

PRESIDENT'S CABINET MEETING

May 19, 2009

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

SCIENCE LAB BUILDING – Cotgreave discussed and displayed colors, swatches, and carpet samples for the Science Laboratory Building's interior design. He requested Cabinet approval; consensus was unanimous.

IT COUNCIL – Grandgenett distributed handouts. The IT Council was chartered last year; it is AC's primary governance group composed of senior representatives that shape and guide technology related planning, policy, and communications and serves as the central forum for special interest groups. ITC was charged with development, evolution, and oversight of technology; presentation of pertinent issues and recommendations to the President's Cabinet; development of an Information Technology strategic plan; oversight of technology related committees; coordination and communication of pertinent information regarding technology based needs; and discuss and prioritize IT initiatives and ensure alignment of IT initiatives. One decision which the Council made was regarding the change from GroupWise to Outlook. Initial membership included: Chair, CIO/Dean of ITS; Standing members, Faculty Senate president; Administrators Association chair; Classified Employees Council chair; Associate Dean of Enrollment Management; Associate Dean of Assessment & Development; General Manager of KACV; continuing education representative; finance and administrative services representative; ITS representative; SGA representative; rotating members with three-year terms; branch campus director; instructional division chair; instructional department chair; and two instructional faculty members. ITC may change up their membership; it is too large. Cabinet members will not serve on the ITC other than the CIO/Dean of ITS.

FINANCIAL AID FOR THE UNEMPLOYED – Austin distributed a letter from the federal government and a Special Circumstances Application for Financial Aid for the 2009-2010 Academic year. Financial aid administrators were sent the letter to provide them additional guidance and information about a step that each state's unemployment agency, in conjunction with the U.S. Department of Labor, to assist individuals and families struggling and unsure of eligibility of federal student aid.

Many recently unemployed individuals may not be aware that they could be eligible for Pell Grants and other need-based student aid. The Department of Labor has been working with states so that they may send out letters to all recipients of unemployment insurance benefits to encourage them to enroll in postsecondary education and apply for financial aid. Financial Aid administrators are requested to use their best discretion when accepting the Special Circumstances application.

PARKING PERMITS – Green asked for Cabinet approval in discontinuing student parking permits. Austin chairs the Student Traffic Committee; 90% of ticket dismissal requests are from students who did not properly display their parking permit. He suggested placing signs at entrances of parking lots which read "no vehicles larger than three axles." Green and Austin asked for Cabinet

approval to no longer issue student parking permits, effective fall 2009. Cabinet gave their consensus.

FACULTY SURVEY – Matney distributed an updated draft of Institutional Priority Improvements; these were based on information gathered from a recent Faculty Senate Survey conducted in spring 2009 and discussed at previous Cabinet meetings. Matney encouraged Cabinet members to keep the following in the forefront and work toward accomplishing: 1) determine how you can most productively use survey results in your area in a positive and constructive fashion and with whom to share the survey; 2) list several priority improvement recommendations in your specific area of responsibility; 3) list what you believe are the most critical current overall institutional priority improvement issues; and, 4) list specific recommendations on how AC can improve (improvement strategies) in each issue area.

PRELIMINARY BUDGET PREVIEW – Berg distributed a draft of the 2010 proposed budget. Projected total revenues were \$50,168,249; the projected increase in State funding is \$783,792; projected raises and benefits for appointed personnel is \$699,146. Alterations and Improvements for roof replacement of Senior Citizens Center; parking lots and worn carpet replacement totaled \$1.4 million. Contingencies remain about the same as last year with a \$66,000 decrease. Auxiliary Enterprises shows a profit of \$1.1 million for fiscal year 2010 which is approximately \$251,000 profit from FY09. The proposed tax rate of .18525 shows an increase of \$.00130 which estimates a \$1.30 increase on a \$100,000 house. A presentation of the proposed budget will be given at the May Board meeting. The Board budget workshop will be held on June 18.

STAR AWARD NOMINATION – Last year the Nursing the Numbers grant was submitted. This year we will submit the Math Outreach Center.

APPROVALS FOR STRATEGIC PLAN FOR DISTANCE LEARNING – McAnally will present to Cabinet in June prior to presentation at the June 23 Board meeting.

FINANCIALS – Berg distributed the Budget Status Report as of April 30, 2009.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Lee Colaw will begin work on June 2.
- ◆ The EduServe exit report will be presented at the June 23 Board meeting.

MISCELLANEOUS –

Entrepreneur Alliance is sponsoring a hands-on seminar on June 11 from 7:30 – 5:00 at the Amarillo Country Club which was developed by the Kauffman Foundation. It will be based on “A Guidebook to Developing the Right Angel Organization for Your Community.” It is designed for investors, community leaders, and entrepreneurial support professionals who are interested in leading or helping develop high-quality angel organizations. Participation will be limited to 50.

On May 16, Amarillo College hosted the *Amarillo Globe News* “Best and Brightest” luncheon; area valedictorians and salutatorians were honored.

The Texas Workforce Commission will present Amarillo College with two skills development grant checks on June 18.

Next meeting: June 16, 2009
bs