

PRESIDENT'S CABINET MEETING
July 6, 2021
MINUTES

CALLED TO ORDER

9:08 a.m.

ADJOURNED

11:18 a.m.

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tamara Clunis (via google); Cara Crowley (via google); Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Denese Skinner; Mark White

MEMBERS ABSENT

Joe Bill Sherrod

OTHERS PRESENT

Joy Brenneman; Shane Hepler

DISCUSSION:

1. CARES ACT FUNDS	Cabinet
<p>Cabinet discussed CARES Act Priorities to be presented at the Board Budget Retreat.</p> <p>SAN: \$568,000 Phone System Upgrades: \$600,000 Mr. Hepler reported that the new SAN, which will handle all the storage for the college, was purchased in the first round of CARES funding. It is ready to install and he is working with vendors on timelines. The cost was less than expected so the additional funds were used to purchase the first phase of the phone system upgrade. East and West Campuses have now been upgraded. He will need approximately \$500,000 to complete the phone upgrades at the Washington Street Campus.</p> <p>Website Development: \$900,000 – Mr. Ball stated that the plan is built for the new website development but no contract employees have been hired. He will work with Human Resources on job descriptions and salaries.</p> <p>Classroom Upgrades: \$2.5M – These were included in the original CARES Act Priorities list. After discussion, Cabinet decided to include 50 classroom upgrades at a cost of \$50,000 per classroom.</p> <p>Ellucian Audit: Mr. Hepler is working with Ellucian on an audit. This may reveal a need for training on underutilized Ellucian component usage. Cost of professional services for training could be \$250,000 but was not included in priorities list.</p> <p>Earn and Learn: \$1M – Ms. Crowley noted that the college has received a \$1M grant from the Thoma Foundation to be used in STEM and Health Science earn and learn programs. CARES funds will need to support \$60,000 in the Construction earn and learn program as promised in the Trellis grant. Ms. Crowley requested funds to support student workers in the food pantry, possibly in an earn and learn format. Dr. Clunis requested funds for instructional design help while waiting on the Title V grant. There is \$250,000 available in other grant funds, so an additional \$250,000 from CARES funds might be needed.</p>	

Greenlight: \$200,000 – Mr. Austin noted that the \$200,000 amount allocated for Greenlight might not be needed based on Department of Education designating Amarillo as a demonstration site for the program. This amount will be left in the priorities list.

Sunset Center: After discussion, no amount was included for this project.

Leadership training: \$400,000 – Jody Holland training, engagement survey, leadership trip, Don Cameron training

Discharge of student debt: \$7M at the credit bureau plus an additional \$1M not yet sent for collection, included \$7M in the priorities list

Technical Dual Credit: \$500,000 – estimated \$203,000/year for all technical classes in Amarillo plus \$11,000/year at other schools

Employee and family scholarships for AC classes: \$500,000 (currently paid with Bookstore Revenue)

Books for JBS students: \$25,000

Two vehicles for Law Enforcement - \$70,000

Contractors/Instructional Designers for East Campus Earn & Learn: \$75,000

Police Radios: \$90,000

First 7 hours of AEL credit scholarships: \$140,000 (150 students)

Upgrades to HVAC systems: \$4M (CUB, WC-Bldg A)

AVISO for the QEP: \$250,000 over five years

EduNav Course Sequencing Program: \$450,000/five years – would not be started until early next year

Approximately \$19.5M is available in institutional CARES funds and the total from the list today was \$19,268,000.

Action Items:

- This list will be presented at the Board Budget Retreat and request for approval will be on the August Board agenda.
- Mr. White and Ms. Brennenman will check on purchasing requirements for these purchases.

2. MACKENZIE SCOTT GIFT	Lowery-Hart
<p>Dr. Lowery-Hart noted that a part of the Scott Gift will be used to move a mental health counselor and a career counselor to full-time positions. The career counselor will work to connect students in earn and learn programs with technology jobs outside the community. They might also be used for a social worker position. Additionally, a portion of these funds might be used for stipends and tuition for students in cloud computing and coding earn and learn programs. Most of the gift will be placed in an endowed fund. A community wide launch will be planned to announce these programs and highlight the benefit to the community.</p>	

Action Items:

- Information on the Scott gift will be given at the Board Budget Retreat.
- Dr. Lowery-Hart will create a group to work on the launch of Earn and Learn after meeting with Todd McLees today (include Collin Witherspoon).
- Determine type of jobs that will be available for these Earn and Learn students and provide this to the career counselor who is working with these students.

3. OTHER**Cabinet**

Mr. Sharp noted that the parts of the campus will be without air conditioning for a few hours when some HVAC tie-in work is being done. He will give employees notice.

The Bookstore will move to Russell Hall for Fall registration. The location at the old Bible Chair is too small. The timeline for the Art Department to move to its new location prior to the start of school will be tight.

Mr. White discussed the press conference tomorrow to announce and introduce the new athletic coaches. The volleyball and baseball coaches will start tomorrow and the cross-country coach in August. Cabinet had a robust discussion on the budget for athletics. The combined salaries of the new coaches exceed the original line item but is made up for by a savings in insurance. However, Mr. White feels that the budget discussed and approved by Board of Regents is not completely accurate because of unknowns. He will not have real numbers until he is able to meet with the coaches. Dr. Lowery-Hart reiterated that the proposed budget is what the Board approved and if there are changes to be made the Board must be a part of those decisions. Mr. Sharp believes that the current budget is adequate for this year as athletes have not yet been recruited and games won't start until next year.

Action Items:

- Communications & Marketing will work on signage for the Bookstore move to Russell Hall.
- Mr. Sharp will work with Danny Smith on getting the Art Department into their space.
- Add bond update to next week's Cabinet agenda.
- Add Family Friendly Campus survey (Denese) to the July 20 Cabinet agenda.
- Brag alerts
 - Cindy Lanham for her work on some employee issues
 - Shane Hepler and his team for the Colleague migration
 - Bob Austin, Leslie Shelton, Austin Rios, Toni Gray, and Cassie Montgomery for participating in the Chamber of Commerce Membership Event (AC's team came in 3rd out of 9 teams)
 - Cara Crowley for the \$1M gift from the Thoma Foundation – this was the first non-art specific gift and the largest ever given by Thoma