

PRESIDENT'S CABINET MEETING
February 4, 2014
MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

Core Values: Integrity + Innovation + Teamwork = SUCCESS

Discussion:

PROPOSAL FOR AMARILLO COLLEGE ENERGY MANAGEMENT PLAN – A draft of the Energy Management Plan for Amarillo College was distributed. The approved plan will accompany the RFP which will go out on February 14. There was discussion regarding the proposed plan. To achieve the objectives, the four strategies discussed were: (1) track and report energy use as basis for continuous improvement process; (2) facilities use guidelines for faculty and staff; (3) lighting, HVAC equipment and water use guidelines for staff; and, (4) energy education. The Purpose Statement indicates Amarillo College employees' responsibility to conserve energy and natural resources and that energy efficient operations will reduce operating costs. Cotgreave reported that success of the plan is dependent upon total cooperation from every level within the College. A comprehensive program for energy efficient operation shall be developed. An Energy Management Department will be responsible for the implementation, operation and enforcement of the program. The plan will be a fluid plan and may change every six months to a year. An Energy Committee will be formed to include Cabinet members, the room scheduler, and others representing construction, maintenance, custodial, and purchasing departments. The Energy Management Department shall produce quarterly and annual reports providing actual consumption and energy costs for each facility and/or campus. The Energy Management Department will establish and implement strategies to reduce energy. Matney said the Cabinet needs to make recommendations, endorse the plan and determine how to roll out to the college community. Lowery-Hart will take the proposed plan to his leadership team for input. The following statement will be added to the RFP: "The attached energy plan is simply a draft but one will be created and approved."

PARKING LOT SIGNAGE FOR VISITORS – Green brought up the fact that there is limited visitor parking and some lots which have signs stating "parking for employees and students" should be reworded to include visitors. Cotgreave will have new signs made.

STRATEGIC PLAN DEVELOPMENT (REVISED TIMELINE) – McAnally distributed a revised Strategic Plan through 2020 Development Timeline. Final edits should be made in August; she will seek Board approval in October 2014.

GROWING OUR ENROLLMENT RETREAT – An agenda for the Cabinet Retreat was distributed. The Cabinet retreat will be held on Friday, February 14 from 8:00 a.m. – 12:30 p.m. in the Skyline Room on the 16th floor of the Amarillo National Bank.

8:00 a.m. – breakfast will be served; Matney will present the overview and discussion goals of the retreat.

8:30 – 9:30 – a reality check will be presented in data presentations

9:00 – 10:30 – data, trends, where we are losing students, target audience, goals and competition

10:30 – noon – Student Success Initiative Strategy

Noon – 12:30 – next steps

There was discussion concerning potential growth areas within target audiences, courses offered, and times offered. Cabinet will look at the marketing research report and at the competition. Twenty-eight out of fifty Texas community colleges had an enrollment decrease in the fall 2013.

JACC-PAC – Matney told Cabinet members he appreciated any who would support JACC-PAC; the goal for the fifty community college districts is \$15,000. Amarillo College's goal for this year is \$1,713. If a donation is made, Matney said to make the check payable to JACC-PAC and turn in to him for processing.

TACC LEGISLATIVE AGENDA FOR 84TH LEGISLATIVE SESSION – Matney distributed a document entitled "Summary of Legislative Committee Decisions: 5-Point Plan." The five-point plan includes: (1) Workforce and Skills Alignment; (2) Measuring and Funding Success; (3) College Readiness; (4) Transfer and Articulation; and, (5) Texans in Community Colleges.

BUDGET ASSUMPTIONS AND DIRECTIONS – Matney distributed a copy of the 2014-2015 budget assumptions. He will send an email this afternoon to budget managers regarding the current budget reality which is related to our three-year decline in enrollment at AC. Declining enrollment means less revenue and our budgets must be reduced. The number one critical priority is student success and completion. There was discussion regarding ideas and assumptions.

Announcements:

- Matney spoke of the recent death of an AC retiree, Red Myers, who is also one of AC's Professor Emeriti.
- Former Board of Regent Chair, Prenis Williams, was featured in a "Black History Month" article in the *Amarillo Globe News*.
- United Way of Amarillo and Canyon hired Katie Noffske as their executive director.
- The Hinkson Memorial Campus Open House will be held on Sunday, February 16 from 2-4. The Hereford Campus has 277 academic students and 100 dual-credit students enrolled this spring.
- It was suggested to invite Joe Street, CEO, Street Toyota, to speak at a future Cabinet Roundtable.
- Matney distributed two articles regarding the importance of technical education.
- Matney charged Colaw to come up with a proposal for collection of the technical fee and distance learning fee.

Next meeting: February 18, 2014

bs