

PRESIDENT'S CABINET MEETING
May 10, 2016
MINUTES

MEMBERS PRESENT:

Bob Austin, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Steve Smith, Deborah Vess, and Mark White

OTHERS PRESENT:

Joy Brenneman, Brenda Sadler, Chris Hays

Discussion:

COMMITTEE ASSIGNMENTS – Dr. Vess discussed the committee assignment table that was emailed to cabinet prior to this meeting. Green highlighted names represent senate appointments, purple are volunteers, and yellow are positions appointed by others. Senate recommendations will be used when possible. She asked that cabinet members review and send recommendations to her by Wednesday, May 11th. She would like to publish this prior to commencement and faculty leaving for summer. A question was asked about the need for an Academic Technology Committee and an Administrative Committee of Technology. ATC was created to address technology issues of faculty. Lyndy will check with Terry Kleffman to see if both are necessary or if they could be combined.

The need for development committees was discussed. Lyndy made a motion to disband both the Administrative and Classified Development Committees, seconded by Bob. There was no discussion and the motion was approved.

The Faculty Handbook Committee is responsible for making revisions to this handbook. They have met and made revisions to the rank and tenure policies this year. Mark asked to be added as an ex-officio member to help navigate between this committee and the committee working on the Board Policy changes.

Once Deborah has received all cabinet recommendations, she will send the final copy to cabinet for their vote.

ENROLLMENT UPDATE – Bob related that the payment deadline has been moved to Friday rather than Thursday because Fridays are payday for many students. Staff will be available this Saturday to help those who may have been purged for non-payment.

Summer enrollment is down 4% in headcount, but just 1/10 of 1% in contact hours. Fall enrollment is down just over 10% and we are closing the gap.

- A call went out last Wednesday to about 7,000 currently enrolled students who are not enrolled for Fall.
- Approximately 3,000 postcards were sent to students who have applied but not enrolled.
- Evening sections will be re-evaluated with additional sections added based on demand.

- Blocked course sections creating a log jam are being addressed with shadow sections that allow non-block students to enroll in these same courses. Caps will be adjusted accordingly. Advisors are aware of these changes.
- AC will hold an event at River Road High School similar to ACE registration days on May 17th. 63 students are expected and those who qualify will be registered, and AC will work with those who need remediation. Hoping to capture 50 students where we normally only have about 15 students from RRHS.
- Richie Garza and Amy Guerrero are working with Daniel Esquivel and the Hereford advisor, Shannon Victor, to enroll 200 applicants from Hereford High School. They are working with the high school counselor to determine who is attending in Amarillo and who in Hereford.

Kelly Prater, Financial Aid Director, has determined that AC is not required to have a high school transcript before packaging financial aid for the students. They are setting up packages for students now and will create a contract for students missing documents. Every 14 days students will get a reminder followed by phone calls to offer assistance in completing their paperwork.

Deborah and Bob are working on identifying some programs that could be marketed and offered as weekend or evening college. They will determine if commercials have had any impact on these smaller programs. Food service was suggested as one program which would allow students to obtain a Level 1 certificate within one semester. Marketing could begin as soon as the program and courses are available.

PRELIMINARY BUDGET – Steve provided a Power Point that will be presented at the May 17th Board of Regents meeting and reviewed the last page. He will include more breakdown and detail with history and comparisons to actuals. He is working with Bob to get more realistic tuition and fee numbers. There was some discussion regarding rental income and differences in actual versus what was budgeted. He will check that. Eventually expenses (such as fringes) will be allocated to each department where they are accrued. He has a more realistic budget but still needs work. Monthly financials should be ready today. Departments should be able to see that there is a pretty good surplus that gets destroyed as departments start spending down their budget at the end of the year. He would rather start building up a surplus. He is reviewing purchases as they come through the business office.

Questions he should expect at the Board meeting will include rental property, misc. sales, and other expenses.

Terry Kleffman found savings of approximately \$130,000 by turning off extra ports in rooms. It has been determined which building will be down for the summer. Electricity rates may be going up due to a current rate case. Steve will discuss this with Terry Hawthorne.

Lyndy suggested that Steve discuss these issues at the next Leadership meeting and this information could also be included in other communications such as the WIFFY report.

BRAGGING ON EMPLOYEES – Cabinet

- Steve – the Marketing Department for working hard to keep up after the changes
 - Kyle and Brian who made the commercials – Cara
 - College Relations – Bob
 - KACV – Steve
- Cara – Physical Plant, especially Rudy Moreno, who has worked very hard every day getting rooms ready for events on the 2nd floor – Mark
- Deborah – Pam Madden for doing a great job with scheduling – Russell & Lyndy
- Russell – Jill Gibson for receiving the Outstanding Faculty Support Award from SGA – Lyndy
- Chris – Janitor named Mark at Panhandle PBS for the outstanding work he does – Lyndy
- Russell – Lyndy and Mark for managing a difficult situation well

POSITION JUSTIFICATIONS – Cabinet

- Customer Services – Judith has taken a position in Social Services and Bob will need to refill the position

ADDITIONAL NOTES

- Mark is meeting with Tracy Dougherty to work through the process of support and scholarship for dual credit students in Hereford
- The Ranger, FM90, and student media is moving to Panhandle PBS