

PRESIDENT'S CABINET MEETING
March 20, 2007
MINUTES

MEMBERS PRESENT:

Steven Jones, Terry Berg, Victor Fite, Brad Johnson, Paul Matney, and Damaris Schlong

OTHERS PRESENT:

Brenda Sadler

ENTREPRENEUR ALLIANCE REQUEST – The Small Business Development Center is heading up this issue along with AEDC, WTAMU, and Texas Tech University. Ron Faulkner, Technical Training Solutions Director, believes it is an important venture to be involved in for Amarillo College. A partnership as this one has presence. Amarillo can participate for \$5,000 as a sub-level partner rather than the \$25,000 for a full-blown partner. A director will be hired to go around to businesses identifying needs of how the alliance can assist. The alliance will also identify prospective businesses to come to Amarillo to help boost the city's economy. Jones recommended exploring the option further.

SMOKING ISSUE – Matney received an e-mail from Dr. Robert Bauman, Professor, Biology Department, who advocates a smoke-free campus. Ash cans have been moved from their designated spots and some smokers are not abiding by the 10-foot from door smoking rule. Cabinet members made suggestions of how to get smokers away from entrances to buildings such as adding benches or picnic tables further out from buildings and placing signs asking smokers to “not smoke” on the porches outside of building entrances.

CONTINGENCY REALLOCATION – Berg discussed the requests for contingency reallocation. They are as follows:

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|---------------|----------------------------------|
| \$ 40,000 | Parking lot repairs/snow removal |
| 60,000 | Storage Array Network (SAN) |
| 16,500 | GED testing |
| <u>15,000</u> | Travel money |
| \$ 131,500 | |

Berg will address the Board regarding the budget amendment to move the above money into the appropriate accounts at the March 27 meeting. New program contingency will have a budget amendment for the Forensic Science A.S. Degree equipment in the amount of \$40,000 for approval at the April Board meeting.

There was a funding request from the Commencement Committee for sound equipment expenses at graduation; in the past the sound board was furnished by the Civic Center at no charge. The Commencement Committee requested another \$200 to be added to their account to cover this new charge. Berg believes funds have been left over in that account in years past and will contact the Commencement Chair telling her that he believes there will be enough to cover the expense; if not, he will move money from the General Other Pool.

FINANCIALS – Fifty-nine percent of the revenues has been collected. Physical Plant maintenance and operations budget has increased due to van purchases and snow removal. The bookstore profits are running behind as well as the rental property due to low occupancy in the student apartments. The fall 2007 occupancy rate needs to increase or a decision to close them may need to be made. Renovations on rental property have also been done. More employees are taking advantage of the employee scholarships. Cash and investments are at \$33.1 million compared to \$30.7 million in 2006 and \$30.5 million in 2005. The total amount budgeted in tax collection was \$13.1 million; \$12.9 million has been collected. Departmental expenditures and expenditures by category handouts were distributed.

2008 BUDGET – Budgets request forms need to be given to Theresa Rider by April 2. She has received some areas' requests.

TUITION INCREASE – Berg distributed a tuition/fee history from 1981 to summer 2006 handout and a handout which showed the revenue which would be generated by fee increases. He stated that if tuition/fees are to be increased for fall 2007, the request to the Board must be made at the March meeting; fall registration begins April 16.

Johnson distributed capital/operational needs for Information Technology recommendations. Recommendations included separating IT Strategic Plan into capital and operational needs, increasing the technology fee to meet IT operational targets, setting aside 100% of the fee to fund operational needs planning to reach target levels in three years, and using Strategic Plan contingency fund to take steps each of the three years to meet 100% of the capital needs. He also discussed the capital/operational needs, details and costs. Most of the 2,200 computers at AC will not be Vista compatible; about 1,800 will need to be replaced. AC has 286 classrooms; 186 with no mediation; 100 with partial equipment. Jones requested that the technology contingency fee be a clearly separate, designated fund.

Matney distributed a memo recommending faculty travel funding. He and Johnson recommended for the 2008 budget returning to formula funding for instructional faculty; no change to administrator/classified travel was recommended. There are 220 teaching faculty and \$275 per faculty member is being recommended for a \$35,500 net increase. Jones proposed surveying the three employee groups and inviting them to say what they would prefer; raises, travel funds, equipment, benefits or merit pay and to solicit discussion.

Several tuition/fee increase scenarios were discussed. The following request will be taken to the Board for approval: \$2/credit hour increase in the general fee for a total of \$7.00/credit hour; \$2/credit hour increase in the technology fee for a total of \$7.00/credit hour. The impact per semester on a student taking 12 hours would be \$48.

MISCELLANEOUS –

- ❖ Jones requested nominations for two loaned executives and a campus director from Amarillo College to serve on the 2007-2008 United Way Committee.

Next meeting: April 3, 2007
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