

# **PRESIDENT'S CABINET MEETING**

## **February 17, 2010**

### **MINUTES**

#### **MEMBERS PRESENT:**

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Green, Paul Matney, Danita McAnally, and Jerry Moller

#### **MEMBER ABSENT:**

Damaris Schlong

#### **OTHERS PRESENT:**

Theresa Rider, and Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

#### **Action Item:**

**BUDGET REDUCTION PROCESS** – Matney distributed a handout of an email draft which was discussed and will be modified before he sends out to budget managers. It was discussed to omit use of electronic forms for institutional equipment, Perkins equipment/software, Perkins travel requests, Technology Replacement Task Force new equipment requests, and all other software requests. Under the first bullet, it was decided to substitute the word focus instead of mission—so as to read: Budget requests must clearly reflect the primary ~~mission~~ focus of Amarillo College. Budget managers will be asked to “tighten their belts” by submitting flat or reduced budgets; 5% of the cost of the budget will have to be covered by AC. Currently, salaries are being loaded into the budget. Unfilled positions will be looked at closely and could be removed by Cabinet. Budget managers are urged to use the BCMP program which is a review of budgets from the past three years.

#### **Discussion:**

**RAPID RESPONSE TEAM** – At the February 2 Cabinet meeting the Rapid Response Team was discussed and members proposed. Matney spoke with Dr. Shawn Fouts who will lead the team; he accepted the composition of the team.

**2010 – 2011 BUDGET PLANNING** – A copy of the 2011 budget packet was distributed. All budget files are on the P drive. Key points regarding instructions and forms were discussed. Deadline for submitting the Budget Request Form & Preliminary Budget Worksheet to Cabinet member and then forwarded on to Theresa Rider is March 29. Perkins travel requests should be sent electronically to McAnally; Perkins equipment/software should be sent electronically to McAnally and Colaw. Only equipment and software requests which would be over and above the standard Technology Replacement Task Force (TRTF) schedule should be placed on new equipment requests and sent to Colaw. Budget packets will be sent via email to budget managers after the budget directive email is sent by Matney. It was suggested that Cabinet members keep track of any reductions made by ones in their area.

**STRATEGIC PLAN UPDATE** – Matney reported that 36 top level business and industry people in the community attended one of the two focus group meetings on February 4 or 5. It was important for them to attend these sessions; they believe in Amarillo College and we need their input. McAnally distributed a Strategic Plan handout. She discussed the next steps of the plan. McAnally has set a session on Friday, February 19 to draft the mission, goals and key items from Strategies. The strategies must ensure

fulfillment of SACS-COC requirements. A writing team will be compiled of four or five individuals to finalize a draft of goals and strategies. The team will set the end of March as the tentative deadline for submitting a draft of *Strategic Plan through 2015* to Cabinet. The mission statement should be a sentence stating the complementary purposes and characteristics that distinguishes the college from others. The Strategic Plan will be presented to the Board at the May or June meeting. When finalized, the *Strategic Plan through 2015* will be placed on the AC web page under "About AC."

**WEST CAMPUS FUTURE PLANNING** – Recently Matney, Schlong, McAnally, Colaw, Austin, Bill Crawford, and Toni Gray met at Polk Street Campus to discuss what to do with and how to schedule buildings and rooms on West Campus. All areas will have access to buildings and rooms which are unoccupied. Continuing Health Care will continue to need space. Progress continues as decisions are getting closer to being made as to the best usage of buildings.

**FINANCIALS** – Berg distributed financial handouts. He reported that we are 42% through the year; tuition and fees are at 90%. Expenses are at 39% of budget; special items include the TRTF equipment. Auxiliary enterprises are doing well; bookstores show profit; family housing is up \$100,000. Restricted funds show federal, state, and KACV grants and contracts up; local grants and contracts are down a little. We have \$57.8 million in cash and investments for January 2010. In alterations and improvements, \$432,952 has been spent out of \$1.8 million. As of January 31, 2010, \$11.2 million has been collected out of \$17.6 million budgeted. \$21 million has been spent out of \$41.3 million; we will go out for a bond sale bids in the summer; we will try to sell \$10 - \$16 million. Departmental and category expenditures reports were distributed. Tuition and fee increases will be studied and proposals will be presented at the March Board meeting.

#### **Announcements:**

- Matney and Regent Forrester attended the West Texas Regional TACC meeting at South Plains College; he distributed two handouts from the meeting.
- Representatives from the Amarillo Economic Development Corporation will attend the February Board meeting to present and support Alstom Power, Inc., a global power generation plant who wants to come to Amarillo and who are requesting a tax abatement for ten years from AC which would be around \$368,000. Training for employees of this company would be offered by Amarillo College.
- Matney distributed a handout regarding Junior and Community Colleges Political Action Committee (JACC-PAC) goals for 2010. He said he would like for AC to exceed their set goal of \$1,860 this year or reach \$3,500; he encouraged Cabinet to contribute. A prominent community person will be asked to write a letter to local citizens seeking their support. Letters of support will not be written on AC letterhead nor will AC computers be used. This needs to be done quickly; community colleges are being urged to visit with legislators, also. Matney would like to take 2-3 regents to Austin to visit legislators.
- Cabinet was asked to endorse the fall commencement Saturday, December 11, 2010. Austin moved; Berg seconded the endorsement. Motion carried.
- A budget session will be set up for February 23.

Next meeting: March 2, 2010  
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