

**PRESIDENT'S CABINET MEETING**  
**July 24, 2018**  
**MINUTES**

**CALLED TO ORDER**

9:14 am on 07/24/18

**ADJOURNED**

11:15 am on 07/24/18

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Denese Skinner; Steve Smith

**MEMBERS ABSENT**

Russell Lowery-Hart; Mark White; Lyndy Forrester

**OTHERS PRESENT**

Joy Brenneman

**DISCUSSION:**

1. BUDGET REVIEW FOR BOARD RETREAT	Smith
<p>Mr. Smith provided the budget for 2019. It is still a work in progress and is \$1.5M in the red at this time.</p> <p><u>Operating Revenue</u></p> <p>Tuition and Fees are still a moving target with enrollment down 5% and contact hours down 3%. He is projecting a 1% reduction based on where we are right now, however this could change if enrollment goes up before start of school. Dual credit is down a little but should go back up. There is no open green light so all students are required to speak with an advisor to avoid enrolling in the wrong classes, too many classes, etc. and this may be affecting enrollments at this time. The amount for the Moore County contract is \$1.8M but Hereford has not come in yet; still waiting on one piece of information for local taxes. The Sales and Services line is an average. Sales Auxiliary is a little low due to the Hagy Child Care Center, but with new management it should make some revenue this year. Their target is to fill the remaining open spots will full-pay customers. He is still waiting on information from the West Campus to finalize the Other Operating Revenues. The way in which fees are collected from students for tests, equipment, etc. is changing and will be reflected as revenue.</p> <p><u>Non-Operating Revenue</u></p> <p>This is pretty standard. The state remains the same for this 2<sup>nd</sup> year of the biennium. Taxes received a good "bump" and some bonds have been paid with some savings. Bond payments will go up over the next few years and these savings will be used for these. Investment income is up.</p> <p><u>Revenue Budget is \$65.9M.</u></p> <p><u>Disbursements</u></p> <p>Cost of Goods Sold is mostly for books in the bookstore. Mr. Smith stated that he had received many requests for extra part-time help. The faculty section of Salaries and Wages is nearly complete and he is still working through the others. These numbers do not reflected raises. One issue that was raised was the teachers at Kids College being classified by EOD as faculty and not exempt so they are receiving overtime. Summer enrollment was up slightly but not as much as was hoped. He reviewed the new positions that have been approved: two full-time</p>	

faculty in science as they will generate revenue, one staff in enrollment management recommended by SWIM, and an increase for one position and contract labor in the Counseling Center. The Trellis Foundation will fund a social worker and developmental education advisor for 18 months for a research project by Sara Goldrick-Rab. There is not much room in this proposed budget for any new positions.

Mr. Smith reviewed the other expense items and noted that the cost of THRIVE will be approximately \$297,000 due to the late approval by AISD. This should not be an expense next year. Marketing is working to insure that all eligible students will be notified. Operating expenses are up to \$14M over \$12M last year and Mr. Smith is still working on several items that were highlighted on his projected budget and would like to get this number down to about \$12.5M.

A&I is listed under capital and not operating expenses and he reviewed some of the items in the category. Overall, he is confident in this budget.

Total Expenses are at \$67.4M.

Dr. Clunis noted that she has a meeting scheduled with Texas Department of Criminal Justice to discuss serving the prisons by providing core classes. This could help with enrollments during the base year.

Mr. Austin and his team will be hosting an FAQ on the THRIVE program for parents and any who are interested at 5:30 pm on Monday, July 30, at the Downtown Campus

**Action Items:**

- Be sure letters and information gets sent out to all eligible students – Austin/Ball.
- Looks for ways to spread the word on THRIVE – All.
- Work on getting enrollment up – All.

**2. ADMINISTRATOR/CLASSIFIED RECLASSIFICATION**

**Forrester**

Ms. Forrester did not attend this meeting and this item was tabled.

**Action Items:**

- Put on agenda for July 31 - Brenneman

**3. PROCESS FLOW MAP FOR INCIDENT RESPONSE**

**Skinner**

Ms. Skinner provided notes from the IT incident debriefing meeting along with a process map for non-IT response. She asked for Cabinet input and noted that each vice-president should have their own plan for communicating with their team.

**Action Items:**

- See below.

**4. BUSINESS CONTINUATION PLAN FOR NETWORK, EQUIPMENT, OR OFFICE SPACE FAILURE**

**Skinner**

Ms. Skinner also provided a template for individual departments to use for their business continuity plan in cases similar to the previous IT incident. Each cabinet member will ask their departments to create their plan and will review what they have to be sure it is what they need. Mr. Skinner will provide an example she created for Career Services at WTAMU. She suggested that this be saved electronically but also printed and updated annually. This

document is only at the department letter. A risk management plan for the entire college may also need to be developed.
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Cabinet will get this out to their departments and have their plan completed by the end of the semester.</li> </ul>

<b>5. NEW PHONE SYSTEM</b>	<b>Lowery-Hart</b>
Dr. Lowery-Hart asked for this item to be placed on the agenda. New phones and a new phone system were installed last Friday in the President's Office with no advanced notice and include features that are not user friendly. Some of these were discussed, but no one in attendance was aware of this change and no action was taken.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>6. USE OF CUB 2<sup>ND</sup> FLOOR SPACE</b>	<b>Crowley</b>
Cabinet was asked to let their teams know that any events scheduled by outside parties on the 2 <sup>nd</sup> floor of the CUB must come through the President's Office for approval.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>7. OTHER DISCUSSION</b>	<b>Cabinet</b>
Mr. Smith noted that property insurance is expected to rise due to hail damage in Dallas and Hurricane Harvey. Insurance companies are raising their prices making it difficult to find an insurer.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	