

**PRESIDENT'S CABINET MEETING**  
**December 8, 2020**  
**MINUTES**

**CALLED TO ORDER**

9:09 a.m.

**ADJOURNED**

10:16 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, Jeanette Nelson

**DISCUSSION:**

<b>1. 2021-2022 ACADEMIC CALENDAR</b>	<b>Austin</b>
<p>Mr. Austin sent the proposed calendar to Cabinet via email. He stated that it follows the same pattern as normal. The only thing that could change are some dates that correspond to AISD dates, including Spring break, because they have not yet done their calendar. They did request the college's calendar in order to align them, so he doesn't expect the AISD calendar to be drastically different. He did note that the two Spring breaks must align.</p> <p>Cabinet discussed faculty concerns with the Christmas break occurring so close to Christmas, but that is due to now having a Fall break. The only options would be to cancel Fall break or start the semester earlier which would move the start of Fall prior to AISD's start date and leave little or no time between Summer II and Fall.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Cabinet had no concerns with the calendar.</li></ul>	

<b>2. BUDGET</b>	<b>Nelson</b>
<p>Ms. Jeanette Nelson talked through possible budget timelines. The budget could be opened now but she would prefer to wait until the audit is completed. Last year the process worked well but due to COVID timelines were very short not allowing time to review reductions before they were made. Moving the timelines up will give Cabinet 2 to 2-1/2 more months to work with their departments. After discussion, it was determined that the budgets would be opened the first week of January.</p> <p>Projected state budget reductions range from \$250,000 to \$1.5M and tuition and fees are expected to be down as well. Cabinet should work towards a 5% reduction in their non-personnel budgets. However, these do not have to be across the board but an overall reduction of 5% in their areas. The big picture is that the college will need to cut 5% overall from non-personnel categories. Enrollment is expected to increase in Fall 2022, so Cabinet should be intentional with budget cuts now regarding programs where there is a need in the community, such as construction. Unfilled positions may be counted towards the 5% reduction.</p> <p>Colleague has a new self-serve module and Ms. Nelson will be providing instructions and training for that.</p>	

The rainy-day fund being created now and setting aside some reserves each year will help with future financial crisis.

**Action Items:**

- Plan for a 5% non-personnel cut, then if it is not there will be some funds available
- Budget for 1% down in enrollment
- Mr. Sharp and Ms. Nelson will bring a final timeline to the next Cabinet meeting
- Ms. Nelson will load the budgets with a 5% reduction
- The budgets will be opened the first week of January

**3. RECOGNITION FOR HEALTH CARE WORKERS  
(BSA/NWTH/VA)**

**Cabinet**

Cabinet discussed several ways the college could recognize health care workers.

Ideas discussed:

- Messages on the electronic billboards around town
- Parking lot events during shift change with posters, lights, balloons, and honking (could do this on the Monday through Wednesday prior to Christmas); AC police could manage traffic, and employees could wear AC blue
- Provide stress balls, AC masks, or other types of small gifts
- Handwritten or email notes

**Action Items:**

- Mr. Ball and staff will work on messages for the electronic billboards
- Ms. Jones will check with hospital administrators on possible events
- Mr. White will check on some sort of give-away

**4. OTHER DISCUSSION**

**Cabinet**

None

**Action Items:**

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