

# PRESIDENT'S CABINET MEETING

April 19, 2016

## MINUTES

### MEMBERS PRESENT:

Bob Austin, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, Deborah Vess, and Mark White

### OTHERS PRESENT:

Joy Brenneman, Terry Kleffman

### Discussion:

**BUDGET** – Steve Smith and Jeanette Nelson presented a one page handout (attached). Jeanette worked with each department to present a budget in the black even with a recently discovered historical error which has now been corrected.

Jeanette reviewed the budget and noted the following:

- A&I includes Moore County
- Budget will adjust accordingly when revenue numbers are available
- Additional expenses will include 2% raise with fringes
- PRAD preliminary numbers will be available next week/tax revenue is a best estimate at this time.
- Other revenue includes bookstore, grants, East Campus housing, etc.

Our focus at this time must be increasing enrollments, higher retention, and completion. Steve will be in Austin May 3 to find out what the state's budget plans are. His plans moving forward are:

- Department specific financials
- Better controls, perhaps implementing a budget committee, program prioritization, marketing decisions
- Will consider allowing carry-over of some funds to prevent end-of-year budget frenzy
- Tying fringes to departments and specific employees

Lyndy noted that we have shown savings in overtime and have saved the college \$28,000 by disputing unemployment claims. Also, employee groups have requested a college-wide org chart.

**BLOCK SCHEDULING AND 8-WEEK COURSES** – Dr. Vess stated that the schedule is live but registration has not started. Block schedules are not yet at 50% but she has gone back to departments who did not participate (Phys Educ/Math, e.g.) and should be at 50% by the time registration starts. There are over 40 blocks with 15-18 credits moving students to full-time and completion. Data suggests technical students need to stay enrolled – moving East Campus to a year-round status. Sections and course offerings are not being reduced and should result in higher summer enrollments. Since faculty have different start times per their appointments, parity may or may not be effected.

Deborah and Lyndy discussed ways to streamline process for payroll. Summer has not been included in the budget numbers in the past and there are not policies on the amount faculty can make in the summer. Will need to have real numbers before decisions can be made, and Dr. Vess requested an accounting for adjunct and overload pay. Then this may be budgeted within the departments.

Use of student internships could be used to produce some of the work on campuses, saving the college funds, and could be made a part of the student's curricular assignment. This would be especially helpful on the East Campus and Ellen will work on that for student media workers.

**CAMPUS CARRY POLICY** – Ellen reviewed her handouts (attached). The policy was written by Ellen, Hank Blanchard, and Eric Wallace based on examples from other universities.

- SAT and ACT testing prohibits guns at all testing sites; Mark and Ellen will work on wording for notice to be posted at all AC testing centers. Notice may be posted at the check in location.
- Need to develop clear guidelines/rubric to determine locations to exempt, i.e. competitive sports environment, certain percentage of minors in attendance, licensed day care.
- Lessees will make their own determinations
- KACV cannot be exempt
- Should be simple and easy

Mark will review wording, Ellen will bring to cabinet and present to committee. Board of Regents must review within 90 days and can amend. Take to the Board of Regents in August, submit to the State, then train and implement by August 2017.

**PROFESSIONALISM** – White reminded cabinet members that the college is receiving more and more requests for public information, especially from the Amarillo Globe News which is getting more and more granular with their requests. He noted that all email may requested as well as texts that are work related and voice mail that comes across as a text message. Personal conversations and phone calls might be best for sensitive issues. Email and phone etiquette will be addressed to the entire college in the future. He also reminded all departments to date documents that are received in their offices.

