

PRESIDENT'S CABINET MEETING
February 20, 2007
MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Steven Jones

OTHERS PRESENT:

Brenda Sadler

Matney gave an overview of the Community Capital Needs Committee meetings. Twenty-four attended the Washington Street Campus tour. They were given infrastructure and program related information and visited biology labs in process. Johnson said that some of the members are unclear as to their role or purpose on the committee. Johnson suggested that several Cabinet members talk with Dr. Jones to get more clarification and pass on to the Steering Committee.

TECH PREP – Matney explained that Amarillo College is no longer the fiscal agent for Panhandle Tech Prep. Amarillo College, Clarendon and Frank Phillips College have all pulled out. All followed the Texas Higher Education Coordinating Board's instructions. The three colleges supported the Panhandle Tech Prep Consortium and will in the future. All the Tech Prep records, which are at the office at AISD, will be brought to the Washington Street Campus.

COLLEGE READINESS VERTICAL TEAMS – THECB – Paul referred to House Bill 1, which requires commissioners of education and higher education to establish vertical teams composed of public school and higher education faculty. Through THECB, the alignment of P-16 Councils has been formed. Amarillo College nominated two faculty to serve on college readiness vertical teams. Dan Porter was selected to serve on the science vertical team. The purpose of the vertical teams is to determine "habits of mind" which high school students should achieve in order to be ready to be successful in college.

COURSE REDESIGN PROJECT – THECB – Twenty-five general education courses have been slated for redesign. Dallas County Community College District and Austin Community College are involved in the redesign of English 1301 and History 1301. The redesign will possibly make the courses more cost effective and use current technology as a teaching methodology. Amarillo College is not currently involved in the course redesign. We are in a "wait and see" mode. The first redesigned courses will be offered in fall 2007 and a study will be conducted to measure if they truly are cost effective. Standardized courses are not the goal.

TCCTA CONFERENCE IN AUSTIN – Matney said that Danita McAnally will hold the TCCTA presidential convention in Austin this year. There are 12-13 faculty going to Austin to support McAnally who serves as this year's president. Matney distributed a statement which was delivered to members of the House Subcommittee on Education of the Committee on Appropriations and the Senate Finance Community during the State budget hearings on February 7 and 8. It reads, "That the Texas Community College Teachers Association is by far the largest organization of two-year college educators in the State. Community Colleges enroll 75 percent of freshmen and sophomores in the State and that the Closing the Gaps Initiative can't be achieved without bold

support for these unique schools. The statement continued by stating that TCCTA supports the funding recommendations of the Texas Association of Community Colleges, including the innovation incentives outlined in their New Community College Compact with Texas. TCCTA also applauds the recommendations of Commissioner Paredes and the Coordinating Board regarding increased revenue for our institutions.”

2008 BUDGET – Budget packets are on the P drive. Salaries as of March 1 will be loaded for each employee; all changes after that date will have to be added to the adjustment column. The 1% raises will be loaded into Payroll later in March; once loaded a spreadsheet will be supplied which will reflect the 1%. If personnel are being moved around, budget managers will need to put on the worksheet. No new personnel should be requested; those positions already in the budget do not have to be justified again, but should be looked at closely to give good reason for still needing.

FINANCIALS – Berg distributed the financials through January 31, 2007. We are 5/12 through the year. The academic tuition is at \$8.9 million; we should be able to make the other 12% easily. Other income is down 6% from last year. Branch campus maintenance taxes should be collected in January or February. Three vans have been purchased; \$40,000 has been used on snow removal and on temporary repairs for the parking lots. The occupancy rate of the East Campus student apartments is way down this semester. Federal grants and contracts have decreased \$2.7 million due to draw down being done in February instead of January as was done last year. Pell grants have decreased slightly. We still have \$3.6 million in taxes to collect. Berg also distributed the Expenditures Budget Status Report by Category and Department.

CONTINGENCY ALLOCATION – Berg distributed the preliminary budget contingency expenses. We have moved \$90,000 already out of the General Other Pool into different departments for extra unexpected expenses. There is a balance of \$155,553. Berg asked Cabinet to provide their needs and requests. Berg said he will need \$40,000 to cover expenses of snow removal and temporary parking lot repairs; Fite requested \$60,000 for a storage array network (SAN) which was pulled out of last year’s budget; Johnson requested \$16,500 for GED testing and \$15,000 to be allocated for travel - divided \$10,000 for faculty and \$5,000 for administrator/classified. Travel money to help faculty with expenses who are attending TCCTA is around \$7,000. Schlong said the West Campus computer lab will need additional funds to continue for the rest of the year. Johnson suggested making a list of requests and justifications for Dr. Jones to examine. Berg would like to discuss further at the March 6 Cabinet meeting and possibly have ready to present to the Board at the March Board meeting. Berg reminded Cabinet members that fall registration begins in April and if there is any thought to increasing tuition that that item will need to be taken to the March Board meeting, also.

Johnson distributed a sheet regarding a sustainability plan for Title V institutionalization. He suggested the following fee hikes to maintain costs throughout the year after the grant is completed:

\$5.50/credit hour technology fee	
\$0.50/credit hour guaranteed for Title V	
160,000 credit hours per academic year	\$80,000
\$26 flat distance learning fee	
\$1.00 distance learning fee guaranteed for Title V	
5,300 students (average 05-06 & 06-07)	\$5,300

60 more FTE students retained	
\$2,347 Texas student reimbursement rate	\$140,820
Total Funds Committed to Title V Institutionalization	\$226,120

The Cabinet approved.

OFFICE SPACE FOR RAILROAD COMMISSION – Johnson was approached to find out if AC has any empty offices available to house two to three inspectors of the Texas Railroad Commission. It was mentioned that we have turned down other similar requests and that we do not want to set a precedent. We may have some space available but still would have to pay the utilities. It was decided to decline the request.

ADMINISTRATIVE/STAFF UPDATES –

- Jack Stanley was named as Sciences and Engineering Division Chair.
- Michael Spahich, Field Leader User Support, IST, has resigned.

MISCELLANEOUS –

- ❖ Recently we had two good accreditation visits; the Mortuary Sciences visit was good; and the Medical Lab Technology visit was impressive and had no recommendations for improvement.
- ❖ Six graphic design students won Addy Awards.
- ❖ We are working with WTAMU on a Healthcare Clinical Simulation project and a University Partnership Center.

Next meeting: March 6, 2007
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