

# PRESIDENT'S CABINET MEETING

January 20, 2026

## MINUTES

### CALLED TO ORDER

9:01 am

### ADJOURNED

10:26 am

### MEMBERS PRESENT

Bob Austin, Dr. Mychal Coleman, Dr. Jamelle Conner, Joe Bill Sherrod, Denese Skinner, Dr. Frank Sobey

### MEMBERS ABSENT

Kevin Ball  
Mark White

### OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder  
Jacqui Jones, Business Affairs Consultant

### DISCUSSION:

1. AEL INTRENAL AUDIT FINDINGS	JONES
<p>Ms. Jones discussed the AEL internal audit findings with Cabinet. This audit consisted of a comprehensive review of student files for 2024-2025 for the AEL grant program. The internal audit was done in preparation for the TWC audit desk review between February 2-4, 2026, for fiscal and programmatic files. Ms. Jones overall assessment was that the institution demonstrates strong overall compliance across core AEL program requirements. Several high-risk documentation areas show zero errors, and most findings were isolated and low risk. She noted one targeted risk area that was identified and will require focused remediation prior to the TWC audit.</p>	
<p><b>Action Items</b></p> <ul style="list-style-type: none"><li>•</li></ul>	

2. GED/ESL UPDATE AND CAPACITY	SOBEY
<p>Dr. Sobey discussed that the GED/ESL program's part time instructors are projected to be at full capacity with currently only one full-time person coordinating the program. Dr. Sobey discussed opportunities for growth due to local businesses seeking assistance from the college to train employees; however, there is not enough instructional capacity to meet those requests. Dr. Sobey discussed possible funding sources to help with capacity needs. Dr. Sobey suggested using AEL-Foundation funding to create this position on a temporary basis to give immediate capacity, which will allow the college to see if the program can grow. Ms. Skinner asked for clarity if this would be one-time money, Dr. Sobey stated it would be and continued that it's important to increase instructional capacity but not increase the administrative footprint. Cabinet discussed the Hereford and Moore County campuses, reflecting on the opportunities to partner with businesses in those areas to provide GED/ESL, the challenge to find instructors to deliver those services, and creative ways to address those challenges. Dr. Sobey concluded by discussing the strengths of the GED/ESL research-based curriculum.</p>	
<p>Dr. Conner asked if Cabinet was supportive; they were all in agreement. The motion passed.</p>	
<p><b>Action Items:</b></p>	

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<b>3. BOR PRESIDENT'S REPORT</b>	<b>CONNER</b>
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Dr. Conner asked Cabinet for any items that they would like in the President's Report to the Board this month. Dr. Sobey said it would be good to discuss fall-to-spring retention for the FTIC 2025 cohort. The college is very close to 80% for fall-to-spring retention, which would be the highest in the history of AC. Dr. Sobey mentioned that the graduation rate is over 31% for the FTIC 2022 cohort, as well. Dr. Conner asked if Dr. Sobey could send information on dual credit/Badger Bound and asked Ms. Skinner to send information on the IO.

**Action Items:**

- Dr. Sobey will send Dr. Conner information on dual credit and Badger Bound.
- Ms. Skinner will send information on the IO.
- Mr. Austin will send over the latest numbers on enrollment.
- Dr. Sobey will send information on retention, dual credit, and FTIC performance.

<b>4. CEO/BOARD COLLABORATIVE SESSION JANUARY 28TH</b>	<b>AUSTIN</b>
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Dr. Conner discussed the Workshop Board Collaborative session on January 28<sup>th</sup>. The session will be posted and open to the public. Cabinet is welcome to join, but it is not a requirement.

**Action Items:**

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<b>5. 2026-2027 ACADEMIC CALENDAR</b>	<b>AUSTIN</b>
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Mr. Austin shared a draft of the 2026-2027 Academic Calendar and asked Dr. Conner if she had any special dates to add to the calendar. Mr. Austin also shared a proposed date for convocation. Dr. Conner was in favor of the calendar, none were opposed.

**Action Items:**

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<b>6. OTHER DISCUSSION</b>	
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Other items discussed were:

- Update on concrete repair for CUB north entrance.
- Emergency aid funds for student supplies
- Strategic planning in February and pop-up events
- Police department updates and goals.
- The January Regular Board meeting.
- HR Organizational Effectiveness Assessment and core competencies.

**Action Items:**

- Dr. Coleman will be rolling out focus groups over organizational effectiveness and core competencies.