

PRESIDENT'S CABINET MEETING

August 1, 2019

MINUTES

CALLED TO ORDER

3:05 p.m.

ADJOURNED

4:10 p.m.

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. BUDGET DISCUSSION	Cabinet
<p>Dr. Lowery-Hart referenced the previous discussion on July 30 regarding the Hawthorne public relations company. He will solicit further information and bring that to a future Cabinet meeting.</p> <p>Cabinet continued the discussion of their individual budgets.</p> <p>Vice President of Student Affairs: It was noted that this budget includes student fee accounts which skew the numbers a bit.</p> <ul style="list-style-type: none">• The Student Activities budget has been reduced by 3%. Some funds were shifted among Badger Beginnings, NSO, intramurals, new student programs, etc.• Advising now includes advisors moved into this budget from other divisions so is higher but offset by the salaries moved from the other budgets. There is an additional \$11,250 (not including benefits) for the Trellis grant position, the grant can offset 6% of the cost of benefits.• Career & Employment Services has requested a part-time person at \$17,900 for additional departmental support.• The Testing Services budget reflects a reduction in income as it is not facilitating as many TSI tests. Total expense budget is about the same.• Counseling salaries are up for one position and down in another. The Supervisor position continues for another year. There is a request of \$7,500 for a therapy assistant on line program that is available 24/7 for students and employees. It was discovered that this is already included in the HR budget.• The Student Affairs budget includes requests for Gallup Q12 training, food for division meetings each month, and \$4,000 for two trips.• The Disability Services budget adds software for notetaking which will save funds for professional note takers. There is a higher demand for sign language aides, especially in the Truck Driving Program. There are salary savings with changes in positions. This budget reflects a \$5,000 reduction. <p>Vice President of Strategic Initiatives: This budget is neutral. The Trellis grant will continue funding 25% of Judith Lara's position in the ARC for another year and grant funds also continue the position for Leslie Hinojosa in the ARC. Increases in some expenses are related to the new Strategic Plan.</p>	

Mr. Smith will meet individually with each Cabinet member to finalize budgets.

Cabinet discussed new position requests.

Mr. Smith will discuss with Dr. Clunis the positions requested in her area. Jim Baca, Physical Plant, requested four new position for additional custodial, maintenance, and grounds to cover additional needs with the addition of the Hagy Center for Young Children and the greenhouse. Mr. Smith will support adding one position. The additional position in Purchasing is related to work that will be require for the bond and is necessary. The request for a desktop support position would combine two part-time positions and require some additional funds.

Hereford positions are budgeted in Amarillo and then the expense is moved to the Hereford budget as needed. The Hereford Campus is in a good position to afford their requests. Mr. Smith will work with Moore County on that budget.

The overall travel budget has a \$2,000 increase overall. The majority is in Academic Affairs.

Equipment will be funded in the budget as a lump sum and Cabinet will determine expenditures for needs as they occur. Some requests may already be included in the bond. Cabinet discussed East Campus roads and parking plans which have not yet been determined.

Dr. Lowery-Hart requested that Dr. Clunis provide information reflecting the work done over the past year on reorganization, faculty salaries, and stipends at a Board meeting.

It was noted that financial effectiveness is one of the college's strategic goals.

Action Items:

- Mr. Smith will rerun and balance the budget in preparation for the Board Budget Workshop on August 6, 2019.
- Dr. Clunis will present at a future Board meeting

2. OTHER DISCUSSION	Cabinet
None	
Action Items: <ul style="list-style-type: none">• None	