

**PRESIDENT'S CABINET MEETING**  
**February 17, 2009**  
**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBER ABSENT:**

Steven Jones

**OTHERS PRESENT:**

Bruce Cotgreave and Brenda Sadler

Matney presented the plaque in Louise Daniel's honor to be placed by the mosaic on the external south wall of the Student Service Center.

**COMMUNITY COLLEGE DAY AT STATE CAPITOL** – Nine SGA students, Bob Austin, April Sessler, and Heather Atchley recently made a trip to Austin for Community College Day. They were able to visit with Representative John Smithee, Representative David Swinford, and Senator Kel Seliger.

**GAS LEAK INCIDENT** – Recently while working on the Science Lab, the construction crew hit a gas line; within thirty minutes it was under control. Rusty Cornelius, Emergency Manager, was present along with Matney and several campus police.

**WEST CAMPUS TEMPORARY PARKING** – Bruce Cotgreave, Physical Plant Director, distributed maps. There is a need for additional parking at West Campus; the area east of C Building has been identified which will include 99 new spaces. The cost will be approximately \$40,000. The temporary lot will be reevaluated to determine if those parking spaces are still needed after Jones Hall and the parking lot north of Jones Hall are completed. Increased enrollment at West Campus is the cause of more parking spaces being needed. It was agreed to approve the temporary parking spaces.

**TUITION INCREASE/FALL 2009** – Berg distributed a draft for 2009-10 tuition/fee budget using estimated enrollment data. Fees were increased last year. If fees were increased by \$1.00, revenue generated would be approximately \$174,502; if tuition was increased by \$1.00, revenue generated would be approximately \$164,032. If Cabinet determines a tuition and/or fee increase is desired it will have to be presented at the March Board meeting. After discussion, it was Cabinet consensus to not raise tuition and fees at this time. Marketing of a non-increase might be a helpful campaign tool.

**INITIAL BUDGET ASSUMPTIONS** – Budget packet information and timelines were distributed. Theresa Rider will email information to budget managers on 2/18/09. March 26 is the deadline for discussing preliminary budget worksheets and budget request forms with supervisor and/or Cabinet member; March 30 is the deadline for submitting budget request forms and preliminary budget worksheets to Cabinet member who will in turn submit to Rider in Business Office. Updated budgets will be sent to budget managers and Cabinet members April 13. Any changes to salaries

should be noted on budget requests. The additional 2% salary increase approved last year, will become effective March 1, 2009. Technology replacement requests need to go through the Technology Replacement Committee. Special instructions will be given to those who are eligible for Carl Perkins funds. If capital needs are requested, they will need to be prioritized. AC's mileage rate of \$.48 per mile will remain the same. Student help hourly rate will increase to \$7.25/hour. Berg distributed tables of funds which have been allocated per Cabinet area and spent so far. Matney expressed a need to challenge budget managers to run a historical account of actual funds alongside what is being asked for this coming year. Matney recently submitted an email to everyone concerning a budget management request. He reiterated the sentiment that at the present time we are not instituting a freeze on hiring, equipment purchases, or travel, but rather he asked all budget managers to exercise careful and prudent management of all their budgets. Different scenarios regarding a raise for FY10 are being discussed; a 1% increase would cost \$300,000. Cabinet budget meetings scheduled at present are April 14 and 28 and May 12.

**LINKING BUDGET TO PLANNING** – Matney stated the need to show how we link budget to planning; he suggested that a modest incentive be given to employees who submit and achieve their plan, such as a personal gift certificate, funding of a future project, or funding a trip. Berg said we could establish a contingency account for those who go over and above what their department's budget has allocated. There was talk about ideas for rewarding academic and non-academic personnel be discussed further. McAnally said that recognition and/or reward could be somehow tied to the PET forms and if certain goals were reached. She distributed a handout from SACS relevant to linking planning and budgeting and one demonstrating 2008-2009 PET form items with budgetary implications. McAnally cited different areas of the College, i.e., the Division of Language, Communication and Fine Arts recommends compensation for those who complete a goal. These ideas might give individuals an incentive to follow through on their goals and plans. Berg was asked to bring information back to the next Cabinet meeting.

**FINANCIALS** – Berg distributed the budget status report as of January 31, 2009 and the expenditures budget status reports by department and category. We have received 52% of our revenue budgeted. We are under 42% in expenditures with the exception of the Physical Plant Operation and Maintenance area. East Campus family housing shows a profit of \$48,971 as compared to \$72,516 this time last year. All of the grants and contract categories show a decrease in revenue; KACV (public service) shows a decrease of \$146,000 due to digital conversion costs. In cash and investments we had \$57.6 million (\$20 million – bond) in January 2009; \$36.1 million in January 2008; and \$32.8 million in January 2007. The total tax collection budgeted was \$17.0 million; \$11.9 has been collected; \$5.1 million still needs to be collected. Projects from bond expenditures totals \$2.5 million expended.

**DECEMBER GRADUATION** – Austin asked for an endorsement from Cabinet to have a fall graduation ceremony in addition to the one held in the spring. The Commencement Committee requests a Saturday morning commencement instead of Friday evening at the Civic Center because in December there are many events booked every year during the time we would need the coliseum. The Commencement Committee recommendation was to not have a fall 2009 commencement, but to begin in fall 2010. We will plan to secure the same venue for both fall and spring commencements. Cabinet endorsed the plan to wait until fall 2010 to have the first fall Commencement in the Civic Center Coliseum.

