

# PRESIDENT'S CABINET MEETING

July 12, 2016

## MINUTES

### CALLED TO ORDER

9:07 am on 07/12/2016

### ADJOURNED

11:37 am on 07/12/2016

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Deborah Vess

### OTHERS PRESENT

Joy Brenneman, Chris Hays

### DISCUSSION:

<b>1. REVIEW OF PRIOR MINUTES</b>	<b>Cabinet</b>
Minutes from June 28, 2016 were reviewed	

<b>2. BUDGET</b>	<b>Lowery-Hart</b>
<p>The State is requesting a 4% budget cut for the next biennium 2018-2019. This should not put proposed raises at risk and there are no current plans to eliminate positions due to budget cuts. Amarillo College was prepared for this while other institutions were not. Because we are prepared, respect for AC increased at the last Texas Association of Community College conference. The concern now is long term implications of State cuts and AC is preparing for this as well. Russell provided a list of what will be necessary going forward.</p> <ul style="list-style-type: none"><li>• Enrollment increases as well as increases in student success and completion.</li><li>• Zero based funding will require tightened budgets with spending details listed. Steve reviewed an example of a zero based budget. It is broken down into sections, e.g. revenue, expenses, with a built in profit of 10%. The budgeting is based on real spending. The report reflects detail level and will tell every budget manager exactly where they are in the budget.</li><li>• Long-term potential increases in taxes and tuition while recognizing limits on ability to do so.</li><li>• Build-in profit layers for all contracts.</li></ul> <p>Cost savings plans will need to be developed and a task force created in the future and chaired by Steve Smith.</p>	
<b>ACTION ITEMS</b>	<b>Cabinet</b>
Future agendas will include reports from Cabinet members on trips to inform Cabinet of what was learned.	

<b>3. SUPER HERO AWARDS</b>	<b>Lowery-Hart</b>
Brief discussion about these awards and who had received them in the past. Chris Hays believes he can produce that list.	
<b>ACTION ITEMS</b>	<b>Cabinet</b>
Cabinet members were asked to bring recommendations for super heroes to the next meeting. Chris Hays will bring list of previous recipients.	
	Hays Joy

<b>4. GENERAL ASSEMBLY</b>	<b>Lowery-Hart</b>
Russell has received a proposal from the Presidential Leadership Institute group for the Fall 2016 General Assembly and will bring it to next cabinet meeting. The focus of the General Assembly will be empowering employees to understand and engage with the Strategic Plan. PLI will facilitate General Assembly including the FAMILY contest.	
<b>ACTION ITEMS</b> Add to next agenda meeting	Joy
<b>5. CONSISTENCY OF STATISTICS</b>	<b>White</b>
Mark White asked for clarification of the official keeper of data for AC. Institutional Research is the keeper of the official data. When data is needed call them. The data book is also available on our website and Jarrod Madden is working on making it more user friendly. Data can appear to be inconsistent; however, data reviewers need to be cognizant of how the data was collected, the parameters and rules of the data collection, and the source of data collection.	
<b>ACTION ITEMS</b> N/A	
<b>6. COMMUNITY VOLUNTEERS</b>	<b>White</b>
Discussions with the AC Foundation for staffing the Ware Student Commons led to a suggestion to create an auxiliary of volunteers (retirees/community) who could come to campus and help students. The volunteers would be carefully selected through an application and/or invitation process and be carefully trained. Cabinet had no opposition to pursuing this.	
<b>ACTION ITEMS</b> Kathy Dowdy and Mark White may go forward with investigating this program.	White
<b>7. SAFETY TRAINING</b>	<b>Forrester</b>
The safety committee had a meeting on Monday, the 11 <sup>th</sup> , with overall safety training. AC will begin offering many sections of a <i>Safety Training for Active Shooter Situation</i> course. The course will be piloted at next week's Cabinet meeting, and then will be rolled out to the campus on Wednesday. A suggestion was made that perhaps this might be recorded and offered as an online option. All faculty and staff will be encouraged to attend this training due to recent events around the country and the upcoming campus carry law, but it will not be mandatory. The training will last only an hour with 30 minutes of training followed by a Q&A time. A very real active shooter drill will be planned for Cabinet and the Emergency Response Team soon to be held at the downtown campus.	
<b>ACTION ITEMS</b> Lyndy will work with Steve Chance and Scott Acker to get this set up for cabinet next week and will get the registration for faculty/staff ready to offer. She will work with Dr. Vess to possibly include this training in the all-faculty meeting this Fall.	Forrester Joy
<b>8. ENROLLMENT UPDATE</b>	<b>Austin</b>
Enrollment is trending up and is up 1.27% compared to the last two years. Credit hours are up .5%. The plan is to register students for 12 – 15 hours, and Bob's staff is still working with students who have not registered for this many hours. Jason Norman is working on a report to see where sections may need to be added. Bob's staff are authorized to create more sections where needed. They continue calling and emailing students who were registered in Spring but have not registered for Fall and contacting high school graduates not registered. The Hereford event had about 25 – 30 students for this first time offering and has asked them to come back for a second event. A similar event will also be planned for Moore County. Applications are up 15% at the end of June. Suggestion was made to ask other departments and staff to help with these efforts.	

<b>ACTION ITEMS</b> Add sections where needed. Check to see where help might be needed and enlist assistance from other departments/staff	Austin
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<b>9. COMMUNICATION POINTS</b>	<b>Cabinet</b>
<ul style="list-style-type: none"> <li>• AC will begin safety training for active shooter situations as soon as next Wednesday.</li> <li>• 4% budget return in next biennium 2018-19</li> <li>• Cabinet reviewed zero based funding and this information will be presented at the Administrator’s meeting tomorrow</li> <li>• PLI has proposed a General Assembly Plan</li> <li>• Enrollment is up 1.27%, student affairs is contacting potential students</li> <li>• Safety training for active shooter situations</li> </ul>	

<b>ACTION ITEMS:</b> Lyndy will send out email	Forrester
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<b>10. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
Chris Hays requested a new position for a fund-raiser for Panhandle PBS and FM90. Funds are available in the PBS funds from endowments and donated funds, and he would like to use these funds to hire a Development Account Executive. He proposed a two-year trial period to determine sustainability of the position. Critical achievements would be written into the job description and duties. If these were not met, the position would not be continued and this would be clearly articulated to the individual hired. This position would work closely with Mark White’s efforts to ensure there no conflicts. Although this would be a new position, it would not use college funds and would generate revenue. Cabinet approved this position.	

<b>ACTION ITEMS:</b> Chris will proceed with creating a job description and posting this position.	Hays
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