

PRESIDENT'S CABINET MEETING
January 15, 2008
MINUTES

MEMBERS PRESENT:

Steven Jones, Terry Berg, Ellen Green, Brad Johnson, Paul Matney, and Damaris Schlong

MEMBER ABSENT:

Victor Fite

OTHERS PRESENT:

Bruce Cotgreave and Brenda Sadler

BOND PROGRAMMING UPDATE – Bruce Cotgreave reported currently they are focusing on the new parking lot between Van Buren and Harrison. He will meet with the city's historical committee to discuss houses in the area which we plan to move and the parking lot. These four houses on Van Buren are of medium historical significance. If approved by the City, we will try to sell as a package and list in the *Amarillo Globe News*; bids will be opened in mid-February. We would like to have the houses moved by the end of April. The Costume House should be moved to 2202 Harrison by the end of February and Ron Faulkner's office will move out of the house they are occupying February 8.

The Adult Literacy program will be moving into the library basement as soon as the programs which are there now move and the walls are painted.

Cotgreave recently met with the faculty who will use the wet lab and nursing, allied health and dental hygiene faculty. Nursing has been asked to cut 5,000 feet from their request and dental hygiene 3,000. Building B on the West Campus may end up as an annex of the Health Science Center. Additional office space needs to be included in the Health Science Center plan. The Clinical Simulation and Nursing Resource Center will be housed in Building B. The next Clinical Simulation planning meeting with Texas Tech and WTAMU personnel will be January 18; temporary housing will be discussed as well as final acceptance of the business model. Faculty scheduled to use the wet lab building have asked for an additional 11,000 feet and will be asked to make some cut use some of the lecture rooms in Warren Hall. The Aerospace program will not go into the new building and probably not the Engineering Building. Cotgreave said wet lab chiller plans will be looked; they will need to be in place when the wet lab is built. Plans are that the wet lab and Health Science Center will be open for the spring 2010 semester.

The manager at risk request for qualifications went out January 10. Statements of qualifications are due January 31. Make up of selection committee was discussed; Cabinet members will have input. At the February 5 Cabinet meeting there will be more discussion about firms who submitted qualifications. A short list of firms selected and an RFP will be issued February 7. Proposals will be due February 14. Interviews of selected firms will be on February 18 and 19. Recommended action will be made at the February 26 Board meeting.

DEPARTMENT/DIVISION LISTING – Berg distributed a department/division listing used for Datatel. It lists their general ledger account numbers and Cabinet area responsibility.

EMERGENCY MANAGEMENT GUIDE – Green discussed and presented a sample of an emergency management guide. This particular guide would cost \$22,000 for 1,000 copies. Zip Print can print us a scaled down version for \$7,121 per 1,000. There was discussion regarding the need for this type of tool and how much to budget for the guide. Steve Chance is chairman of the Emergency Management Committee; the committee has discussed what should be included in a guide or manual. Green indicated the need of training for employees and some type of instrument to be placed in classrooms; she recommended using Zip Print. The Cabinet accepted and approved the recommendation.

FINANCIALS – Berg distributed the financial report through December 31, 2007. We are one-third of the way through the fiscal year and have received 42% of budgeted revenue. The TPEG adjustment of \$160,000 has not been made yet and will be taken out of tuition and fees. Twenty-nine percent has been expended. Bookstores show greater loss than this time last year; Berg says it is timing. Net profit in rental property is \$261,000. The family housing monthly rent will go up \$30 in March. Use of employee tuition scholarships has expended \$84,000. Pell grants are up \$266,939; local grants and contracts have decreased \$311,240; and the Texas Grant (THECB) has increased \$112,625. Cash and investments as of December 2007 was \$30.3 million as compared to \$26.1 million in 2006 and \$25.4 million in 2005. In designated reserves alterations and improvements \$1.5 million was expected; projects are only 7% completed. On the tax schedule \$14,363,909 was budgeted; \$4,340,848 has been collected.

MISCELLANEOUS –

Matney distributed the AC Academic Calendar History and the proposed 2008-2009 Academic calendar. Faculty will return August 20 and classes will begin August 25. Matney asked Cabinet to peruse the calendar and forward him any concerns or changes in a week; the calendar needs to be approved and distributed.

Johnson reported he recently attended a National Association for Community College Entrepreneurship (NACCE) meeting. He told of a North Carolina college which is charging a flat tuition for all full time students. Students enrolled in 12 hours or more pay a set cost. The primary advantage of this approach is to encourage students to take more courses, complete their degrees sooner. An unanticipated bonus for the NC college was more than \$350,000 in new revenue. Berg said he would look into Colleague to find out if AC could do something similar.

Green distributed handouts regarding a career cluster marketing campaign for 2008. The timeline was discussed and different areas which will be targeted first; technology will be advertised first and then manufacturing. There are sixteen clusters. The student will decide what career they are interested in and AC will make it happen.

Jeff Seybert, director of Research Evaluation and Instruction Development, Johnson County Community College, met with faculty to address student outcomes. It was both enlightening and informative.

PROJECTS FOR 2008 – Jones asked the Cabinet for their upcoming projects lists; he will look them over and talk with Cabinet members.

Next meeting: February 5, 2008

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