

PRESIDENT'S CABINET MEETING

August 6, 2019

MINUTES

CALLED TO ORDER

9:10 am

ADJOURNED

10:30 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

DISCUSSION:

1. MASTER PLAN	Lowery-Hart
<p>Dr. Lowery-Hart will keep the Master Plan on future Cabinet agendas for updates. After the Board meeting tonight, there will be a clearer picture of the Board's direction. With THRIVE the student demographic may change somewhat with younger students with different needs. Carter Fitness Center may become a priority. Dr. Lowery-Hart expects the Board to be very involved in the bond projects over the next several years.</p> <p>Ms. Skinner will present information to the Board on the changes in Student Activities' programs to meet the needs of these new students. Board members will receive a copy of "Generation Z Goes to College" by Corey Seemiller and Meghan Grace. Student Life staff are reading this book and modifying their programs to adapt.</p>	
Action Items:	
<ul style="list-style-type: none">Ms. Skinner will present during the Status Update.	
2. RENEWAL OF CYD GRANT	White
<p>Cabinet approval was requested for the 79107 zip code grant that AC receives through United Way. Dr. Clunis would like to continue this grant as is this year because there is not time to make changes. Over the next year, she will work with Mr. White to create a more appropriate salary scale and increase funding and the number of students served. This grant runs through Continuing Education with Toni Gray and is state flow-through money. It includes some full-time positions, some institutionally funded positions, and some part-time staff. Dr. Clunis would like time to look more closely at this grant and perhaps organize it differently.</p>	
Action Items:	
<ul style="list-style-type: none">Mr. White moved, seconded by Mr. Smith, to approve continuation of this grant. The motion carried unanimously.	
3. BUDGET UPDATES	Smith
<p>Mr. Smith provided a preview of what will be presented at tonight's Board Budget Retreat. It is a high level look at the comparisons between this proposed budget and last year's budget. The biggest changes in revenue include higher state appropriations, local taxes, and bond revenue. Tuition is expected to be up but is flat in the budget. Salary and wages are up 2% to cover the merit raise pool. Operating expenses are up 8%. Mr. Smith did make some cuts to requests</p>	

but feels the 8% increase is reasonable. The budget does include THRIVE. If this program continues to grow, associated expenses will rise as will offsetting revenue. Capital expenses are up. This budget includes a line item for deferred maintenance with a goal of putting enough money aside that another bond election might not be needed in the future. This was requested by the Board Finance Committee. The Alterations & Improvements budget provides for current repairs, but the deferred maintenance budget would prepare for large, unforeseen future repairs. This amount will be included in the reserves with a restricted purpose and may be spent when a need arises. It is large because its intent is to avoid a future bond and it will be expensed each year.

Mr. Smith provided a budget example from his area that included a four-year history, current requests, and then adjustments based on history. Red lines are his recommendations and another column will be added for Cabinet input and justifications.

The budget requests for this year were \$2M over last year and the proposed budget is based on his cuts. There may be some room for adjustments as revenue is expected to be higher than projected in his budget.

Using historical information is a good indicator of needs for the next budget. Walking through requested changes with Mr. Smith is what will be most beneficial and informational for both parties in determining final budgets. It is important to put requested increases in context, e.g. training for managers.

This year's budget is responsive to real needs and may have adjustments throughout the year.

Mr. Smith is still working with Shane Hepler on the TREC budget.

Action Items:

- Mr. Smith will invite others to give input during his budget presentation to the Board. Dr. Clunis will discuss changes in extra month assignments and stipend alignment for faculty. Ms. Jones may be asked to discuss training costs.

4. ENROLLMENT UPDATE	Austin
<p>Mr. Austin provided this information via email prior to the Cabinet meeting.</p> <p><u>Fall 2019 Enrollment</u> 20 Days Remaining 8,012 Unique Students (up 14.34%) 1,574,106 Contact Hours (up 11.73%) 73,503 Credit Hours (up 14.12%)</p> <p>“The payment deadline for fall enrollments is this Friday. Reminder calls and text messages will begin going out today. Students with special circumstances (ACE, Thrive, Quest, Pending Financial Aid) will have their enrollments protected. Others, however, will be encouraged to take advantage of the multiple payment plan options that are available via our new TouchNet Payment Center. We advertised new payment plan options to students throughout the summer and are hoping for broad adoption.”</p> <p>Mr. Austin noted that dual credit is up about 500 students compared to this time last year, but they are about a week ahead of schedule. A team of people have worked on this together organizing, communicating with counselors, and going into the high schools to register students. He does not expect an increase in the final number of dual credit enrollments, but an increase in Degrees and Diplomas enrollments is expected. THRIVE has not had an impact on dual credit enrollments at this point. Students and parents are recognizing that students can</p>	

graduate high school with associate's degree. Becky Burton and Jason Norman are doing a great job working with the Dual Credit and Degrees and Diplomas programs

The payment deadline is this week which is one week earlier than normal to give some wiggle room for those students who are wait-listed and trying to get into classes. Enrollments are expected to drop about 10% after de-registration for lack of payment on Friday. Maria Juarez is working with students to get them on payment plans and this process is improving. Even without the dual credit students, enrollment is up.

Action Items:

- None

5. BRAGGING ON EMPLOYEES	Cabinet
<p>Mr. Austin – the Cook Team for their work at Badger Beginnings. Mandy Wheeler volunteered to help pass out watermelon and spoke to all the parents and most of the students while doing so. Brian Franks, KACV, who finds a way in his busy schedule to be at every Cook Team event.</p> <p>Ms. Jones – all those involved with End of Summer Bash, especially Will Ratliff, America Adame, and the daytime custodial staff. Cindy Lanham for being the day to day glue in HR by knowing all the jobs, covering when necessary, and advising managers.</p> <p>Ms. Skinner – Sami Landers and Becky Burton for their teamwork on Badger Beginnings. One parent noted that not only did she have fun, but she learned a lot.</p> <p>Dr. Clunis – Catherine McGovern for putting together a publication for her that will solidify internal communications.</p> <p>Mr. Smith - Jeremy Kemp for coordinating the golf tournament which made approximately \$3,000. Andrew Flores for taking over the Bookstore and creating a booth at AmaCon which had \$4,300 in sales of shirts and games; he also is working on a Christmas merchandising plan.</p>	

6. COMMUNICATION POINTS	
Not discussed.	
Action Items: None	

7. POSITION JUSTIFICATIONS	Cabinet
None.	
Action Items: None	

8. OTHER DISCUSSION	Cabinet
<p>Mr. Ball is working with a company and with Mr. Flores to get AC merchandise into local businesses. He will bring an update at a future Cabinet meeting.</p> <p>Dr. Clunis asked Cabinet members if they would attend an informational series to improve communication if she hosted one. Dr. Lowery-Hart stated that Cabinet meetings will be reconfigured during the Cabinet Retreat, and this might be included in that.</p> <p>Ms. Skinner provided an update on Student Affairs accomplishments last Spring. She sees continuous improvement in the division. One of the biggest pieces is engagement with students to keep them coming back. Another is identifying signals that a student may not be coming</p>	

back and devising a plan for that student. The Testing Center has been full with students taking tests for their summer courses. Student Life is working to identify students who are interested in attending WTAMU and finding ways to get them connected. They are working with Jamie Perez to get some ideas. The Career and Employment Services Director position will be posted by end of day. There may be some changes and realignment with this position and they hope to expand the use of part-time help. Ms. Skinner will present information on the Men of Color Mentor Program at an upcoming Status Update.

Action Items:

- None