

PRESIDENT'S CABINET MEETING
December 16, 2014
MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

WEST CAMPUS B BUILDING – A handout of the existing plan and proposal of changes to Building B, West Campus, was distributed. The proposal was made due to gym/dance requesting they move into a larger area of the building. Berg pointed out the areas where records storage is in the building, where Criminal Justice currently resides, where gym/dance is currently, and the area where Physical Plant uses in Building B. Berg, Moller, and Bruce Cotgreave recently met and discussed building a steel building for Physical Plant and moving gym/dance into the north portion of Building B where parents could easily drop off their children for classes. A request for the steel building will be placed in the 2016 budget request. Continuing Education personnel will be asked to attend a Cabinet meeting in February to make their proposal and to explain how much revenue and enrollment is generated by the gym/dance classes.

FY 2016 BUDGET – Berg distributed the budget development timeline and discussed. Jeanette Nelson will load salaries into the budget module. On February 3, Lowery-Hart will email budget preparation directions to budget officers; budget packets will be emailed to budget managers to begin to prepare budgets. Budget training will begin on February 5. All budgets will be due to appropriate Cabinet members on February 27; budget request will be sent to Jeanette Nelson by March 6. Cabinet will begin budget discussions and start the process of balancing the budget on April 7. The Technology Fee and Carter Fitness Center proposals will be presented to the Board at the January 27 meeting. Enrollment is projected to be down 5% for spring; positions will not be automatically filled unless they are justified to Cabinet and if they are approved at Cabinet level. Before Janet Barton in Human Resources posts jobs they will have to be approved by Cabinet. Lowery-Hart said each area will need to reorganize the positions they have to cover some of the duties to be completed with replaced positions. Before approving positions, Cabinet will look at decreased enrollment, budget deficits, and building usage analyses.

STUDENT SUCCESS CONTINGENCY REQUEST – Austin distributed a handout for a student success contingency request. The request was for a payment plan amnesty pilot project in the amount \$10,000. The \$10,000 was requested to pay off end-of-term balances for students who have a payment plan contract with an outstanding end-of-term balance; who have successfully completed the semester with grades of a C or better; who have completed FASFA for the upcoming award year; who participate in a two-hour financial literacy seminar; and who have not previously benefited from this special one-time opportunity. If this request is approved, the Core Team will approach the AC Foundation for a permanent commitment of \$20,000 per year.

The Cabinet meeting ended at 10:00 a.m. in order to participate in a conference call with ASI Signage Wayfinding Innovations to receive recommendations for signs around campus.

Next meeting: January 6, 2015

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