

# PRESIDENT'S CABINET MEETING

June 20, 2006

## MINUTES

### MEMBERS PRESENT:

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

### OTHERS PRESENT:

Brenda Sadler

**LEADERSHIP AMARILLO/CANYON** – Bob Austin was the most recent AC Leadership participant. The cost to send a participant is \$1250 per year. WTAMU is fully involved in the program; they also are in charge of the teen leadership program. Jones and Schlong will meet to discuss how to proceed.

**CLEARINGHOUSE REPORT** – Johnson distributed an updated Clearinghouse report. He explained that eventually the report will be placed on the portal; the concept is in the early processes. Different projects were discussed. Within the Status Submitted section will be an indication whether a grant or contract was approved or rejected. Matney reported that the Vice President's Council appreciated the opportunity to see the report. It confirmed to the council that there are a lot of individuals involved in seeking out external funding and informed them of what others are involved in. The Funding Source column of the report serves as a tool to allow individuals the knowledge of which entities are being tapped into.

**CAPROCK INITIATIVE** – Matney distributed a Memorandum of Understanding between AC and AISD for the Caprock Early College Program for fall 2006. Caprock High School and AC will collaborate to help high school students make the most of their senior year while beginning their college careers. In this program high school students will attend college classes on the AC campus and will not receive high school credits but rather college credits. Initial scholarship money will be provided; classes will be scheduled to meet high school schedules; students will be limited to six college hours per semester; Freshman Seminar will be offered in the fall and spring of each school year; AC will provide materials to distribute to students; and provide supplemental instruction tutors. Caprock and AISD will identify students for the program; test students; provide transportation for students to the AC campus; and require parent involvement. Fike said grant funding is being sought to cover students' registration; Caprock personnel are writing a grant for funding. Caprock is the pilot; other schools may want to participate in the future.

**FINANCIALS** – Berg distributed the financials as of May 31, 2006.

Revenue – Academic tuition/fees are down 8% below last year.

Expenditures – Physical plant operation and maintenance is at 76% due to utilities increase and purchase of a vehicle.

Auxiliary – Bookstores have a profit of \$152,611. Rental property has made \$607,000 profit. The occupancy rate has been better this year.

Restricted Funds – PELL is down some due to increased turn backs to Title IV. State grants are up due to Bell; local grants are up; KACV grants are down due to the phase-out on the digital conversion.

A & I –

Budgeted funds – The Carter Fitness Center roof renovations are in progress.

Designated reserves – The Washington Street Campus parking lots are in progress. East Campus building removal of dilapidated structures is in progress.

Allocated funds – Tiers are being removed from classrooms in the R. E. Byrd Business Building.

Tax Schedule – Total taxes collected are \$12.5 million; we are over budget by \$153,191.

Reserve Analysis – Closed on house at 2220 S. Harrison.

**OVERVIEW OF BOARD WORKSHOP** – Jones will give an overview; Johnson will discuss the Strategic Plan; Berg will present the proposed 2007 budget; and Matney will report on the capital equipment needs. Everyone will join in during the discussion of critical issues. Johnson distributed the latest version of the Strategic Plan which will be given to the Board at the workshop. Jones asked Johnson to dispense copies of the plan to key AC personnel as well.

**BRUTAL FACTS** – Deferred until next meeting.

**“STOP DOING LIST”** – Deferred until next meeting.

**MISCELLANEOUS** –

Jones distributed a memo from Katie Ahlbom regarding the merit pay award program proposal. He said he would like to see something done with this even if it is for a small group.

Jones asked everyone to read his management report, complete the evaluation of his yearly performance, and submit to Brenda Bussey in Human Resources.

Jones discussed a conference which will take place August 8 regarding the Avian Flu Pandemic. Individuals discussed to participate were Ed Wynn; Bill Crawford and Sheryl Mueller or their designees; Preston Childress; and Brenda Bussey. A memo will be sent to these individuals to see if they might be interested in participating.

Matney will bring an expected date for the report analysis of the new schedule.

Johnson will work on the date of when the new enrollment analysis is due; he will focus on a trend line.

Johnson will visit with representatives from Astra later today by telephone to seek their help in making sense of our scheduling software. AC will seek knowledge from schools that have already used this scheduling program.

Next meeting: July 11, 2006

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