

# **PRESIDENT'S CABINET MEETING**

**June 17, 2008**

## **MINUTES**

### **MEMBERS PRESENT:**

Bob Austin, Terry Berg, Laura Grandgenett, Ellen Green, Paul Matney, Danita McAnally, and Damaris Schlong

### **MEMBER ABSENT:**

Steven Jones

### **OTHERS PRESENT:**

Bruce Cotgreave and Brenda Sadler

Green wanted to clarify that the Web Committee would become an advisory committee.

**WEST CAMPUS CONSTRUCTION** – Bruce Cotgreave brought a copy of the proposed site plan for West Campus. He discussed the future Nursing and Dental Health Center. Parking will be north and east of the building. The main functions of the parking and door placements are parking for dental patients in the north; they will come in on the first floor; the second and third floors will be for nursing and they will use the northeast entrance; and the southeast door will be for the students. There is a road north of campus which will take one around the perimeter of the campus. The future north parking lot will have 176 new parking places; not all of the parking will be covered under the bond issue. The Student Center will be south of Building B; some nursing classes are moving out of Building C; and nurses still need use of Building D. The Nursing and Dental Health Center will have a view of the medical center; it will be three floors with a lot of windows. Work on the Nursing and Dental Health Center is scheduled to begin December 2008 and open fall 2010; work on the Student Center should begin fall 2009.

**EARLY VOTING LOCATIONS** – Berg announced that a location to hold general elections on the west side of Amarillo is being looked into. There was discussion about a possible place on West Campus; early voting will be held the last two weeks of October with Election Day in November. Discussion ensued about the foyer of Building A or the lobby area in the library; parking spaces for voters might be an issue, however. The City will need to be involved if the library is a location possibility. Further discussion and a decision will be made at a later date.

**SUMMER ACADEMIC ENROLLMENT** – Austin reported that as of the census date, AC is down 2% in academic enrollment compared to last summer; we are down about 3-1/2% in head count. Web sections are the strongest sections; morning classes are strong; evening classes are behind morning; and afternoon classes have the smallest number of students enrolled. Summer II classes begin July 7. McAnally said this seems to be the community college trend now. We need to be proactive and figure out what we need to do before next summer so that low summer enrollment does not become a pattern; offer more hybrid classes was suggested. McAnally said we need to work with Grandgenett on renaming some of our hybrid classes as those classes should be 50% in-class and 50% on-line and some of ours are not that equal percentage.

**SACS SITE VISIT** – McAnally distributed a handout of the Accreditation team for the upcoming SACS site visit in August. On March 3 of this year, we received notice that we needed to write a SACS Fifth-Year Interim Report; it has actually been seven years. We will focus on the Hereford Campus. The Accreditation Team will be comprised of the following people: Danita McAnally, chair; Dr. Steven Jones, President; Dr. Paul Matney, VP/Dean of Instruction; Lou Ann Seabourn, Associate Dean of Instruction; Robert Austin, Associate Dean of Enrollment Management; Mark Hanna, College Librarian; David Hernandez, Division Chairman of Business; Edie Carter, Coordinator of Developmental Mathematics; and Lana Jackson, Department Chair of Mass, Communications and Faculty Senate President. Delton Moore, Director of Institutional Research and Kara Larkan-Skinner, Director of Outcomes Assessment will be available when needed. The Accreditation Team will meet bi-weekly as called by the Chair. The final draft deadline of the SACS Fifth-Year Interim Report is August 15, 2008; the site visit to the Hereford Campus is August 21 and 22; revision and submission of the SACS Fifth-Year Interim Report as indicated by the visiting team is September 30; researching, writing and approval of responses for SACS Substance Change for Distance Learning is November 15; and approval and submission of final SACS Substance Change for Distance Learning is December 1, 2008. Two members of the visiting site team will fly into Amarillo and meet for two days with the Accreditation Team plus Daniel Esquivel, Executive Director – Hereford Campus; and Lacy Mueggenborg, Assistant Director – Hereford Campus. We will be using a template created by UT-Dallas for their SACS report; Mark Hanna researched and located this instrument.

**SPECIAL ASSISTANT TO THE PRESIDENT** – Matney stated that LuLu Cowan has accepted the position of Special Assistant to the President; she will officially begin her new role on July 1. This is a full-time, ten month position. She will become the go-to person on the Clinical Simulation project and will serve on the Panhandle Twenty/20 Committee. Matney requested anyone who has a community meeting or committee that LuLu should serve on as an Amarillo College representative, to contact him. He will introduce LuLu at a future Cabinet meeting.

**FINANCIALS** – Berg distributed a handout of the financials as of May 31, 2008. Revenues: We are 75% through the year. Health insurance will be funded by the State covering a large share for 2009. Academic tuition and fees are at 93% of their projected revenue. Expenditures: Physical Plant Maintenance and Operations is at 76%; utilities keep soaring. Auxiliary Enterprises: Bookstores have a net profit of \$242,000. Rental property is behind last year; some expenses include re-roofing, painting, and sewer problems; we are at 98% occupancy rate for family housing with a waiting list. Restricted Funds: Federal grants and contracts are up due to Pell grants and local grants and contracts down due to change in HLC. Cash and Investments: May 2008 - \$34.3 million; May 2007 - \$31.2 million; May 2006 - \$28.9 million. Alterations and Improvements: MCC expansion landscaping is complete. Tax Schedule: Total collected is \$14.5 million.

**BUDGET WORKSHOP PRESENTATION** – Berg discussed the presentation to be given to the Board on June 24. Assumptions for next year's revenue include the tuition/fee increases; State funding; taxes; retained earnings; and A & I funding. Bottom line analysis has projected revenue and expenditures at \$49.4 million. We are in the second year of the biennium, so we expect the same as last year in State appropriations. We show 10 new positions requested which includes the six nursing faculty; an Emergency Manager; Special Assistant to the President; Grant Compliance Officer; and a College Relations position. Supplemental is up 8.4%; travel is up 19.5%; and capital equipment is down 66.9% due to the infrastructure PC/labs technology replacements at \$1.7 million; and A & I is up 6.5%. We have between 2,000 – 2,100 computers and 700 are in critical need of replacement in the first round. In contingency, last year we had to put money in an account in case we had to cover the health insurance shortfall that was authorized, but rescinded by Governor Perry. There will be a change in how taxes are collected next year due to TIRZ and the

passage of a tax freeze for seniors 65 years and older and the disabled. Current taxpayers who are not included in the tax freeze will have a tax shift to cover increased taxable value of persons who are affected by the tax freeze.

**MISCELLANEOUS** – Vendors have approached the Dental Hygiene program for purchase of the equipment for the 28 future operatories; they have offered an all-expense paid trip to look at their products. Bob Sanders, Amarillo College legal counsel, did not think this a good idea; the dental equipment will need to go out for bids. It was determined that it might be advantageous to look at local equipment vendors.

The Nursing the Numbers project was submitted for a STAR award.

Next meeting: July 1, 2008

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