

PRESIDENT'S CABINET MEETING

April 15, 2008

MINUTES

MEMBERS PRESENT:

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

MEMBER ABSENT:

Brad Johnson

OTHERS PRESENT:

Bob Austin, Bruce Cotgreave, Theresa Rider, and Brenda Sadler

CONSTRUCTION UPDATE – Bruce Cotgreave distributed notebooks exhibiting the Nursing/Dental Health Center and the Wet Lab plans that Shiver-Megert made for the Cabinet members. Faculty members who will have offices or hold classes in those buildings have been asked for input into the design. Cotgreave updated the Cabinet on what had been accomplished so far. Plans for the new parking lot are near completion. Bid requests will go out in the next few days for sub-contractors for the parking lot; bids will be opened May 8. We are looking at approximately \$725,000 in costs; new lighting and paving has increased the cost by \$225,000 over the projected cost. We may have to cover the overage out of the contingency account. We need to expect and plan for at least 6% inflation costs over the next three years. Construction on the Wet Lab is scheduled to start December 1, 2008 for a projected completion date of December 1, 2009. The Wet Lab will be done in two phases; structural package and finish package. Cotgreave said that Parcels Hall and the Byrd Business Building will be renovated one at a time. He reported that plans for the Nursing/Dental Health Center are ahead of schedule. We want to start renovation of B Building a couple of months ahead of schedule; we would like to hold classes there in fall 2009. Cotgreave said they are hoping to work on the heating and air conditioning at East Campus in summer 2009. Security cameras will be installed in the parking lots which will show activity on monitors in the AC Police Department.

2009 BUDGET – Berg distributed handouts. Projected revenue for the 2009 budget is \$46.5 million; projected revenue in auxiliary enterprises is \$800,000; totaling \$47.0 million in revenue. The current projected deficit is around \$3.0 million. New positions requested amount to 14.55 FTEs. Tuition and fees for 2009 would increase revenue by \$1.4 million. Some A & I projects will be able to be funded out of reserves. Supplies and travel pools requested increased some; capital equipment budgets and requests have decreased due to the new computer replacement system. The budget overview by Cabinet member was discussed. The Vice President/Academic Affairs requested budget is up \$308,000 and IT's budget decreased \$80,000. The Summary of Capital handout was discussed; it has decreased by \$170,000 without replacement computers included in cost. The infrastructure contingency budget increased by \$1.5 million.

We will be going out for bid for the food service this summer. Contingency budgets have increased by \$84,000. The next two Cabinet meetings in April will be dedicated to discussion of the budget only.

LEADERSHIP AMARILLO/CANYON – Berg reported that Leadership Amarillo/Canyon has been paying \$500/month. A statement was mailed reminding them the amount owed to Amarillo College by the end of August.

ASCA COMPUTER/PRINTER DONATION – Linda Hendrick took the Senior Citizen Association computers and printers off Amarillo College's inventory list and donated them to ASCA.

EMERGENCY RESPONSE TRAINER – Schlong stated that the Criminal Justice Division could recommend an emergency response trainer for \$1,500 a day, plus travel. This information will be presented to the Crisis Management Task Force. Training offered to AC employees will be organized and offered through POD.

AEDC/AISD/AC WORKFORCE DEVELOPMENT UPDATE – There have been several meetings and all parties involved will finalize plans this summer for introduction to schools and students in September.

MOUS – FENCING AND GYMNASTICS – Both fencing and gymnastic programs have signed Memorandums of Understanding and created by-laws.

LIBRARY SECURITY SYSTEM – A security gate is no longer needed on the first floor of the library as materials are now checked out on the fourth floor. Our current gates are thirty years old. Lou Ann Seabourn and Mark Hanna are requesting security gates be placed near the elevators and stairways. Costs for these gates would be approximately \$15,600; funds are in the library's budget. Seabourn and Hanna have requested removing the front counter on the first floor to create a student-friendly sitting area.

SECC CAMPAIGN COORDINATOR – Bob Sloger was AC's past SECC Campaign Coordinator. We need to name a campus coordinator and a United Way loaned executive; the deadline is April 30. Berg will check with Tom Sanders and Bob Austin with David White for their interest in serving this year; Sanders and White helped with the campaign last year.

INFORMATION TECHNOLOGY SERVICES COUNCIL – Grandgenett distributed handouts of the Information Technology Council Proposal and charts showing current and proposed ITS committees. Membership on the Information Technology Council would be chaired by the Chief Information Officer and be comprised of standing members to include Faculty Senate Chair, Administrators Association Chair, Classified Employees Council Chair, Associate Dean of Enrollment Management, Associate Dean of Assessment & Development, Continuing Education representative, Financial and Administrative Services representative, and an ITS representative; rotating members to serve a three-year term would include a Branch Campus Director, instructional division chair, instructional department chair, and two Instructional faculty members. The ITC would shape and guide technology related planning, policy, and communication and serve as the central forum for special interest groups, technology committees, action teams, and task forces acting to enhance information technology services and address compelling IT issues. Tommy deJesus and Norma Campbell will continue working on the AC home page of the website and portal. The ITC was approved to proceed. Grandgenett reported that Ramonica Pierce has resigned her position as IT Administrative Assistant to take a position in the Registrar's Office. The equipment replacement team is in place and has begun work. They are working on a four or five year plan looking at PCs and AV equipment replacement. Linda Hendrick is looking into the central components and what needs to be swapped out. They are identifying which departments have the oldest pieces of equipment and who will receive the first replacements.

Next meeting: May 6, 2008
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