

# **PRESIDENT'S CABINET MEETING**

**March 3, 2009**

## **MINUTES**

### **MEMBERS PRESENT:**

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

### **MEMBER ABSENT:**

Danita McAnally

### **OTHERS PRESENT:**

Brenda Sadler

**NCOA SOFTWARE** – The USPS has changed their rules concerning bulk mail being returned to sender when the address is incorrect. AC has been receiving a lot of returned bulk mail; it costs us for every envelope returned. The problem arises when we do not have a correct mailing address. If we do not have a valid mailing list, the post office can fine us \$.07 per incorrect address. There is software available from USPS with national change of addresses (NCOA). If we had the software we could run our addresses through to determine if the address is correct. We are negotiating how many log-ons we will need and who will be in charge. If mail is returned they will start charging us \$.42 per piece. It was suggested to have KACV-TV/FM, Amarillo Museum of Art, and Opera, Inc. get their own bulk-rate stamp; it will put the responsibility on each of them to use valid addresses. The regulations will make it easier for AC to deal with. The software could cost between \$7,500 - \$14,000 per year and \$250/month/log-on. Money will have to be budgeted at some point if the decision to purchase is made. It was determined that no action would be taken at this time.

**LINKING BUDGET TO PLANNING** – TK-20 software has some connection to establish budgeting to planning. It would be a good idea to use this software to track accomplished outcomes. TK-20 starts with the Strategic Plan, PET forms, and updates PET plans linking outcomes and measurable goals to budget. There was question as to whether we need to assign a contingency fund for departmental awards. Disagreement was made that we have been able to make progress without using this. A suggestion was made to see some legitimate models from schools that are using this. When budget managers begin working on their budgets, they should look at the Strategic Plan to decide how to link to planning. Austin referred to Seminole College in Orlando, Florida; their budget process is driven by their planning documents and outcomes. It was recommended to see a demo of the TK-20 software before proceeding.

**BUDGET CONSIDERATIONS** – Budget managers are being challenged to review the under-spent areas in their budgets. We need to turn in as many unspent funds from this year's budget as we can. The Science Lab Building utilities and personnel costs will be falling into next year's budget. The last two years we have had an adequate carry forward amount, but we may not have quite as much this year. It was suggested that we might start the cut-off for acceptance of requisitions earlier in the year. If this is implemented, the dates would need to be decided soon. Areas which are moving money around with budget amendments may be turned down in some instances; student help funds should never be moved into any other areas. Budget managers should be alerted that they will not be chastised if they turn money back so they should not go on spending sprees. Budget managers could gain important information by using the Safari software to look at

the past few years of spending and budgeting. Different scenarios were discussed regarding academic tuition/fee increases for next year. In these poor economic times, any increase might deter some students from enrolling at AC. There seems to be a downward trend of AC's full-time students. Matney and Berg will meet to decide if any academic tuition/fee increases would be beneficial.

**SURVIVE, THRIVE, OR RIDE IT OUT/DR. RON ARCHER/MARCH 25** – AC has a table for eight; it will be a half-day conference addressing corporate and leadership skills on March 25. Matney asked if any Cabinet members would suggest participants from their areas.

**NAMING LAB BUILDING** – Berg said every building has a four-letter acronym in Colleague. The lab building will need a locator in Resource 25 for room scheduling purposes. Naming of the building will need to be approved by the Board of Regents; however, it needs to be named in the next few months.

**SUMMER HOURS** – Following is the timeframe discussed for summer operating hours:

<u>Proposed Summer 2009 Operating Hours</u>		
<u>Beginning Date</u>	<u>Ending Date</u>	<u>Resume Regular Hours Date</u>
Mon., May 18	Fri., Aug. 7	Mon., Aug. 10
Mon-Thu., 7:30-5:00; Fri., 7:30-12:00		

It was decided to bring back to the next meeting before approving the above timeframe.

**DISTINGUISHED LECTURE SERIES/JOHN WALSH REMINDER** – John Walsh, host of America's Most Wanted, will be the guest speaker. The lecture will be held on March 5; the reception will be at Amarillo National Bank; the lecture will be in the Grand Plaza in the Civic Center.

**MISCELLANEOUS –**

The next *Plugged In* edition will feature how to locate information regarding the Technology Replacement Committee.

JACC-PAC contributions will be made this week to Dr. Herb Swender.

Texas Attorney General, Greg Abbott, will be guest speaker at the Power of Connectivity Conference at Business and Industry on March 11; anyone planning to attend should RSVP this week.

Lou Ann Seabourn, April Sessler, and Judy Johnson from AC have met with Rod Schroder, AISD Superintendent, to discuss beginning a drop-out recovery program for students who have passed the TAKS tests, but who are considering dropping out of high school. These students would be sent to one of our college campuses or a neutral site to finish their high school classes; they would be taught by AISD employees in two four-hour sessions. This idea is in the preliminary stages. This program emulates one successfully in-place at a South Texas Community College in McAllen.

Seabourn and Johnson will be on the decision-making team.

Recently, nine from Amarillo College spent time at San Jacinto Elementary. Doug Curry, Principal, met with them; he proposed Amarillo College “adopt” the entire school and join in partnership with them on the “No Excuses University.” They have 600 students from kindergarten through fifth grade. Each teacher at San Jacinto has been “adopted” by a University.

Matney requested that Amarillo College get reconnected to United Way. He will serve on the governing board. He said we are a major Amarillo employer and we need to get folks involved.

Last Thursday, we turned in to the Texas Higher Education Coordinating Board the amount we would request for one Amarillo College project to be funded by the Stimulus Package. Funds cannot be used for athletics or new buildings, but could be used for “green” construction. There was no definition of what would be covered under “green.” We are looking at B Building on West Campus; part of the building is not currently being used; reconstruction could begin immediately; no one would have to be displaced. Bruce Cotgreave estimated that we could build a large meeting room, more classrooms, offices and restrooms in B Building for around \$3.8 million.

Next meeting: March 17, 2009

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