

PRESIDENT'S CABINET MEETING
July 30, 2019
MINUTES

CALLED TO ORDER
 9: 07 am

ADJOURNED
 11:00 am

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Denese Skinner; Steve Smith; Mark White

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman, Jeanette Nelson, Frank Sobey

DISCUSSION:

1. SET CABINET RETREAT DATE	Lowery-Hart
Cabinet discussed dates for a retreat sometime after General Assembly and selected September 20.	
Action Items:	
<ul style="list-style-type: none"> • Cabinet Retreat will be September 20, 2019 from 12:00 to 4:00 with lunch served. Each Cabinet member was instructed to bring their top three priorities and next year's Cabinet meetings will be structured around these. 	

2. BUDGET DISCUSSION	Cabinet
<p>Mr. Smith brought the proposed budget for each Cabinet member. He broke it down by pools rather than object code to make it easier to read and review. Revenue looks good with state appropriations and local taxes up. Although, it appears tuition and fees may be flat or up somewhat, he budgeted these down 3% based on last year's numbers. Rental income and sales auxiliary amounts include East Campus housing. Private gifts are not budgeted because they have a corresponding expense. Overall, projected revenue is up about 1%.</p> <p>The Hagy Center for Young Children is doing better, but is not breaking even yet. Dennis Sarine is looking at some food assistance grants and at class sizes where a few more children might be added.</p> <p>On the expense side, salaries for full-time employees is up 4%, 2% of which is the merit pool for raises. Part-time and student worker salary requests are up 60%. Mr. Smith will work with each Cabinet member on these requests. The budget for part-time adjunct and summer overload is up to pay for additional summer class offerings. Employee benefits is up due to raises and the state's funding formula. Requests for supply budgets was up 33% over last year and Mr. Smith will also work with Cabinet on these request. Travel is down but does not include student travel. The budget for capital includes Academic Affairs, Physical Plant, and IT and is about the same as last year. Contingency remains the same but is expected to be higher.</p> <p>Each Cabinet member reviewed their budgets and discussed changes.</p> <p>President: Budget is up to cover expenses associated with the Strategic Plan this year.</p>	

Executive Vice President: Increase in Other is for legal fees; part-time position is based on a recommendation from Gonser Gerber; Supplies budget includes “swag” and expenses for interaction with donors.

Vice President of Academic Affairs: Sales amounts were not entered yet and are not yet reflected; some staff were moved to IT and Advising last year along with their salaries; part-time classified positions are mostly requests for additional tutors which will be paid with grant funds so the student worker category will be lowered to averages; supply requests are good; capital is up 3%; and, career communities should remain the same each year.

Vice President of Business Affairs: Still in process.

Vice President of Enrollment Management: Budget has not changed significantly; revenue is approximately the same; supplies are higher; and, travel is lower. The part-time classified budget is higher for AskAC in order to reconcile a budget issue over the last two years when raises did not roll over. This keeps part-time staff where they are currently and is not an increase.

Vice President of Human Resources: Overall requests for full-time positions are up for the Police Department and IT; part-time requests are down but student worker budgets are higher; HR personnel is down slightly; supplies are up; and, travel is down. There is a large increase in the 590000 pool. IT will need \$215,000 for the Colleague migration not covered by the bond and required to continue service with BoardBook. There is a large amount requested for professional training, a Gallup Q12 survey, professional recruiting, and misc. events. The supplies requests can be cut back some and some training requests moved to future budgets or sourced in-house. Mr. Smith will work with Ms. Jones to reduce some increases in this budget.

The Police Department requested several new positions, but the most pressing need is for an additional dispatcher to cover evenings and weekends so that the officers can patrol during that time rather than work as a dispatcher. Chief Birkenfeld has a vision for the future of the AC Police Department and Dr. Lowery-Hart would like her to present this to Cabinet at a later date. The supply budget for the Police Department is higher to fund active shooter bags which are good for 10 years unless used. These contain tourniquets and first aid supplies and will cost \$6,900. The budget request also includes ammunition replacement and taser cartridges. Ms. Jones stated how impressed she has been with the Citizens Academy that is offered by the AC Police Department and encouraged other Cabinet members to apply to go through it.

Vice President of Communications and Marketing: Wes Condray’s position will not be replaced; part-time and student worker budgets are the same; supplies are up to cover unexpected events that are not anticipated; and, travel is down as most trips are grant funded. Some expenses are down which balanced the increases in other areas.

Mr. Ball discussed the possibility of contracting with a public relations firm to assist with managing the overall message about AC on a national basis. This contract would focus on a national platform for the college, for example, a story on “60 Minutes”. Mr. Ball will pursue partnerships that might help fund this. No decision was made.

Mr. Smith announced that Andrew Flores will replace Dennis Leslie as the Bookstore Manager as Dennis Leslie retires today. The revenue margin for books has been dropped to 10% in order to be more competitive with Amazon. THRIVE only pays for books if the students purchase them in the AC Bookstore.

Cabinet adjourned at 11:00 to attend the retirement reception for Mr. Leslie. A meeting was scheduled for August 1 from 3:00 – 5:00 to continue and complete the budget discussion.

<p>Action Items:</p> <ul style="list-style-type: none"> • Chief Birkenfeld will be invited to bring her vision for the Police Department to a Cabinet meeting in September and Cabinet can discuss the request the additional dispatcher at that meeting. • The Master Plan will be an agenda item at the next regular Cabinet meeting

3. OTHER DISCUSSION	Cabinet
<p>Dr. Lowery-Hart discussed the data summit portion of General Assembly. Each division will have data sets specific to their division or a combination of divisions. Cabinet will facilitate the data summit conversations. He will be meeting with Collin Witherspoon to determine relevant data for each division, and then he and Mr. Witherspoon will meet with Cabinet members to review and go over specifics. The academic deans will facilitate their communities.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	