### **BRAGGING ON EMPLOYEES**

Lyndy – Melissa Eder has invited HR to come over and participate in mock interviews, did a great job preparing students

Lyndy – Ina Fiel responsible for saving AC a great deal of money

Joy – Lisa Gray for her help with the reception area for Honors Convocation

Steve – great job from IT to get him up and running

Dr. Vess – Kim Crowley recently received accreditation for the Continuing Healthcare Program

Ellen – student America Maria Adame is working with Ellen gathering bins for Food Pantry from the community and creating a video about student's lives changed by mentors - Russell

AMARILLO COLLEGE  
 Fiscal 2017 Budget  
 Current Status Analysis  
 04/21/16

**REVENUES AND APPLICATION OF RESERVES**

	FY 2017
Projected Revenues	
State Allocation	13,876,778
Tuition & Fees (with 5% enrollment reduction)	21,270,232
Tax Revenue (with 2% tax base increase)	20,305,260
Other Revenue	3,237,020
<b>Total Projected Revenues</b>	<b>58,689,290</b>

**BOTTOM LINE EXPENDITURES**

Projected Expenditures (Local Maintenance)	57,234,075
Alterations & Improvements - All Campuses	908,650
<b>Total Projected Expenditures</b>	<b>58,142,725</b>

<b>SURPLUS (DEFICIT)</b>	<b>546,565</b>
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**Potential Changes**

	FY 2017
<b>Revenue:</b>	
Tuition and Fees ch from 5% to 3% red	318,224
Tuition and Fees Certified Spring increase	50,000
Tax Revenue ch from 2% to 3% increase	200,000
	<b>59,257,514</b>
<b>Expenses:</b>	
2% Raises	625,358
Fringe -Insurance Rate Increase	443,686
	<b>59,211,769</b>
<b>SURPLUS (DEFICIT)</b>	<b>45,745</b>

# Amarillo College

## Concealed Handguns Policy

Approved (date)

Revised (date)

Next Scheduled Review (date)

### **Policy Statement**

This policy provides guidelines for the legal carrying of concealed firearms on the campus of Amarillo College by those with a license to do so, including prohibitions in certain areas of campus.

### **Reason for Regulation**

This rule was written to comply with Texas Government Code 411.2031 and Texas Penal Code 30.06, 46.03 and 46.035. These codes allow for the Board of Regents of each Texas community college to consult with students, faculty and staff to determine any areas that would be prohibited from concealed carry due to specific considerations for the safety of our campus community. This policy established those areas.

### **Procedures and Responsibilities**

1. Amarillo College Regents have established this rule after consulting with AC students, staff and faculty about AC's student population, specific safety considerations, and the unique campus environment.
2. A licensed handgun holder, under Chapter 411, Texas Government Code, may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of Amarillo College unless prohibited by state or federal law or this rule.

3. Amarillo College enforces state law regulating firearms on campus. This enforcement occurs in two ways. First, AC police will investigate and take appropriate actions, including referral for criminal prosecution when violations occur. Second, AC police will consider any violations of state law regulating firearms to be a violation of AC rules. Accordingly, such a violation is subject to disciplinary action under rules applicable to students, faculty and staff.
4. Rules applicable to carrying a concealed handgun on AC campus
  - 4.1 State Law Prohibitions – Texas law prohibits the possession of handguns in the following locations or under the following circumstances.
    - 4.1.1 a handgun license holder may not carry a handgun if he/she is intoxicated.
    - 4.1.2 A handgun license holder may not intentionally or knowingly display his/her handgun in plain view of another person, even if holstered, on campus, including on any public or private driveway, street, sidewalk or walkway, parking lot or other parking area.
    - 4.1.3 A handgun license holder may not intentionally, knowingly or recklessly carry a handgun on or about the license holder's person:
      - 4.1.3.1 on the premises where a high school or professional sporting event or interscholastic event is taking place; or
      - 4.1.3.2 on the premises where a collegiate sporting event is taking place, so long as

effective notice is given under Section 30.06, Penal Code; or

4.1.3.3 at any meeting of a governmental entity so long as effective notice is given under Section 30.06, Penal Code.

4.1.4 A person may not intentionally, knowingly or recklessly possess or go with a firearm:

4.1.4.1 On the premises of a polling place on the day of the election, including while early voting is in progress.

4.1.5 Federal Law Prohibitions – A license holder is responsible for complying with any applicable federal prohibition.

4.1.6 Other Prohibited Campus Locations – A license holder is also prohibited from carrying a concealed handgun in the following campus locations:

- Amarillo College Childcare Lab School, 6222 W. 9<sup>th</sup> Avenue, Amarillo, TX 79106 (West Campus)
- Carter Fitness Center, 2400 S. Washington, Amarillo, TX 79109 (Washington Campus)
- Gym/Dance Building, 6222 W. 9<sup>th</sup> Avenue, Amarillo, TX 79106 (West Campus)
- Any Amarillo College Testing Site on any Amarillo College Campus
- Any premises of campus leased by a third party, if the third party determines to prohibit the concealed carry of handguns on the premises and provides effective notice pursuant to Section 30.06, Texas Penal Code.