**ENROLLMENT UPDATE** – Austin reported that as of the 12<sup>th</sup> class day, academic enrollment at AC is 9,905 which is an increase of 3.7% from spring 2008 semester. He attributes the increase to the new program in renewable energy and to the College's overall quality and affordability. We are up by 200 applications from this time last year. Schlong reported on Continuing Education 2<sup>nd</sup> quarter

(12/01/08 – 2/28/09) numbers as compared to last year. Funded Workforce enrollment/contact hours are down from 4,717/113,870 to 4,315/95,337; non-funded Workforce enrollment/contact hours are up from 955/12,153 to 1,488/12,736; and Leisure Studies non-funded enrollment/contact hours are up from 2,447/59,996 to 2,786/61,835. These numbers also include Hereford Campus and Moore County Campus enrollments. The economy is impacting the numbers.

**CE REVENUE UPDATE** – Schlong distributed CE non-funded enrollment and contact hours for the first quarters of 2006-2008. Also, distributed was the CE funded enrollment, contact hours and reimbursements for the first quarters of 2006-2008; reimbursement for first quarter of 2006 was \$535,045.99; first quarter of 2007 was \$583,211.49; and first quarter of 2008 was \$609,828.76.

**JUNIOR AND COMMUNITY COLLEGE – POLITICAL ACTION COMMITTEE (JACC-PAC)** – A sample letter was distributed. When Matney attended the most recent Texas Association of Community Colleges (TACC) Quarterly Conference, a report of colleges and their funding goals of support from their individual communities were distributed; Amarillo College's goal for last year was \$1,500; \$600 was collected. Matney encouraged Cabinet members to write a check to JACC-PAC; it will be sent to TACC and distributed to both Democrat and Republican candidates who support community colleges. He requested Cabinet members send their checks to him for distribution. A letter of request for funding will be sent to AC Board of Regents and the AC Foundation Board.

**STIMULUS PACKAGE INFORMATION** – McAnally distributed an article titled, "Community Colleges See Stimulus Bill as Bonanza for Their Students," from *The Chronicle of Higher Education*. Her office will keep up on the progress of the Stimulus Bill as it still has to be approved by President Obama and Governor Perry. Funds will be distributed to states by formula in proportion to each state's share of full-time equivalent undergraduate students and funds will be allocated by states to institutions based on the demonstrated need of each institution for facility modernization, renovation, and repair. The extra cash provided will allow colleges to pay for equipment, curriculum packages, additional faculty members, and other needs. It also will be helpful for technical programs that are in growing demand and are more expensive to operate than general education programs. AC needs to be ready to roll out a plan of what we want to do with funds generated by the Stimulus Plan; the turn-around time for application will be short.

**PART-TIME CREDIT FACULTY URGENT NEED FOR EMAIL ADDRESSES** – McAnally addressed a few of the problems of part-time credit faculty who have not furnished or been given email addresses. Failure of all part-time faculty who do not have an accurate email address will negatively affect AC's response rate to Community College Survey of Student Engagement (CCSSE)/ Community College Faculty Survey of Student Engagement (CCFSSE) as a part of the College's Course Master Data File. This was due by early February; AC is currently late due in-part to the email problems of part-time credit faculty. Currently, no part-time credit faculty are included in the assessment of general education competencies for this semester. Recently, a test email was sent to 28 part-time credit faculty; 15 confirmed email; there were 13 non-responses. Grandgenett sent a draft of procedures for part-time credit faculty email in Outlook. ITS extracts names from faculty class assignments two weeks prior to each semester and two weeks into the semester to create email accounts for those who do not have one. These accounts will remain active until HR records indicate no salary for 90 days. A list of faculty whose email accounts will be disabled will be sent to department/division chairs for verification each semester; the department/division chairs can verify plans for continued employment and their accounts will not be disabled. It is the responsibility of department/division chairs to notify ITS at the end of the semester if they do not plan to rehire a part-time faculty member. Department/Division chairs have the authority to have an email account disabled at any time when working through HR to notify ITS. The Cabinet endorsed Grandgenett's draft proposal; she will edit it and send out to Cabinet.

**PIE AND COFFEE SESSIONS** – Individuals from AC and AISD will work together first on the Manufacturing and Construction Clusters; there will be 19 people meeting today for a two-hour session; they will meet together for three sessions to identify goals and measurable results. Next, will be the Finance Cluster, then the Transportation Cluster. These meetings will be held at a neutral location, i.e., Region XVI. PRO (Pursuing Real Opportunities) will be working with High School career counselors who will meet and recommend these programs to their students.

**ADMINISTRATIVE/STAFF UPDATES –**

- ◆ Lee Colaw, recently named ITS CIO, will report by July 1.
- ◆ Norma Campbell, Marketing Coordinator, College Relations, has accepted a position at the Fashion Institute of Technology in New York City; her last day at AC will be February 20.

**MISCELLANEOUS –**

Matney expressed his desire to get AC associated with United Way again; he believes we need more senior leadership to become involved.

Next meeting: March 3, 2009  
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