

**PRESIDENT'S CABINET MEETING**  
**November 11, 2025**  
**MINUTES**

**CALLED TO ORDER**

9:11 am

**ADJOURNED**

10:47 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, Chris Sharp

**OTHERS PRESENT**

Ally Greenwood, Executive Assistant, recorder  
Tammy Coats, Director of Human Resources

**DISCUSSION:**

<b>1. AMARILLO COLLEGE HIRING PROCESS</b>	<b>COLEMAN</b>
Dr. Coleman and Ms. Tammy Coats reviewed a proposal for a new HR hiring process and executive approval policy with Cabinet. Cabinet provided feedback on exemptions to the 90-day waiting period. Ms. Coats clarified that any exemptions need to be requested to the <a href="mailto:acrecruit@actx.edu">acrecruit@actx.edu</a> mailbox and that those exemptions would need to be backed up by Cabinet approval with minutes as documentation.	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>• Ms. Coats will revise the exemptions list to also include grants, enrichment, and student hiring.</li><li>• Ms. Coats and Dr. Coleman will come back to Cabinet in January to show Cabinet what to do in NEOED.</li></ul>	

<b>2. OTHER DISCUSSION</b>	
<b>One Time Pay</b>	
<b>Update on Construction</b>	
Cabinet discussed communicating the dates for the one-time pay with the college and what that pay date would be. Employees must have been paid at least once to qualify and that payment would need to be on or before November 28 <sup>th</sup> . The one-time payment will go out either in December or January.	
Mr. Austin gave an update on the current list of construction projects. The IT and Student life departments will be moving into their new spaces as early as next week with the goal being before Christmas so they can start the spring semester in their new areas. Academic testing and tutoring will be revisited in January.	
Dr. Conner discussed she is looking to have Board feedback on the draft mission, vision, and values at the November Board meeting.	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>• HR will send out information on the one-time pay.</li><li>• Mr. Austin will send Dr. Conner any approvals for payment for construction costs.</li><li>• Dr. Sobey will send the drafts over to Dr. Conner for the Mission Vision and Values.</li></ul>	

- Ms. Greenwood will add an agenda item for the draft mission, vision, and values for Board feedback.