At all locations where concealed carry is prohibited, Amarillo

College must give effective notice under Section 30.06, Texas Penal Code.

Suspected violations of the Handgun Policy should be referred to the Amarillo College Police Department at (806) 371-5911 or (806) 371-5163.

(Effective August 1, 2017)

- 4.1.6.1 Amarillo College Child Development Lab School, located at 6222 West 9<sup>th</sup> Avenue, 79106 -- AC's West Campus.
- 4.1.6.2 Carter Fitness Center, located at 2400 South Washington Street, 79109 – AC's Washington Street Campus.
- 4.1.6.3 Gym/Dance Building, 6222 W. 9<sup>th</sup> Avenue, Amarillo, TX 79106 (West Campus)
- 4.1.6.4 KACV-TV/FM, 2408 South Jackson Street, Amarillo, TX 79109
- 4.1.6.5 Any AC Testing Site – AC Testing Center is part of the college's Student Affairs Division and is located at 2201 South Washington, 79109, on AC's Washington Street Campus; however, testing locations can be found on many AC campuses.

4.1.6.6 Any premises of campus leased by a third party, if the third party determines to prohibit the concealed carry of handguns on the premises and provides effective notice pursuant to Section 30.06, Penal Code.

4.1.7 At all locations where concealed carry is prohibited, Amarillo College must give effective notice under Section 30.06, Penal Code.

The above list is not intended to be exhaustive and a license holder is responsible for complying with any other applicable state or federal prohibition.

## **Related Statues, Policies, or Requirements**

Texas Government Code	411.2031
Texas Penal Code	30.06, 46.03, and 46.035

## **Definitions**

Campus -- all land and buildings owned or leased by Amarillo College.

Interscholastic event – a function or program existing or done between schools not including a collegiate sporting event.

Intoxication – not having the normal use of one’s mental or physical faculties by reason of introducing a substance into the



body, or having a blood alcohol concentration of .08 grams or more.

Governmental entity – Amarillo College Board of Regents or governing body of another governmental entity, such as a city council, county commissioners, school district board of trustees, or state commission.

Premises – a building or portion of a building. The term does not include any public or private driveway, street, sidewalk, or walkway, parking lot, or other parking area.

### **Contact Office**

Suspected violations of the Handgun Policy should be referred to the Amarillo College Police Department at (806) 371-5911 or (806) 371-5163.

(Effective August 1, 2017)

Amarillo College  
April 2016 Final Report  
College Committee on Concealed Handguns  
Policy Recommendation  
Senate Bill 11 – Campus Carry

The Texas Legislature recently passed a law allowing concealed handguns on all state-supported community colleges beginning August 2017. According to the law, community colleges are allowed to recommend locations where concealed handguns will be prohibited. (S.B. 11 attached)

The president shall establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus of the institution or on premises located on the campus of the institution.

The president or officer may not establish provisions that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus of the institution.

The president or officer may amend the provisions as necessary for campus safety. The provisions take effect as determined by the president or officer unless subsequently amended by the board of regents.

Not later than the 90th day after the date that the rules, regulations, or other provisions are, the board of regents shall review the provisions. The board of regents may, by a vote of not less than two-thirds of the board, amend wholly or partly the provisions. If amended, the provisions are considered to be those of the institution.

In the fall of 2015, Amarillo College President, Dr. Russell Lowery-Hart, created a committee made up of students, faculty and staff to review the new law, consult with others on campus and provide policy recommendations in regard to concealed handguns on AC campuses. (Committee members attached)

The committee discussed and researched the issue and gathered feedback from other campus constituents through an online survey answered by 530 faculty, staff and students. (Survey and results attached)

In its final report, the committee recommends the attached concealed handgun policy to the president.