

PRESIDENT'S CABINET MEETING

January 21, 2014

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Ellen Robertson Green

OTHERS PRESENT:

Johnny Mize and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Cabinet Roundtable:

Johnny Mize, Board of Regent member since May 2013, met with Cabinet. Mr. Mize was born and raised in Big Spring, Texas, where his parents worked hard to enable him and his sister to attend college. Johnny Mize was named for the baseball great that played for the New York Yankees from 1949-1953. For a short time, Johnny became a fast-pitch softball player and played for a California team under the assumed name of John King. Johnny had a good work ethic instilled in him. He attended Howard College for one year, drove a delivery route for Morton Foods; then went to Lubbock Christian for two years on a baseball scholarship; transferred to Texas Tech University where he graduated with a finance degree in December 1982. Mr. Mize said he learned how to deal with people while attending college. He received a job offer from Guyon Saunders, founder of Corporate Systems in Amarillo where Johnny began work in January 1983 as an account representative. Mr. Mize worked his way up until he became president and CEO in 1993 and supervised over 650 employees. In 2004, Corporate Systems was sold to Marsh Inc., a unit of Marsh & McLennan Cos. Marsh, which is headquartered in New York, is a risk and insurance services firm. Johnny spoke of his passion for serving on the United Way Board. Guyon Saunders is the one who got him involved with United Way. Mr. Mize spoke of being accountable in business dealings and education as well. Matney encouraged Cabinet members to tell Johnny something they are proud of in their area and what they are working on currently. Colaw mentioned working on Elucian, a software and services company which provides education institutions with the innovative solutions they need to help people everywhere discover their futures through learning and the Blackboard Learning System. Austin explained he is involved in student completion and working to "move the needle." McAnally said this year she is working on strategic planning and accountability. Lowery-Hart spoke of the partnership with academics and student success; and how his team is working to change the higher education courses taught which integrate technology and content; he is working on course redesign; and is instrumental in the reformation in developmental education. Matney is working on projects and initiatives which are transforming the college; he continues exploring more private and corporate gifts for the college; he worked to get the Hereford and Moore County Campuses on line; he is working on a family housing plan at East Campus; he continues working with the Prana partnership; and is moving forward on a comprehensive energy plan. Berg talked about the budget process which will begin in February. Mr. Mize complimented the team and said he is excited about the vision and energy level of the College.

Discussion:

STUDENT SUCCESS CONTINGENCY REQUESTS – Austin and Lowery-Hart distributed and discussed their requests for student success contingency funds.

Austin first discussed the request he was proposing. The project title: Student Loan Default Management which was devised by Financial Aid. He spoke with various vendors regarding the student loan default rate plan. The plan will help students to make educated decisions regarding federal student loans and address the options that students have to repay these loans after leaving Amarillo College. AC will partner with Panhandle-Plains Student Loan Center (PPSLC) for management assistance. The cost for this partnership is a monthly rate of \$1,666 for the final six months of the fiscal year. The total request is \$10,000. This project will be included in the 2014-2015 budget for the Student Affairs Division. Lowery-Hart moved, seconded by McAnally to approve this request. The motion carried.

Lowery-Hart presented his request. The English Department requests funds for the Writers' Corner. The overview is to handle the increased student traffic efficiently and effectively and to increase the number of budgeted hours to hire additional student workers and non-appointed employees and to increase wages for non-appointed employees and student workers to meet the mandatory changes to the tutor pay scale across all campuses. The main justification for this request is the continued increase in the number of students the Writers' Corner tutors each semester. The second justification comes as a result of AC's efforts to secure competitive compensation for non-appointed employees and student workers across all tutoring facilities. The total requested is \$22,990.80. The additional funds will be included in subsequent years in the English budget requests. McAnally moved, seconded by Austin to approve this request. The motion carried.

2014-2015 CALENDAR – Austin distributed a draft of the 2014-2015 academic calendar. There was discussion about various dates and Austin stated that we follow closely with AISD's calendar. AISD should approve their calendar this evening. McAnally moved, seconded by Lowery-Hart to approve the calendar pending the results of AISD's approval. The motion carried. Austin will distribute after corresponding with AISD in the coming days.

STRATEGIC PLAN TIMELINE – McAnally distributed a form entitled Strategic Plan through 2020 Development Timeline. In February, focus groups will form and meet with key stakeholders. McAnally said she wants to work with existing items already received such as Achieving the Dream results. Advantages we had for five years with community CEOs and philanthropic groups was their donations to AC. We have the opportunity to take advantage of information gathered and delivered by focus groups. We need to take advantage of visiting with faculty before the end of the spring semester. McAnally hopes to roll-out the new strategic plan by January 2015. She would like to have Board approval sometime between August and October 2014.

2015 BUDGET TIMELINE – Berg distributed a Budget Development Timeline for FY 2015. Budget packets should be emailed to budget managers and President's Cabinet members on February 5. All budgets are due to appropriate Cabinet members on March 11. All budget documents should be forwarded to Jeanette Nelson by March 20. Berg received Cabinet consensus regarding the budget timeline.

OPEN RECORDS REQUEST PROCEDURE – Berg stated that all requests should go through him.

2014-2015 BUDGET ASSUMPTIONS – Matney discussed the budget directives for the 2014-2015 budget which he will send February 4 to all budget managers. The budget reality for 2014-2015 is that because of our declining enrollment during the past three years, our revenue is declining. We are receiving less tuition and fees and less contact hour reimbursement from the State. Budget assumptions were discussed including retaining our current tuition and fee structure and tax rate.

Announcements:

- There will be a Hinkson Memorial Campus Ribbon-Cutting meeting on Friday, January 24. Those included in preparations and plans are Matney, Green, Daniel Esquivel, Joe Wyatt, Teresa Clemons, and Kathy Dowdy. Matney said he would ensure students are included in the planning and participation of the ceremony.
- Cabinet will have a retreat on February 14 at the ANB Skyline Room to discuss growing enrollment tactics.
- DPS is holding a meeting at the East Campus on Wednesday, January 22.

Next meeting: February 4, 2014

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