

PRESIDENT'S CABINET MEETING
May 11, 2021
MINUTES

CALLED TO ORDER

9:05 a.m.

ADJOURNED

10:58 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. ESTABLISHMENT OF ROLLING STOCK ACCOUNT	Sharp
<p>Mr. Sharp would like to establish a rolling stock account and explained that rolling stock is anything with wheels on it. The college has some very old vehicles (some police training vehicles are 1999 Crown Victoria's which police officers no longer use). The account would be created from the fund balance. Expenditures would be approved through the budget process and would be paid back to the account with depreciation added in to cover future purchases at a higher sales price. Department heads are working on a list of rolling stock to be prioritized. Leasing trucks for the Truck Driving Program may still be the better option for these vehicles.</p> <p>Two police vehicles were recently replaced using Perkins funding and some rolling stock may continue to be replaced in that manner.</p> <p>The fund should be front-loaded, not under-funded, and would need approximately \$1M to start.</p> <p>Mr. Sharp also noted that the Innovation Outpost budget is \$411,000/year.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Mr. Sharp will put together a schedule and bring this item back to Cabinet at a later date.	
2. BUDGET	Sharp
<p>Budget discussions continued.</p> <ul style="list-style-type: none">• April 6, after budgets were submitted – \$6M over, mostly from athletics, fringe benefits, A&I, travel, and a decrease in state allocations and tuition and fees.• Removed the \$2.2M in CARES funding to get a clearer picture of the budget deficit.• April 27 - \$2.2M over budget; reinstated state allocation, entered tuition and fees at flat or slightly increased, increased tax revenue; reduced "other" across the board by 6.5%; reduced travel.• May 11 – balanced budget includes a 3% raise for all full and part-time employees and the CARES funds; if state budget cuts are reinstated and enrollment is flat or lower, raises will have to be removed.• Revenue projections are conservative; fringe benefits now reflect actual numbers from the audit.• Personnel requests were up \$97,292.• Raise projections will cost \$1.3M	

- A&I projects have been cut to the minimum and budget reduced from \$1M to \$850,000
- Increase in capital includes IT equipment, lease payments, campus improvements, and needed equipment

Cabinet discussed the need to increase enrollment and retention. No Excuses 2025 will continue to build on the foundation laid by No Excuses 2020.

- Focus on retention by insuring every class will transfer
- Increase enrollment in 2022-2023
- Improve use of the Early Alert system

Ms. Skinner explained that the Counseling Center would be better served with a full-time person rather than two part-time people. A full-time person for the Career Center is preferred but this could be two part-time employees. Cost would be \$100,000 with benefits. Dr. Lowery-Hart stated that there may be funds outside the institutional budget to pay the full-time counselor and suggested the Career Center go with two part-timers for now.

The CTL position in the budget is included in the HSI STEM grant and should not be filled. Dr. Clunis was given approval to move forward with the Child Care Director position she has requested as it is budget neutral.

Next steps:

- Continued Cabinet discussions
- Board/Cabinet Budget Retreat in July
- Receive certified tax values
- Prepare final balanced budget
- Adoption of the budget by the Board in late August

Mr. Sharp also noted that bond projects are coming in over budget because of the increase in prices for wood and steel. The CUB and Art Department renovations are currently \$1M over budget.

Action Items:

- Mr. Sharp will send a breakdown of expenses and cuts to Cabinet
- Cabinet should contact Mr. Sharp or Ms. Nelson if there are concerns with 6.5% reduction to "other".
- November Board meeting – approve raises, capital purchases, projects, etc. from fund balance.

3. GRADUATION	Lowery-Hart
Reminded everyone that this would be at Hodgetown.	
Action Items:	
<ul style="list-style-type: none"> • None 	

4. ASPEN AWARD ANNOUNCEMENT	Lowery-Hart
No cabinet next week as all will be attending this event.	
Action Items:	
<ul style="list-style-type: none"> • None 	

5. OTHER	Cabinet
Nothing discussed	
Action Items:	
<ul style="list-style-type: none"> • None 	

