

# PRESIDENT'S CABINET MEETING

April 1, 2008

## MINUTES

### MEMBERS PRESENT:

Steven Jones, Terry Berg, Laura Grandgenett, Ellen Green, and Damaris Schlong

### MEMBERS ABSENT:

Brad Johnson and Paul Matney

### OTHERS PRESENT:

Brenda Sadler

**ENTREPRENEUR ALLIANCE** – KACV will air a program entitled "The Call of the Entrepreneur" on May 15 @ 8:00 p.m. Schlong said that Curt Besselman is no longer part of the Entrepreneur Alliance. The EA Board is currently conducting a personnel search for the Executive Director position.

**CE TUITION AND FEES INCREASE** – Schlong distributed handouts. Recommendations were made to increase Co-Sponsor Rate from \$19.00 to \$25.00/ hour. Also, recommended was a Continuing Education tuition increase for workforce classes from \$1.90/hour to \$2.10/hour and leisure studies classes from \$2.10 to \$2.30/hour. These classes would include the \$2.00 technology fee per student. If the increases are approved, it would increase revenue by \$102,267 per year. Amarillo College is number one in continuing education funded workforce enrollment in Texas community colleges and number seven in state-funded contact hours. The recommended increases will be presented at the May Board meeting.

**CRISIS TRAINING** – Green reported that the Crisis Management Team met and looked over the manual. Some changes and additions included taking out any student housing reference in the manual; asking employees to call AC Police Department first in crisis situations; the extension 5911 will become the emergency on-campus extension in June.

Three areas discussed by the Crisis Management Team were: (1) to require all employees get ID badges to wear. Based on 650 employees badges would cost \$1,300.00; lanyards, \$1,770.00; and plastic, \$500.00 for a total of \$3,570.00. We should have designated persons for every campus equipped with weather radios. Cabinet did not want to require badges for all employees, but did want to stipulate employees obtain ID cards. (2) Green distributed a handout regarding E2Campus Overview. E2Campus is an emergency communication system. It is currently used by over 400 schools nationwide. E2Campus alerts groups when there is an emergency. Student can have the option to sign up for this when they register. IT would manage the system. All subscribers must opt-in in order to be eligible for use. There is a plan for text service and one for voice service. (3) Emergency training of faculty was suggested to start the week faculty return and when school begins. Schlong said there are men in the local criminal justice field who are qualified to teach the emergency response training sessions. A budget for these three items will need to be set up.

Lynn Thornton, Berg, and Schlong designed the job description for the emergency manager position. It was suggested to put \$55,000 in the budget for salary and \$3,000 to set up their office. If the position is approved by Cabinet and by the Board at the June meeting, we could start advertising July 1 for a possible start date in January 2009.

**BUDGET – SALARY INCREASES** – Berg distributed handouts. Non-appointed, overload and clock hour employees have not received raises in a few years. A projected 1% raise for non-appointed employees would increase by \$8,025.00; overload load hour and part time would increase by \$41,040.00; and the projected clock-hour increase would be \$30,045.00. A 1% projected cost increase for appointed employees would be \$285,573.00. Berg proposed that employees hired after June 1 not be eligible for the automatic raise September 1. There are 12 new positions being requested in the FY09 budget.

**SUMMER OPERATING HOURS** – Cabinet approved the following summer 2008 operating hours:

<u>Summer 2008 Operating Hours</u>		
<u>Beginning Date</u>	<u>Ending Date</u>	<u>Resume Regular Hours Date</u>
Mon., May 12	Fri., Aug. 8	Mon., Aug. 11
M-Th, 7:30 – 5:00; F, 7:30-12:00		

**MISCELLANEOUS** – Berg reported that Bruce Cotgreave has received inquiries about the house at 2216 Harrison; consideration about selling was discussed.

Green expressed her wish for consistency when using the AC logo and the AC badger on College work, displays or publications. She believes the historical badger is the one to use.

Schlong reported on the refuge resettlement meeting on March 13; Judy Johnson accompanied her. There are significant arrivals expected in Texas and the Panhandle which put a strain on the resource providers. Many of these employees and their families suffer from Post-Traumatic Stress Disorders.

Berg said Theresa Rider will meet with Cabinet at the next meeting to discuss budget.

Next meeting: April 15, 2008  
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