BUDGET – Colaw distributed a handout. There is a new process for the TRTF budget for the 2014 FY. The TRTF has a five-year cycle. There has been \$3.9 million requested for the year, but only \$1.6 million has been allocated. Colaw told Cabinet that costs of computers have gone up and there have been a lot of renovations which have required computers. Maintenance costs a lot more than replacing the computers. For FY '14, 800 computers are scheduled to be replaced; the cost will be \$670,000. Colaw is looking for grants to help supplement funding. Colaw said AC will be in a transition period for the next couple of years as a lot of departments have purchased iPads which may replace some computers. A requisitions approval for iPads through AC Connect is available.

CABINET RETREAT WRAP UP – Matney compared the October 10, 2012 Cabinet Budget Retreat to the retreat on May 9, 2013. There was discussion regarding what items were on the October 10, 2012 agenda and if anything had been accomplished or was in process. Cabinet and administration is working to make AC an affordable college for students to attend; AC aspires to becoming an

Achieving the Dream Leader College; striving to move the needle on student success; determine positives and negatives of a Potter-Randall annexation vote; move to a 60/40 full-time/adjunct instructional model; become strategically leaner as the “new normal;” protect and polish the AC “brand;” preserve and foster community support; and achieve significant energy savings. Matney distributed the FY '13 budget considerations and discussed. The ad valorem taxes were raised 5.34%; tuition and fees increased by 10% in-district, 9.5% out-of-district, and 6.6 out-of state; a 3.5% raise was given; budget surplus was “earmarked;” an energy/utility reduction plan is being explored; credit hours were down in 2013; and the LBB budget proposal was less.

2014 BUDGET – Matney and Berg previewed the 2014 Proposed Budget presentation will be given to Board tonight. Matney showed the process of building the budget and timeline. The following assumptions were discussed: fee increase of \$3.00 (general fee) and \$2.00 (out-of-district fee) approved by Board; senior frozen tax and TIRZ tax exemptions; tax valuation increases in college district; no ad valorem tax rate increase; and unfunded mandates for tuition waivers. The Legislative Conference Committee has approved: increase in formula funding; 50-50 cost share on health insurance and retirement; adopted the three-point TACC methodology for funding; and requiring student success point funding for a college be based on a college competing against itself. The budget must support student success priorities. The administration budget priorities include reducing travel and supply budgets; supporting technology upgrades; budget for an employee raise; using reserves for critical alterations and improvement needs; and employing a positive, proactive, collaborative approach to budgeting. Projected revenue and expenditures is \$57,884,269. The projected total cost to give employees a raise is \$1,044,481.

STAR AWARD – Cabinet decided to wait another year before submitting a nomination for the STAR Award.

Announcements:

- Matney went on the annual AC Teaching Seminar (ACTS) conference in Santa Fe. Matney held an evening session with new faculty.
- An AC Student Success Report Card for each Cabinet area was distributed for further discussion and completion; Cabinet should bring back completed June 18.
- An AC Evaluation Plan for Student Success was distributed. Success indicators include developmental education; grade of A-C success; gateway courses passed; persistence from fall to spring and fall to fall; and on completers.
- Matney distributed a Conference Committee Report featuring Senate Bill 1. More money will be available to cover community colleges' health insurance and retirement.
- Summer enrollment is up 2% in headcount.
- The Board Budget Retreat will be scheduled at tonight's meeting; the dates targeted are June 12 or 13.
- AC has applied for a USA Funds Grant/Private Funding which will be \$400,000 to \$800,000 total to cover a two or three year grant period.
- The Perkins Basic Grant is \$100,000 over what was budgeted.
- Smith Ellis, President and CEO, FirstBank Southwest, donated \$35,000 to the Hereford Campus.
- College Relations sent an email to sign up for active weather (NWS) texts.
- Austin and Matney will be involved in United Way again this year. They will be seeking loaned executives for this term.

Next meeting: June 4, 2013
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