

**PRESIDENT'S CABINET MEETING**  
**May 22, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:00 am on 05/22/18

**ADJOURNED**

11:13 am on 05/22/18

**MEMBERS PRESENT**

Bob Austin, Kevin Ball, Tamara Clunis (via phone), Cara Crowley, Lyndy Forrester;  
 Russell Lowery-Hart, Denese Skinner, Steve Smith

**MEMBERS ABSENT**

Mark White

**OTHERS PRESENT**

Joy Brenneman

**DISCUSSION:**

<b>1. AC FAMILY COMMITMENTS</b>	<b>Skinner</b>
<p>Ms. Skinner proposed adding Family Commitments to the AC commitments which already include faculty, students, employees, and leadership. In the Fall, students acknowledge and accept their commitments when they first log in to Colleague. She thinks it will be good to also present Family Commitments to students' families at new student orientations. She asked for approval to move forward and Cabinet agreed this is a good addition to the existing commitments.</p> <p>Ms. Skinner reviewed the other commitments, and Dr. Lowery-Hart reviewed the Leadership Commitments. Cabinet discussed the level of integration of the other commitments to date. These were designed to be integrated into job descriptions and some have been. Faculty have integrated them more fully with their i-Care values and these will be added to the commitment document. There needs to be more discussion on how to make these actionable. Ms. Skinner will discuss recommitment to these when she meets with the Donna Beegle Poverty Institute alumni. She will work with Mr. Ball and Lyndy to re-energize these commitments, perhaps using interviews with students, faculty, and staff videos.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Ms. Crowley will send the faculty i-Care values to Ms. Skinner</li> <li>• Ms. Skinner will send the updated Commitments to Mr. Ball and Ms. Forrester</li> </ul>	

<b>2. MASTER PLAN</b>	<b>Smith</b>
<p>Dr. Lowery-Hart and Mr. Smith will present the proposal and cost for the Master Plan to the Board of Regents at tonight's Board meeting. If approved, it will be paid for from reserves and property sale proceeds. The total cost of just under \$420,000 includes a design for a downtown innovation hub, costs for the THECB civil rights audit, and a feasibility study for athletics and dorms at Amarillo College. Once the contract is approved, Parkhill, Smith, and Cooper could begin working on this within a month. They will hold town hall meetings, meet with faculty and staff, work with local businesses to determine current and future program needs, and utilize many committees in their study. The term master plan is broad and PSC will include such</p>	

things as hot and cold room studies, space utilization, wayfinding recommendations, economic impact, programs, technology imprint, prioritization of needed renovations, and realigned services. Dr. Lowery-Hart would like them to look at how students are served and if there is a way to co-locate services, perhaps by using the Ware Student Commons. A timeline should be developed.

The civil rights audit by the THECB is included in the master plan since the college will go through this audit in the Fall. Colleges are selected at random and only go through this every 25 – 30 years. Frank Phillips College had this audit last year and has indicated it is very intensive. In calling for these audits, the Co-Board is responding to a federal mandate to insure that colleges do not discriminate in hiring and enrollment processes and that buildings are ADA compliant. It will look closely at disability services, HR practices, and facilities. By including this in the master plan, the college will have functionally done a pre-audit and be better prepared to make corrections where possible and have a plan for the future. Parkhill, Smith, and Cooper is a statewide expert in this field and will provide a plan with estimated costs and will write the response report for AC.

**Action Items:**

- n/a

**3. PRELIMINARY BUDGET OVERVIEW**

**Smith**

Mr. Smith provided and reviewed the preliminary 2019 budget which he will present at the Board meeting tonight. He noted that much of the information in this first draft was imported from the new VENA software saving considerable time. He then reviewed specific line items.

