

PRESIDENT'S CABINET MEETING
September 8, 2015
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

Discussion:

PRINT SHOP – Berg, Green, and Vess have been researching the operations of the AC print shop and discussed the findings. The print shop has been losing \$1,000 - \$2,000 a year but costs have been made up by charging other college departments. Most forms are now online. AC's print shop charges more per copy than commercial print shops. AC pays Zip Print to print our letterhead and envelopes; departments then order them through AC's print shop and the cost is marked up and charged to the departments. The AC print shop accepts some outside work from the community. Having a print shop on campus is convenient to our faculty and staff. AC currently has a contract with Tascosa Office Machines for two Canon IR 8295s; if we decide to keep them for the life of the three-year contract it will cost \$50,000; if we decide to pre-pay the contract and turn the machines back to Tascosa Office Machines it will cost \$40,000. Green spoke with the owner of Tascosa Office Machines, Kelly King, who offered to give Amarillo College a 6% discount on our contract if we keep the machines. In summary, the committee appreciates the convenience but is concerned with the current costs of operation. Two options were presented: (1) Do not charge other AC departments for services or for letterhead and envelopes; cut back the hours of the two print shop employees; AC would keep the Tascosa Office Machines equipment and would pay the new 6% reduction in cost of the lease; and change the printing cost to \$.06 per copy instead of current \$.09 per copy. These changes will transform the print shop into a cost center and we would need to transfer departmental printing budgets to help fund the print shop. (2) AC faculty and staff will occasionally need the services of a large printer and AC could employ a 30-hour position to be the liaison between AC and the commercial printer. The costs associated with this option would include the salary of the 30-hour employee. The savings associated with this option would include a \$30,000 salary savings (eliminating the part-time employee and cutting the full-time to 30 hours a week. Additional information included in Green's conversation with the Tascosa Office Machines owner was that he offered to provide a free 45-day analysis of all AC printers, not copiers, to see how much we are paying per click and how they are being used. Berg mentioned that if the print shop closes, employees will have to plan in advance for items distributed in the bookstore; there was discussion regarding faculty and students using BlackBoard. Lowery-Hart felt like there needed to be further discussion, but that the current approach was not an option; a timeline will need to be set. Berg and Forrester will talk with the two print shop employees.

SCHEDULING FOCUS GROUP UPDATE – Austin, Colaw, and Crowley will meet with 10 students on September 14 to discuss the printed class schedule and what could be done more efficiently.

ENERGY ISSUES – Vess said that there are some classrooms on East Campus that never get heat or air. Forrester will set up a meeting to communicate with East Campus employees regarding the energy issues. Lowery-Hart suggested asking Terry Hawthorne to address a Cabinet meeting to discuss the challenges of enforcing the energy plan.

A & I SCHEDULE – Bruce Cotgreave distributed a handout of completed, planned and in-progress projects. He discussed some of the projects. West Campus, D Building, tutoring center, is in-progress; it should be completed 10/15/15. East Campus, building 1400, public service training center, is in-progress and should be completed in December 2015. The Washington Street Campus, Student Service Center first floor should be completed 10/09/15. The elevator modification in Engineering Building may be done over the Christmas break. Wayfinding is in-progress and will be installed soon. The Concert Hall Theatre will install an art gallery in the common lobby. West Campus, A building, will have the sewer replaced in summer 2016. East Campus, Student Service Center will have the roof replaced in summer 2016. The Carter Fitness Center lobby is under design. Bond projects include: The Student Commons should be completed in spring 2016, the elevator modifications should be done by the end of November 2015; the pedestrian mall and 2nd floor CUB should be completed in spring 2016. Roofing projects include: West Campus is mostly completed; the Washington Street Campus, Concert Hall Theatre is completed. Projects under contract on the Washington Street Campus: Experimental Theatre is in-progress and should be completed 10/23/15.

BUDGET – There was discussion of possible retirements and positions being replaced or not filling them and redistributing duties. The Pay-for-Performance Plan will be taken to the Board of Regents for approval. Lowery-Hart said pay needs to be reserved for people who are exceptional and display outstanding performances; Forrester said everyone has to be accountable.

BOARD OF REGENTS RETREAT – The Board retreat will be on October 5; Lowery-Hart will roll out the Strategic Plan and present five-year projections.

POSITION JUSTIFICATIONS – Vess requested a grant funded AEL faculty coordinator and a distance education instructor. Austin moved; seconded by Berg.

BRAGGING ON EMPLOYEES – Crowley bragged on Jarrod Madden, IR research associate, and how much she appreciates his willingness to learn the Institutional Research data warehouse. Austin bragged on Pamela Madden, Classroom Scheduler, and how helpful she is to staff and students. Vess bragged on Becky Burton, Radiography Assistant Professor, and Dr. Lana Jackson, department chair, First Year Experience, for their work on block scheduling of developmental education for spring 2016. Forrester bragged on Laura Lucas, Senior HR Generalist, for the hard work she is displaying in learning her new job duties.

Next meeting: September 15, 2015

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