

**PRESIDENT'S CABINET MEETING**  
**December 15, 2020**  
**MINUTES**

**CALLED TO ORDER**

9:08 a.m.

**ADJOURNED**

10:07 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman, Jeanette Nelson, Danny Smith

**DISCUSSION:**

<b>1. HVAC PROJECT</b>	<b>Sharp Smith</b>
<p>Mr. Sharp noted that several areas across the Washington Street Campus have been considered for the location of the HVAC system. One was behind Parcels where the current radio antenna is, however, the 4<sup>th</sup> floor lobby looks down on that area and it would be unattractive. The Carriage House, on top of Parcels, and the basement of the Byrd Building were also considered but none were optimal. Mr. Smith noted that this infrastructure is important as it will serve the college for the next 50 years. The current chillers are in desperate need of replacement. Mr. Smith explained the chilled water loop. Water cooled chillers are more efficient and last longer than air-chilled chillers if they are well-maintained. Replacing two of the chillers can result in an annual savings of up to \$45,000. Once all four are replaced, savings could be around \$100,000.</p> <p>After much study, it has been determined that the best location will be a new structure located in parking lot 8 behind the Science Building. Mr. Smith provided a schematic for the building. Some parking spaces would be lost and some underutilized handicap spots will need to be relocated. It will be an attractive building that matches the Science Building and can tie easily into the chiller loop. It will have garage doors for easy access to the equipment with the cooling towers located on top of the building but hidden with a screen structure. It will also be much quieter than the current equipment.</p> <p>The chiller currently located in the Carriage House will be decommissioned but it will still house some equipment for the Theatre and Music buildings and Concert Hall Theatre which are not on the chiller loop. The Science Building is also not on the chiller loop.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Mr. Sharp and Mr. Smith will present this plan to the steering committee and to Regent Dan Henke</li></ul>	
<b>2. BUDGET</b>	<b>Sharp Nelson</b>
<p>Cabinet continued the budget discussion from the previous week. Mr. Sharp provided the tentative timeline for the budget and noted that it was pretty tight. The assumptions are that</p>	

college funding from the State will be cut, but that higher revenue from ad valorem taxes may offset some of that. It still appears that the college may lose \$1.5M for the biennium in state funding. He requested budgets be submitted with a 5% reduction in non-personnel budgets, i.e. travel, supplies, etc. Cabinet discussed looking at an overall reduction of 5% rather than an across the board reduction. This will allow Cabinet members to look at their divisions as a whole and make cuts where possible and leave some budgets as is if there is not room to cut. Ms. Nelson can provide budgets with the 5% reductions already taken.

Opening the budget in January will allow Cabinet to work with their teams through March before submitting the budgets. Then Cabinet can meet in July to finalize the budget and present it at the annual Board retreat.

Ms. Nelson gave a quick overview of the new self-service module in Colleague which is much more user friendly. Changes made in this module or using the previous method will appear in both places.

Ms. Jones stated that performance reviews will take place in the Fall each year and not conflict with the budget timeline.

**Action Items:**

- Ms. Nelson can provide departments/divisions with a dollar amount for the 5% reduction if requested.

3. OTHER DISCUSSION		Cabinet
None		
<b>Action Items:</b>		
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