PRESIDENT’S CABINET MEETING
March 4, 2005
MINUTES

MEMBERS PRESENT:
Steven Jones, Terry Berg, R. E. Byrd, Renea Fike, Victor Fite, Brad Johnson, and Damaris Schlong

OTHERS PRESENT:
Brenda Sadler

MINUTES – The Polk Street signage project was changed to read “in progress.” The Call Centers “will be contacted.” The minutes were approved with those two changes.

CABINET REQUESTS FOR CONTINGENCY FUNDS – Berg distributed a handout regarding the contingency funds available. The total amount of contingency available was $523,879.55. Jones went around the table asking each member what was on their “wish list” and Berg wrote the items on notepads around the room. After much discussion, the breakdown and requests for each Cabinet member’s area was as follows:

Berg
Printer 4,000
Legal fees 20,000
Police Car 25,000
Receivable Allowance 75,000
HR Advertising Expense 8,000
Office Move 3,500
Total 135,500

Schlong
Laptop & Projector 4,000
Total 4,000

Johnson
IR – Salary Adjustment 11,092
Laptop – IR 1,650
Hispanic Ad Campaign 20,000
Office Move 11,500
Total 44,242

Fike
Paint/Flooring CUB Basement 22,000
Laptop & File Cabinet 2,100
Supplies, Desk, and Travel 1,200
Travel 2,000
Total 27,300

Fite
PIX – Firewall 16,000
Two Servers 7,000
Construction 5,000
Total 28,000
Fite’s requests were to bring Community Link on-line with other College functions.

It was discussed to name Judy Johnson and Sharon Doggett as chairs to serve on the travel committees to determine a better process of distributing travel funds. There will be $20,000 divided equally between the two committees (Faculty & Administrators/Classified).

Jones suggested carrying over any left over contingency funds to next year’s budget.

**FACULTY/STAFF RECRUITING EXPENSES** – Advertising for new positions is rarely a planned expense when finalizing the next year’s budget. Not all positions are advertised. In the past, if there were three out of town finalists to bring in for interviews, the funds for their travel came out of institutional travel. If a particular department requested bringing in job applicants they paid travel expenses out of their individual departments. Jones told Berg to move $8,000 from contingency into HR for advertising expenses.

**ITV ROOM RENTAL REQUESTS** – Byrd distributed a handout of known ITV rental requests. The ITV rooms which AC has are located in Parcells Hall; West Campus, Building A; Moore County Campus; and one will be at the future Hereford Campus. There was discussion as to whether to say no to all, say yes to all and charge a predetermined fee, or to be selective of users. There were different usage needs from the businesses which have requested use of the ITV rooms ranging from depositions, interviews, medical evaluations, to general meetings. There is a policy in the Board Policy Manual which identifies types of activities which are prohibited in College facilities. Jones will look at the policy and bring to another Cabinet meeting for further discussion.

**CAMPUS SIGNAGE UPDATE** – Berg spread out sets of blueprints of West Campus which he borrowed from Bruce Cotgreave. There was discussion regarding the “L-shaped” sign which distinguishes the AC West Campus; there was consideration of placing another “L-shaped” sign at the southeast corner of the campus. There also was discussion concerning the lack of understandable signs. It is very difficult to get to building C if one does not make an immediate right onto the campus; the directions are somewhat unclear. There was also mention of a brick sign with “Amarillo College” on it being placed in front of the Northwest Library sign. No immediate solution was accomplished.

**PARKING LOTS** – The lot at 22nd and Jackson will be made permanent with 167 parking spaces available. The cost to complete this task will be approximately $250,000; Cotgreave will put the cost into the A & I budget for next year. If the lots northwest of 22nd and Jackson are obtainable, the parking lot will be extended.

**ADMINISTRATIVE/STAFF UPDATES** -

♦ Fite reported that earlier that morning Phillip Gaston resigned and will be gone by the end of March. He expressed his distress at the news and indicated he would be advertising outside for Gaston’s replacement but would be naming an interim.

**POLICY ON MASS E-MAILINGS TO STUDENTS** – Deferred until next meeting.
SUMMER HOURS – The summer hours will begin on Monday, May 16 and run through Friday, August 5; Monday – Thursday, 7:30 am – 5:00 pm; Friday, 7:30 am – 12:30 pm. AC will return to regular hours on Monday, August 8. Vacation time used during summer will be Monday - Thursday, 8.5 hours; and 5 hours on Friday.

Next meeting: March 15, 2005
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