

PRESIDENT'S CABINET MEETING

April 18, 2006

MINUTES

MEMBERS PRESENT:

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

OTHERS PRESENT:

Theresa Rider and Brenda Sadler

FY07 BUDGET – Berg distributed handouts. He discussed the bottom line analysis handout. The projected revenue which includes the new tuition/fee schedule is \$43,691,070. Projected expenditures which were established by figuring the budget requests received, totaled \$46,077,007; a 4% raise would add another \$1,064,080; and fringes would be another \$29,908. This generates a \$3.5 million deficit. If the Board agrees to keep the tax revenue the same, AC will receive an increase of \$521,765 which will decrease the deficit to \$3.0 million.

Berg discussed the schedule of revenues handout. He explained that all three campuses, Amarillo; Hereford; and Moore County, need to have balanced budgets. The Amarillo campus will receive \$16,246,414 in State appropriations.

Next, the Budget Overview by Cabinet member was discussed. Total fulltime requested salaries increased \$930,801. Perkins capital is not included in this table. The beginning FY06 budget to adjusted FY06 has increased by \$2.7 million. Overload costs have been under budgeted for several years with the philosophy of an enrollment increase. Student help requests have increased \$150,364; Institutional Capital expenses increased \$742,074 (102.58%). Matney reported that there are \$700,000 additional funds available for Perkins capital. These requests will be prioritized for both institutional and Perkins. Berg explained that out of \$1.4 million capital requests, \$554,000 are marked priority level one; priority level two requests should provide justification.

Berg discussed the contingency budgets handout. The most right column is for proposed FY07 contingencies. The general appointed contingency is \$20,000 set aside for classified employees performance awards; general non-appointed is for departments who are unable to find money for non-appointed personnel totals \$10,000; \$25,000 is in general travel; \$120,000 is for general department and is set aside for losses due to theft which are not covered by insurance; and the general other has \$150,000 in it which decreased from \$215,242 in the 2005-2006 original budget. The Strategic Plan has nothing in it for FY07. The health insurance shortfall account has \$200,000 in it; it is unknown how much insurance will increase. Changes are made during enrollment; \$111,097 is to cover personnel who have been hired since February. New programs/grants has \$40,000; and \$80,175 is in general other to cover the MCC balance.

The projected A&I plans were discussed. \$1.8 million is projected. Washington Street and Polk Street campuses plans include replacement of a 17 year-old roof for the Business/Parcells buildings; replacement of electrical panels (phase II) in the library; re-plumb hot and cold water lines in library restrooms; replacement of Ordway Hall Auditorium dimmer system; repaint Library exterior; replace worn carpet campus-wide; and replace seating in Polk Street auditorium. East Campus plans include removal of asbestos and demolishing of two buildings; signage; re-key campus; and roof replacement. MCC plans include the interior expansion (phase III).

The Institutional equipment/software requests were discussed. Some departments prioritized their requests. There was \$1.5 million in capital requests. The mortuary science requests can be covered by Perkins and will be taken out of institutional.

Salary changes which occurred after 3/1/06 when initial salaries were adjusted in the budget include 17 new FTE for a total of \$641,703. Funds for salary changes or movement of personnel decreased by \$80,403. Overload accounts increased \$369,501.

Vacancies were discussed. Some have never been replaced; some are in the process of replacing. It needs to be determined which ones to take off and not replace. The total to replace all is \$932,155.

The Auxiliary overview handout was discussed. The net income has increased \$1.1 million. The East Campus bookstore coverage was discussed.

CABINET APPROVAL OF MINI-GRANT – Fike brought a request for proposal for next spring. She explained that ESL will be reorganizing; a new coordinator will need to be hired. Travel funds were requested to visit other colleges with successful ESL programs; \$4,000 will come from the Strategic Plan contingency. Jones explained he wants to offer a stipend for research and some travel but not to exceed \$4,000. The Cabinet approved.

MCC AND HEREFORD EQUIPMENT REQUEST FUNDING – MCC and Hereford capital requests should come from their own budgets and should not be included in Perkins.

SUMMER OPERATING HOURS – Summer hours will begin Monday, May 15 through Friday, August 11; regular hours will resume Monday, August 14. Service hours will not be the same as shift hours. Varying time schedules were discussed. Berg will take proposal to Human Resources. **(Berg visited with H.R.; the following hours were set: M-TH, 7:30-5:00; F, 7:30-12:00.)**

SET DATES FOR RETREATS – The Cabinet retreat to revise the Strategic Plan and refine the budget was set for May 24, 9-3; Brad will set up an off-site location such as Region XVI. The Board budget workshop will be set up the second week in June; the site to be determined. A College Advancement retreat will be discussed by Jones and Johnson later.

MISCELLANEOUS –

Jones distributed a Health Information Technology Network luncheon opportunity and asked if anyone was interested in attending to let him know and the President's office would RSVP for them.

Jones discussed a letter from Liz Seliger, the Amarillo Museum of Art interim curator. AMOA will install a sculpture exhibition in May. The exhibition opens May 14 and continues through August 20. Some of the exhibits will be outdoors. Trucks will bring and unload the sculptures beginning May 2. Parking for patrons was discussed; it was decided to have campus police refrain from issuing parking citations in the Herring Parking Lot, south of AMOA, May 14 through August 20.

Johnson explained that Learning Time Breakout sessions will be offered the next two days and then will be placed on computer desktops for individual viewing.

Matney announced that Brad Loper, former AC photography student, was part of a photographic team that won the Pulitzer Prize in Photography. The *Dallas Morning News* project was a photographic book, "The Eyes of the Storm" which depicted New Orleans and the aftermath of hurricane Katrina.

Fite reported that the pay phone in the mall area of the Washington Street Campus was going to cost AC \$75/month; the phone has modest usage. It was decided to remove all pay phones. Emergency phones which will reach AC Police when used will be placed in the North parking lot.

Johnson distributed a Title V handout which showed its impact on AC institutional budget for FY2006-2010.

Next meeting: May 2, 2006

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