

**PRESIDENT'S CABINET MEETING**  
**May 16, 2007**  
**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBER ABSENT:**

Paul Matney

**OTHERS PRESENT:**

Linda Hendrick, Ellen Robertson, Brenda Sadler, and Ed Wynn

**CRISIS MANAGEMENT TEXT MESSAGE** – Robertson introduced a pilot program that Amarillo College might undertake with MyStateUSA.com which is approved and funded by the Federal Emergency Management Agency (FEMA). If the decision is made to try the program, it will not cost AC anything until December 31, 2007; we could opt to stay in or get out at that point. This program exists because of the Councils of Government (COG) and has been offered to Gulf Coast states. Robertson will be asking for Cabinet approval. Hendrick demonstrated how the crisis management text messaging would work. It is set up to alert programmed cell phone numbers and email addresses as situations occur. Hendrick tested the cell phones of Cabinet members to show how the alert text messaging would work. Robertson said students can also sign up for this service which will be used only for emergencies such as campus closings resulting from inclement weather, tornado warnings, fire or police incidents. The list of crisis management text message recipients will be updated each semester. The cost after December 31 will most likely be \$1 per person signed up to receive the alerts. Wynn indicated a need to inform faculty and staff of this program and make them aware of how to sign up and he said students could be told when enrolling. Robertson said two tests will be offered this summer. The Cabinet approved participating in the pilot program.

**COUNCILS AND COMMITTEES** – Jones will visit with Matney about a more succinct way to examine and approve council and committee memberships.

**TRESPASS WARNING HOLDS PROJECT** – Schlong received an updated list from the Colleague Oversight Team (COT) regarding criminal trespass warnings issued. The date the trespass warning was issued and the date when lifted will be included in the system. There are currently 120 individuals with criminal trespass warnings in the college system. Schlong insisted on the importance of keeping the system up-to-date. For the past two days the trespass warning holds have been in the system and twice individuals have popped up on the computer screen indicating the holds.

**PBS DOCUMENTARY** – Johnson told the Cabinet of the PBS documentary, “Discounted Dreams: High Hopes and Harsh Realities at American Community Colleges,” which he and Jones had requested being shown at Amarillo College; it may be viewed in room L113 on May 23 at 10:00 a.m. KACV will not be airing.

**FINANCIALS** – Berg distributed handouts for budget status as of April 30, 2007, expenditure budget report by category and department, a draft of FY 08 budget bottom line analysis, contingencies, and schedule of revenues.

Berg discussed the financials through April 30, 2007. We are 67% through the year. Seventy-four percent of revenue has been collected. We should end up close to where we were last year. The bookstores are down around \$50,000; cost of goods sold is up a little. Rental property is down due to fewer students renting apartments. Ad valorem taxes are being raised by \$120,000 to \$125,000 next year. We have \$31.5 million in cash and investments. There has been \$687,000 spent from budgeted funds for alterations and improvements. To-date we have paid \$208,000 from designated reserves for removal of the dilapidated structures on East Campus.

The date for the Board budget workshop will be set in June.

**ENMU** – Jones previously sent Cabinet a copy of an article regarding a computer snafu causing lost student data at ENMU. Fite reported on what AC needs to do to ensure this will not happen to us. We have \$40,000 in the budget to replace the chiller to keep the system cooled. We conduct computer back ups daily between 2:00 - 4:00 a.m. The back up server is set up separate from the regular server. Monthly back ups are in a vault in Parcell's Hall.

**MISCELLANEOUS –**

- ❖ On May 30 – June 1, CampusWorks will facilitate a technology planning retreat at Amarillo College. CampusWorks will have individual meetings with Cabinet members and give presentations and have discussions with key members from areas within the College. Interested Board members are encouraged to participate on day three when preliminary findings and planning will be discussed.

Next meeting: June 5, 2007

bs