

PRESIDENT'S CABINET MEETING

February 10, 2015

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Russell Lowery-Hart, and Deborah Vess

MEMBER ABSENT:

Ellen Robertson Green

OTHERS PRESENT:

Kim Davis, Luke Morrison, Brenda Sadler, and Maggie Thetford

Discussion:

GYM/DANCE PROGRAM AND WEST CAMPUS B BUILDING – Luke Morrison, Director of Personal Enrichment and Maggie Thetford, Supervisor of Sports and Dance Programs, distributed a handout regarding the personal enrichment program expansion and projected income from each individual gym/dance class. The proposal included dividing the North Bay into one large gymnastics/sports training area and two small multi-purpose dance and fitness room. There was discussion about the area which included the gym and multi-purpose rooms and the offices (116, 118, & 120). They are looking at the area north of the North Bay for drop-off/pick-up of children. There was discussion of making storage rooms 115A and 113 A into restrooms; Berg said that Bruce Cotgreave was planning to renovate the existing restrooms in B building and keeping the storage rooms. There was discussion regarding Kid's College gym/dance fall/spring/summer classes producing \$2,010 in revenue. Projected annual instructional income totals \$271,350. Mr. Morrison mentioned the possible use of the building after hours for birthday parties; he said it could generate an additional \$24,000. Berg said if we offer birthday parties it would mean a change in policy. Mr. Morrison indicated that the estimated renovation cost would be \$645,000 after removing the two new restrooms from the plan. The realistic cost recovery was seven years. Berg indicated an architect would be asked to draw up plans in order to achieve the actual renovation cost. There was no action taken.

CARTER FITNESS CENTER BOARD QUESTIONS – Lowery-Hart mentioned that item regarding the Carter Fitness Center would be a topic on the Board agenda. There was discussion as to two proposals. Both proposals include a student fee increase of \$1.00/credit hour. The two options: 1) restrict Carter Fitness Center access to AC students, faculty and staff, 2) continue to allow community access via court rentals and tournaments. All the courts are rented through April.

OPTIONS FOR DELIVERING EXPANDED SERVICES – Berg said if we extend services during holidays, custodial, maintenance, business office, and HR will need to have staff here. There was discussion to designate employees who are on-call. Some areas of the college already have tried working 7-7. Austin shared the Lone Star College System's work schedule model which is Monday-Thursday, 9-6; Friday, 9-1; and Saturday, 9-1. Vess offered looking into a pilot model to find out what services that students are using or need to use. We should determine which areas are needed to have expanded hours. The bottom line was to serve as many current students and potential students as we can. Crowley reported that the Community College Survey of Student Engagement (CCSSE) which is conducted in the fall might answer some of the questions as to areas and times needed. Lowery-Hart said that AC is committed to expanded services and it will

involve more than the student services area. Before a pilot is conducted there will need to be data collected and justification for staying open. Lowery-Hart asked Austin, Berg, Colaw, and Vess to meet to determine which areas need to be working during the time when others are off work and decide how best to restructure hours to best serve students. The community needs to be asked what it needs from AC. Crowley will check with IR to get data. Lowery-Hart suggested Cabinet members meeting outside of typical weekly meetings to address this issue.

POSSIBLE BOND REFINANCING – Berg referred to the 2008 bond series; he said the first bond sell in March or April will be \$63.8 million; it will save taxpayers \$500,000 - \$800,000.

STRATEGIC PLANNING – Lowery-Hart distributed the *2014 Texas Public Higher Education Almanac*, a profile of state and institutional performance and characteristics published by the Texas Higher Education Coordinating Board. The strategic plan will be the main item at the February 24 Cabinet meeting. Cabinet was reminded to read the book Lowery-Hart provided them, *What Excellent Community Colleges Do*, which ultimately is about leadership.

POSITION JUSTIFICATIONS – (1) Austin presented a request for a math tutor for disability services. There was discussion to have a math faculty member train for and take over these duties to fulfill their load. The position request was tabled for now and Lowery-Hart asked that Austin and Vess meet with Kathy Wetzal and Brenda Rossnagel to determine if the position could be filled by a math faculty member. (2) Guaranteed Student Loan Coordinator – Berg moved, seconded by Colaw. The motion passed. (3) Replacement for a night custodian on West Campus and (4) a replacement for a groundskeeper on East Campus. Colaw moved, seconded by Austin. The motion carried. (5) HR Specialist – there is a potential for savings; the plan is to move someone up from within the department. Colaw moved, seconded by Austin. The motion carried.

WAYS TO CAPTURE ACTION ITEMS AND DECISIONS – A handout was distributed regarding ways to capture action items and decisions. Some examples were cited from Lake-Sumter Community College, Pasco-Hernando Community College, and the University of Florida's Institute of Food and Agriculture Sciences.

Next meeting: February 24, 2015
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