

# PRESIDENT'S CABINET MEETING

June 22, 2021

## MINUTES

### **CALLED TO ORDER**

9:01 a.m.

### **ADJOURNED**

10:45 a.m.

### **MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis (via phone); Cara Crowley; Cheryl Jones; Chris Sharp; Joe Bill Sherrod; Denese Skinner

### **MEMBERS ABSENT**

Russell Lowery-Hart; Mark White

### **OTHERS PRESENT**

Joy Brenneman

### **DISCUSSION:**

<b>1. CARES FUNDS DRAW DOWN</b>	<b>Sharp</b>
<p>Mr. Sharp provided a plan for drawing down CARES Act Institutional Funds. The college can receive a little over \$19M in available funds, but there are parameters for the draw down. Acceptable use of these funds includes:</p> <ul style="list-style-type: none"><li>• Replenish estimated revenue loss</li><li>• Pay off student debt listed at the credit bureau<ul style="list-style-type: none"><li>○ Would clear debt of \$7M</li><li>○ Negotiate a lower collection fee (\$1.2M)</li></ul></li><li>• Cover cost of salaries for workers who were sent home with or without work from home options</li><li>• Expenses related to COVID (PPE, cleaning supplies, etc.)</li><li>• Efforts to control COVID spread (upgrade of HVAC systems)</li></ul> <p>The total estimate for these expenses is \$30.7M which is well above the \$19M, so AC would be able to draw down the full \$19M of CARES funds. There is no drill down of expenses when requesting funds.</p> <p>These funds would go back into the budget in a COVID fund balance to be used for institutional projects and initiatives such as leadership development</p> <p>Cabinet agreed with this plan. \$10M has already been drawn down with the remaining \$9M in a queue to be drawn down over a 6-month time period.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	

<b>2. ARP STUDENT AID FUNDS</b>	<b>Crowley Austin</b>
<p>Ms. Crowley and Mr. Austin met with Jordan Herrera (ARC) and Kelly Steelman (Financial Aid) to develop a plan for distributing the \$9M ARP funds the college will receive. The initial plan would be to distribute \$1M through the ARC using the online assessment and the remaining funds using PELL eligibility. Students with a "0" Expected Family Contribution (EFC) would</p>	

receive additional money. The college already has the processes in place to distribute these funds and Financial Aid has a good tracking system.

Cabinet discussed other options for using these funds. One option would be to pay off the balances for students on payment plans. Dr. Lowery-Hart would like to pay for technical dual credit. The cost for this would be less than \$1M for the year, but could require parental consent. This could be an opportunity to partner with AmTech to get these students advised into programs at Amarillo College. This item will be placed on a later agenda when Dr. Lowery-Hart is present.

Dr. Clunis requested \$100,000 to cover the first 7 hours (including the FYS course) for AEL students. Once these students complete 6 hours, they become eligible for PELL. This would free up some of the AEL grant funds for other uses. Eventually parts of AEL will need to be institutionalized as the grant continues. It is awarded every 5 years and needs to enroll 200 students a year. Currently, they are at 139. Cabinet agreed this would be a good use of funds.

The amount set aside to distribute through Financial Aid is fluid and can be adjusted to fund other needs such as this AEL request and technical dual credit.

**Action Items:**

- Check to see if AISD plans to use CARES funds for technical dual credit
- Proceed with setting aside the funds for the AEL request

**3. COMPENSATION STUDY**

**Jones**

Ms. Jones provided an overview of the salary compensation study which utilized data from the TASB group, TCCTA's survey of faculty salaries, and other sources utilized by AC's human resources department.

AC's compensation philosophy:

- To be equitable, fair, and competitive within budget constraints
- Match, or lag the market slightly because of the many benefits provided by higher education
- 10 to 15-year journey to market
- Identify ways to attract faculty and staff
- Adopt one simple full-time faculty pay scale
- Adopt adjunct pay scale to attract more adjunct faculty
- Develop a single staff salary schedule that is deep and wide enough to cover all positions

The TASB survey used similar-sized Texas colleges and a few Texas ISD's. It was noted that some positions are not exclusive to colleges, so market survey sources outside of higher education were considered.

Results of the survey:

- Full-time faculty (~182)
  - Overall base average is \$57,071, close to the market median of \$57,667 per TCCTA
  - AC ranks 25<sup>th</sup> out of 48 community college in Texas
- Full-time faculty salary stats by education level – comparison to market median per TASB
  - Bachelor's degree – 98% to market
  - Master's degree – 100% to market
  - Doctorate – 101% to market
- Adjunct faculty (~187) – teach about 40% of classes

- Adjunct/Overload load hour rates range from a low of \$490/hour to \$715/hour with a mean of \$590/hour (TCCTA average is \$761 & TASB average is \$689)
- Amarillo College ranks 42 out of 48 Texas community colleges
- Staff (~975)
  - TASB survey identified and slotted 116 benchmark positions and slotted a total of ~300 positions. HR slotted all remaining positions.
  - Pay grades lag behind market at 88% and have not been upgraded in many years
  - Pay grade structure midpoints should reflect just below or close 100% market median

**Actions/Recommendations:**

- Full-time faculty – update salary schedule
  - No salary adjustments now
  - Still receive \$500 annual pay increase, promotion in rank, professional development stipends, and merit raises when given
- Adjunct faculty
  - Work with Academic Affairs to increase load hour rate
  - Budget neutral with control of class scheduling
- Staff
  - Implement market adjustments to employees who are either below minimum or below the appropriate ratio to market for their experience. Annualized cost ~\$335,000.

Market adjustments were budgeted for this year but delayed. These are included in the 2022 budget. With continuous maintenance, after a year or two large scale adjustments should not be necessary. These adjustments will move overall staff pay from ~94% to ~96% of market.

**Action Items:**

- n/a

<b>4. REVIEW BOARD AGENDA</b>	<b>Cabinet</b>
Reviewed.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• None.</li> </ul>	

  

<b>5. OTHER</b>	<b>Cabinet</b>
None	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	