

**PRESIDENT'S CABINET MEETING**  
**November 17, 2020**  
**MINUTES**

**CALLED TO ORDER**

9:04 a.m.

**ADJOURNED**

10:51 a.m.

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Joe Bill Sherrod; Denese Skinner, Mark White

**MEMBERS ABSENT**

Chris Sharp

**OTHERS PRESENT**

Joy Brenneman

**DISCUSSION:**

| <b>1. BUDGET</b>   | <b>Lowery-Hart</b> |
|--|--------------------|
| <p>Dr. Lowery-Hart reviewed the budget assumptions as Cabinet begins to work through the next budget cycle.</p> <p><u>Assumptions:</u></p> <ol style="list-style-type: none"><li>After the audit, \$3.8M will be put into reserves.<ol style="list-style-type: none"><li>Seeking Board approval to put some reserves back each year to prepare for economic crises that seem to occur every 5 years.</li></ol></li><li>Enrollment will stay where it is now.<ol style="list-style-type: none"><li>Mr. Austin noted that Spring enrollment is in better shape right now than Fall was; Marketing is continuing to do what it normally does prior to each semester.</li></ol></li><li>A conservative projection is that tax revenue will increase about \$250,000.</li></ol> <p>These assumptions do not take into consideration athletics.</p> <p>Currently, the legislature is projecting that Amarillo College will only lose \$240,000 but this is unsure and AC should budget for more significant cuts. Need to consider not adding new positions or giving raises. Departments will be asked to submit flat budgets and provide budgets that reflect 1%, 3%, and 5% reductions that might be used once there is clarity from the state.</p> |                    |
| <p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>None</li></ul>   |                    |

| <b>2. EMPLOYEE COMPENSATION</b>  | <b>Lowery-Hart</b> |
|--|--------------------|
| <p>The Board has asked for a compensation plan for employees at the next Board meeting. Mr. Sharp had provided information on the cost of projected raises or a one-time compensation. Cabinet discussed the options and consequences of raises at this time. Giving permanent raises in this uncertain environment could result in layoffs in the new budget cycle. Ms. Jones noted that the college is currently involved in a compensation study.</p> <p>After a robust discussion the Cabinet proposed submitting the following recommendation to the Board Executive Committee:</p> |                    |

1. A one-time 3% compensation payment for all employees
2. Set the minimum payment at \$1,000 for full-time employees
3. Calculated on base wages/salary between November 1, 2019 and October 31, 2020
4. All wage types other than regular (overtime, overload, stipends etc) removed from calculation amount
5. Part-time/adjunct 3% calculated on base wages/salary earned between November 1, 2019 and October 31, 2020 with no minimum payment floor
6. Faculty will still receive their \$500 yearly add to base salary
7. Added to paycheck on January 29, 2021 for monthly-paid employees, January 29, 2021 for bi-weekly employees, and February 10, 2021 for clock hour payroll employees

Additionally, employee evaluations will be suspended for one year.

**Action Items:**

- Dr. Clunis will check to be sure the college is in compliance with SACS regarding employee evaluations

**3. HSI STEM GRANT**

**Clunis  
Crowley**

Ms. Crowley discussed this grant which is focused on STEM programs. She and Dr. Clunis are working with Ramona Munsell and Associates to write the proposal which will be submitted in February 2021. It is a \$5M grant - \$1M per year. The grant will pay students working in apprenticeships in the areas of engineering, agriculture, computer sciences, VFX, and perhaps health sciences. It will include a budget for hiring needed employees and a STEM instructional designer. It is hoped that during the 5 years of the grant employers will see the benefit of these apprenticeships and will continue to pay these students in the future.

The next Title V grant will focus on other programs.

**Action Items:**

- Mr. Austin moved, seconded by Ms. Skinner, that Amarillo College pursue this HSI STEM grant. The motion carried unanimously.

**4. CONTRACTS**

**White**

Mr. White asked for clarity and input on the signing of contracts. In the past, many people on campus were signing contracts, and he is working to be sure all contracts come through his office for review. Board policy states that only the President or VPBA may sign contracts which commit the college in some manner. After the previous VPBA resigned, Mr. White took over review and signing of most contracts and this has not been switched back to the VPBA office. He noted that some contracts have language that needs to be removed or added. Cabinet agreed that they don't want others signing contracts and agreed these need to go through Mr. White's office.

Mr. White will work with Mr. Sharp on a plan to make the process more efficient. Dr. Clunis requested that she see all affiliation agreements. Shane Hepler must see all software contracts. Some training will be provided to department/division admins to explain the process.

**Action Items:**

- Mr. White and Mr. Sharp will work on this contract signing process.

**5. PATENT**

**White**

Mr. White discussed intellectual property for a safe and effective teeth whitener developed by a student and assistant professor Dr. Asanga Ranasinghe during a research project. Dr.

Ranasinghe applied for a provisional patent without realizing it should go through Cabinet. Mr. White has explained this to the student and professor and his office will take over the process at this point. He will work with the Patent Trademark Office and the college will pay any legal fees. Intellectual property developed using college equipment and property are owned by the Board of Regents.

Cabinet discussed a need for a policy and education regarding these types of discoveries and/or inventions in the future considering the growth of STEM, computer, and VFX programs at the college. Possible ownership disputes and percentages should be resolved prior to seeking a patent.

**Action Items:**

- Dr. Clunis will ask Mr. White to talk with academic leaders to be sure they are aware that these matters should be brought to Cabinet through her.

**6. OTHER DISCUSSION**

**Cabinet**

Cabinet discussed the current COVID situation in Amarillo and determined to continue with the plan as is but seek to add more protections for those employees on the front line.

Cabinet discussed the process for events on Cabinet and agreed to continue the current policy as long as the event coordinator meets the required safety protocols. Events requested by the community will be brought to Cabinet for discussion and approval.

**Action Items:**

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