

**PRESIDENT'S CABINET MEETING**  
**February 24, 2026**  
**MINUTES**

**CALLED TO ORDER**

9:03 am

**ADJOURNED**

11:23 am

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Dr. Jamelle Conner

**OTHERS PRESENT**

Ally Greenwood, Executive Assistant, recorder  
Collin Witherspoon, Executive Director of Institutional Research.

**DISCUSSION:**

<b>1. FINANCIAL EFFECTIVENESS DASHBOARD</b>	<b>WITHERSPOON</b>
Mr. Witherspoon discussed the financial effectiveness dashboard with Cabinet. This dashboard shows the generated state funding by department. Mr. Witherspoon tasked Cabinet with checking their area descriptions to see if anything needs to be realigned.	
<b>Action Items</b>	
<ul style="list-style-type: none"><li>Mr. Witherspoon will send the dashboard link to Cabinet, and they will review for alignment accuracy within their areas.</li></ul>	
<b>2. ADMINISTRATIVE ASSISTANT I STUDENT LIFE</b>	<b>AUSTIN</b>
Mr. Austin requested approval to refill a part-time administrative assistant position in student life. This position serves around 3,000 students annually, assists with financials and record-keeping, and is essential to the student life office. The position will post in 90 days and does not need to be expedited.	
Ms. Skinner moved to approve. Mr. Ball seconded. It motion passed unanimously.	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li></li></ul>	
<b>3. CONCERT HALL THEATER RENOVATIONS</b>	<b>AUSTIN/SOBEY</b>
Mr. Austin and Dr. Sobey discussed the need for renovations in the Concert Hall Theater. The Concert Hall needs new chairs, a fire-resistant curtain, paint, and other items. Mr. Sherrod has raised some money for this project. Dr. Sobey added that the labor requirements need to be contracted out to expedite the repairs during the summer.	
Dr. Sobey has capital equipment funds to pay for the labor. Dr. Sobey discussed that the Concert Hall Theater is a heavily utilized space, outward facing with community interaction, and supports our Creative Arts programs. This would need to go to the Board for approval.	
<b>Action Items:</b>	
<ul style="list-style-type: none"><li>Dr. Sobey will discuss the proposal with Dr. Conner.</li><li>If Dr. Conner approves, the request will be put on the March Board meeting agenda..</li></ul>	

<b>4. SB 37 SYLLABUS STATEMENT</b>	<b>SOBEY</b>
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Dr. Sobey shared a proposed syllabus statement to address SB 37 concerns. This statement, if agreed to, will populate on all syllabi. Dr. Sobey added that the next steps would be to get additional feedback from Faculty Senate, as well as for Mr. White and Dr. Conner to discuss.

**Action Items:**

- Mr. White and Dr. Conner will discuss.

<b>5. PHASE HR STRUCTURE PLAN</b>	<b>COLEMAN</b>
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Dr. Coleman discussed moving HR away from a compliance model to a strategic business partner model. He shared articles discussing the different methodologies and flow charts showing the three different proposed phases.

**Action Items:**

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<b>6. CHAPLAIN PLAN</b>	<b>COLEMAN</b>
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Dr. Coleman discussed that the Chaplain role is moving under a different pay structure, as a consultant. He has already spoken to Mr. Adam Gray.

**Action Items:**

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<b>7. STEM RESEARCH CENTER FT RESEARCH ASSISTANT</b>	<b>SOBEY</b>
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Dr. Sobey requested to fill a STEM research center full-time assistant position. This position handles day-to-day operations, functions as a lab supervisor, works with faculty on course setup, and manages events. This can post in 90 days.

Mr. Austin moved to approve. Mr. Ball seconded. The motion passed unanimously.

**Action Items:**

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<b>8. THECB REGIONAL CONVENING</b>	<b>SKINNER</b>
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Ms. Skinner provided an update on the THECB regional convening. There will be two sessions. Ms. Skinner tasked Cabinet to let her know who from their area would like to attend. Space is limited.

**Action Items:**

- Cabinet will send Ms. Skinner a list of attendees from their areas.

<b>9. OTHER DISCUSSION</b>	
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**Cabinet Retreat**

Dr. Coleman discussed the Cabinet Retreat on April 1<sup>st</sup> and 2<sup>nd</sup> and asked that they read "Good to Great" by Jim Collins and that an expert on the book will be in attendance. Dr. Coleman also discussed having Cabinet engage and participate in orientations and teaching a class in the talent management program to connect with directors. Dr. Coleman is planning on having "unplugged" sessions, where staff and faculty can ask questions and get to know the VP's better.

**Action Items:**

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