

PRESIDENT'S CABINET MEETING
October 14, 2025
MINUTES

CALLED TO ORDER

9:08 am

ADJOURNED

11:20 am

MEMBERS PRESENT

Bob Austin, Kevin Ball, Dr. Jamelle Conner, Joe Bill Sherrod, Denese Skinner, Dr. Frank Sobey, Mark White

MEMBERS ABSENT

Chris Sharp

OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder

DISCUSSION:

1. STATE AUDITORS OFFICE REQUEST	CONNER
Cabinet discussed a recent audit request from the state auditor's office concerning DEI requirements. Ms. Skinner offered to be the coordinator.	
Action Items: Ms. Skinner will coordinate for this request.	

2. ONLINE ORGANIZATIONAL CHART	SKINNER
Ms. Skinner reviewed two org charts with Cabinet, one on AC Connect and one that is public facing on the website. She reported that they are not updated by the same areas, and this causes confusion. The dynamic org chart housed in AC Connect is currently updated by HR and IT, while the static public facing one is updated by our marketing team. Ms. Skinner asked Cabinet to please connect with marketing if there are changes that need to be made to the static chart so both are accurate. Cabinet discussed the need to connect these org charts, Dr. Sobey stated that they are looking at this and trying to sync all of these org charts so that when there is a change to one, all are updated simultaneously.	
Action Items:	

3. AC EQUIPMENT AND SUPPLIES DISPOSAL	SKINNER
Cabinet discussed issues with employees sending out emails to dispose unwanted items and if this is a practice that should be discontinued. Mr. Austin gave background on what the college has done in the past with surplus sales when employees need to dispose of unwanted items. Cabinet agreed that this needs to be looked at. Dr. Conner suggested using a centralized surplus closet that people can put these items in for those that need them. Cabinet deliberated and determined that this does need to stop and communication needs to go out in an HR Digest as well as to leadership lines and administrative assistants within each VP's division.	
Action Items: Ms. Skinner will work on finding information regarding a surplus sale/ and or using a storage closet and work on communication to the College family.	

4. FY 2026 BUDGET REVIEW	CONNER
Dr. Conner discussed the 2026 Budget. Cabinet gave Dr. Conner updates on the bond projects and possible next steps on the unfinished ones. Dr. Conner discussed that she is wanting to create a financial dashboard report. Dr. Conner discussed finance goals.	
Action Items: - Mr. Sherrod will get with Ms. Tracy Dougherty to get a list to Dr. Conner on Foundation payments and pledge schedules. - Mr. Austin and Mr. White will work on the construction information.	
5. IO SPACE RENTAL FOR NON-PROFIT FUNDRAISERS	SKINNER
Ms. Skinner discussed a recent request to use the IO for a fundraiser event. Ms. Skinner reviewed the current facilities use agreement used by the IO. On page one, our policy discusses that the college does not allow non-profit fundraisers; however, this conflicts with the Board of Regent policy, which states we can allow non-profit fundraisers. Ms. Skinner's recommendation is that we allow them. Cabinet discussed it's important that the rental fee is paid as well as making sure that the organization renting is truly a non-profit by requesting their articles of incorporation. Cabinet discussed that the Facilities Use agreement needs to be updated and a consistent process implemented to make sure everyone is being treated the same.	
Action Items: The Facilities Use agreement should be updated to reflect that non-profit can rent space.	
6. IO SPACE RENTAL FOR LARGE PUBLIC GATHERINGS	SKINNER
Ms. Skinner shared that someone has contacted the IO to use the space for a high school reunion. They are not raising money. Cabinet discussed.	
Action Items: Ms. Skinner will look into the occupancy requirements for the IO.	
7. IT POSITIONS REQUESTED FOR 2026	SKINNER
Ms. Skinner discussed that Mr. Shane Hepler submitted four positions to be funded and considered for next budget year that did not make it into the current budget. Specifically, Mr. Hepler requested technicians as they are taking over the student IT support. In addition, there was a request for a network operations specialist. Cabinet discussed the issue and possible next steps.	
Action Items: This request will be on hold until further notice.	
8. OTHER	
Dr. Conner discussed that she will let people know that they will be let go early the day before Thanksgiving.	
Action Items:	