- Tuition and fees are about the same as last year, but could be on track to be higher.
- Non-governmental revenue includes local grants and contracts (branch campuses and KACV), sales and services, auxiliary income, the bookstore, East Campus rental property, and student activities. Additional rent from increased rental prices for East Campus housing and income from the East Campus tool store has been added. Interestingly, the East Campus tool store did not decrease bookstore revenue.
- Auxiliary income pays for employee scholarships and earns about \$8M/year.
- The bookstore and East Campus housing perform very well each year.
- Non-operating revenue from state appropriations will be exactly the same as this is the 2<sup>nd</sup> year of the biennium.
- Taxes reflect Amarillo only and are expected to be approximately \$600,000 higher than last year. This is based on current projections from the taxing entity but usually come back higher when final numbers are received about July 28<sup>th</sup>.
- Investment income is expected to be about \$90,000.
- Cost of goods sold is about the same.
- Salary, wages, and benefits reflect little change due to extra included in last year's budget in anticipation of the faculty merit system taking effect. It includes a contingency layer based on projected raises.
- A contingency of \$1M is included to prepare for any unexpected reductions in state funding.

Mr. Smith projects a budget surplus of approximately \$2M this year which will be placed in reserves to help in future years with the expected reductions in state funding. He feels comfortable with the college's financial position at this time. The 2019 budget is not much different than 2018.

Cabinet briefly discussed differentiated tuition for high cost programs while committing to keeping other tuition low for several years. Cabinet will need to begin this conversation by September 2018. Dr. Lowery-Hart will create a task force consisting of Cabinet members and academic leadership to consider this option. It was noted that 6% of tuition collected must be sent to the Texas Public Educational Grant Program (TPEG).

TACC intends to be much more proactive and intentional for community colleges as decisions are being made for the upcoming legislative session. Community college participation in JACPAC will be important as universities are paying much more for lobbying efforts than community colleges.

**Action Items:**

- Dr. Lowery-Hart to create taskforce to look at differentiated tuition.

<b>4. ENROLLMENT UPDATE</b>	<b>Austin</b>
Mr. Austin provided an enrollment update via email prior to the meeting. There was no discussion.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• n/a</li> </ul>	

<b>5. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
Mr. Austin – Shane Hepler and his team for handling the IT crisis due to the power outage Ms. Skinner – the EOD team who were involved with the reception prior to Commencement Ms. Crowley – Karen Welch for wordsmithing her THRIVE application and Joe Wyatt for his prompt and efficient response to her request for photos for her case study	

<b>6. COMMUNICATION POINTS</b>	<b>Forrester</b>
Not covered	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>7. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None presented	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>8. OTHER DISCUSSION</b>	<b>Cabinet</b>
Ms. Forrester reported that she has gotten word that Amarillo College might be up for an award when the Good Colleges survey results come out. She will know at the end of July and expects that the college could show great improvement over last year. If so, this award could be displayed on new billboard advertising to go up in the Fall.	
Cabinet discussed equity in hiring practices and the need for training curriculum for supervisors. Amarillo College needs to discuss the issue of diversity. Next steps should be putting together a plan and determining what elements of diversity need to be trained. A PLI group is working on a plan for diversity with students.	
Pieces of the Emergency Management Plan were again discussed.	

- Mr. Austin noted that the Student/Family Assistance Center (described as reunification in the plan) has the potential of having a huge impact in the case of an emergency.
- Question: Should a message from the Registrar or Core Team be sent reminding faculty to teach in the room to which they have been assigned with an explanation of the reasons for that and a process to use if the need to change rooms arises? Mr. Austin and the Core Team will work with the Registrar on the message and Mr. Austin will write an article for the Badger Buzz to get this message out.
- Mr. Austin asked about a plan for managing the webpage during an emergency. The Core Team has written a specific narrative to be used which could be linked to the main page. Ms. Forrester is working with IT to develop templates to be used in the case of an emergency and will include the Core Team in these discussions.
- Ms. Forrester will also look into a default message for the 5000 number for incoming calls during an emergency.

**Action Items:**

- Dr. Lowery-Hart noted that he will be gone for the next two weeks. When he returns, a post discussion on the IT issue from last week will be scheduled. It revealed some weaknesses in the system. Include Cabinet, Jim Baca, Shane Hepler, and Wes Condray in this meeting.