

PRESIDENT'S CABINET MEETING

March 5, 2008

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Steve Chance, Linda Hendrick, Terry Kleffman, and Brenda Sadler

CARTER FITNESS CENTER FEE – Currently every physical education class meets in the Carter Fitness Center for at least orientation and each student enrolled is charged a \$15 per class fee. Individuals who are enrolled in multiple physical education classes are charged \$15 for each class. They are told they can use the Carter Fitness Center anytime it is open but the \$15 is not a membership fee. There will not be any more refunds because the \$15 is a class fee not a membership fee.

CRISIS MANAGEMENT TASK FORCE – Steve Chance discussed the recent incident at West Campus. He recommended that Cabinet members review all the documents. Cabinet members need to be alerted when critical incidents happen. Mike Duval will be the point person to be called in the event of an emergency; Chance will go to the scene. First tier and then second tier notification teams need to be established. During emergency situations, a Crisis Management Team will manage communication both internally and externally during and after the event. Those included in the first tier are President, Vice President and Dean of Instruction, Vice President and Dean of Development, AC Police Chief, Dean of College Communication and Marketing, and Occupational Safety and Environmental Officer. The second tier would include Dean of Finance & Administrative Services, Dean of Informational Systems Technology, Dean of Workforce & Economic Development, Marketing Coordinator, and Director of Physical Plant. Executive Directors of both branch campuses and Director of Community Link will also serve on the second tier.

There are currently four different emergency manuals. The name of the Amarillo College Emergency Preparedness Manual should be changed to the Amarillo College Emergency Response Manual. This is a "living document," that is it is continually updated. We have a safety guide pamphlet, emergency procedure flip chart (the community communication plan will go into the flip chart for the classrooms), Amarillo College Emergency Response Manual, and the Bowmac Manual. They all need to have similar information along with the safety pamphlet and flip chart.

The most critical piece is the need for employee training. Green believes that Cabinet and response team members should have some training by the Police Department. Chance said before they publish the final emergency manual, all the others need to basically have the same information and get Cabinet approval. There was discussion regarding creating a management handbook for Cabinet listing the people to contact who know the campus well in case of an emergency. Some contacts mentioned by Chance were Jerry Moore and Mark Kennedy, physical plant; Bob Matthews, East Campus; Mike Ward, telecommunications. Someone from Student Services to help deal with parents and look up students' class schedules might be useful. A simple outline of names and numbers of who to contact for each emergency would be helpful. Chance is working on a list of who to contact with numbers when we have events such as gas leaks, as well. The Bowmac manual asks that Emergency Operations Center locations be identified. EOC can be run out of Chief Duval's vehicle according to Chance.

Chance said he believes there is a need to hire a full-time emergency manager to include safety and risk management. Hendrick explained that the task force does a lot of what has been mentioned and that a full-time position could definitely be hired to handle that. Berg said that some risk managers in other political subdivisions reside in Human Resources and others reside in the Police Department. It would be an administrative position and answer directly to Berg. Berg said they will start looking in July to fill the position. Berg, Schlong and Lynn Thornton will create a job description.

Green and Hendrick will look into introducing the emergency text messaging for students and staff for fall 2008 and put into the FY09 budget.

TUITION/FEES – Berg distributed a tuition/fee history which included fall 1981 through fall 2008, projected raises for 2008-09, and a tax rate table which included years back to the 2004-05 tax year. There was discussion regarding several tuition/fee scenarios. Berg projected the cost of a 1% raise for appointed personnel including fringes to be \$285,573. Theresa Rider is examining non-appointed personnel raises. The tax valuation increased 9.35% in 2007-08 from 2006-07. Berg explained that by keeping the maintenance and operations rate the same for 2008-09 at a 3% increase in taxable values the projected increase in budgeted taxes over the prior year would be \$363,819 and for a 6% increase it would be \$727,638. The effective rate is calculated by using the current tax rate and taxes collected. The tax rate ceiling is \$.20, which was set by the voters of the district; we are currently at \$.13. The recommendation was to roll the matriculation fee, which is currently \$6.00 per hour, into the general fee which is \$7.00 per hour and to raise it by \$2.00 per hour which would bring the total to \$15 per hour. Also, recommended was to increase the technology fee by \$1.00 per hour and to increase tuition by \$2.00 per hour which would raise it to \$34 per hour. The total would increase revenues to approximately \$0.9 million. A tuition/fee increase will be presented to the Board for approval at the March 25 meeting.

EQUIPMENT REPLACEMENT PLAN – Johnson discussed the equipment forms which were sent to Cabinet members; Cabinet were asked to distribute forms to their budget managers and to encourage them to work as a team in identifying which computers and printers are critical to be replaced first. A team needs to be formed to make the selections of those who will have computers replaced in the first cycle. Possible individuals to serve on the committee include members of the technology task force, Vickie Shelton, Jeff Gibson, and faculty members which will be recommended by Matney. The new IT CIO will be in place on March 17 and they will be part of the committee as well.

Next meeting: March 11, 2008

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