

PRESIDENT'S CABINET MEETING
February 3, 2026
MINUTES

CALLED TO ORDER

9:04 am

ADJOURNED

10:45 am

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder

DISCUSSION:

1. INFORMATION SECURITY LEAD APPROVED VIA EMAIL ON 1.23.26	SKINNER
Ms. Skinner discussed the email submitted to Cabinet for approval on 1.22.26 requesting to refill the information security lead position after the 90-day wait period. This agenda item is to ratify the Cabinet's electronic approval from 1.22.26	
Mr. White moved to ratify the vote. Mr. Ball seconded. Motion passed unanimously.	
Action Items <ul style="list-style-type: none">•	
2. APPROVAL TO FILL 4 NEWLY BUDGETED IT POSITIONS	SKINNER
Ms. Skinner discussed there are four newly budgeted IT positions she is seeking approval for. These positions need to be posted so the 90-day window gets going. This request is for one network security person and three technicians.	
Mr. White moved to approve. Mr. Ball seconded. The motion passed unanimously.	
Action Items: <ul style="list-style-type: none">•	
3. CLASSROOM SPACES IN BYRD, WARREN, DUTTON, AND DURRETT	SOBEY
Dr. Sobey discussed the fourth floor of Byrd. Now that the SLSC building is done, these classrooms are empty and available for course scheduling.	
Now that academic testing is centralized on the first floor of Ware, empty spaces in Warren and Durrett are available for use. Cabinet discussed what it would take to convert these areas to labs and/or classrooms. Dr. Sobey suggested talking with the Dean of STEM, Edie Carter, and Department Chairs of STEM to find out what the lift would be to convert the spaces.	
Cabinet also discussed the food pantry's location and its nomadic history. The cabinet was in agreement to keep the food pantry where it is until the facilities master plan is complete. Dr. Conner was okay with having the labs move.	

Action Items:

- Dr. Sobey will speak with the Dean of STEM and Department Chairs to see what it would require to move the labs into these spaces and will come back with a proposal.

4. FT FACULTY IN ADVANCED MANUFACTURING FOR FA26 (POST IN MAY)	SOBEY
Dr. Sobey requested approval for one full-time faculty replacement in advanced manufacturing.. The position will post in May. All were in favor.	
Action Items:	
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5. 1 PT TUTOR FOR EAST CAMPUS (REPLACEMENT) – EXPEDITE	SOBEY
Dr. Sobey requested approval for one replacement part-time tutor for east campus. Dr. Sobey shared the volume and daily totals of students coming in for tutoring. Over the course of the fall there were over 1400 student visits. There currently is not enough coverage. Mr. Austin was in agreement that this needs to be staffed. Dr. Conner asked if all were in favor; all were.	
Action Items:	
• HR will post for one part-time tutor for East Campus	

6. HVAC ADJUNCT FOR SP2 -- EXPEDITE	SOBEY
Dr. Sobey requested expedited approval for an HVAC adjunct for SP2. Dr. Conner asked if all were in favor; all were.	
Action Items:	
• HR will post for an HVAC adjunct for spring two.	

7. PT WEEKEND SUPERVISOR FBSWC	SOBEY
Dr. Sobey requested approval for a part-time weekend supervisor for FBSWC. This position will need to be replaced rapidly as there are many tournaments and events happening at the FBSWC. Dr. Conner asked if all were in favor; all were.	
Action Items:	
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8. FT NURSING– EXPEDITE	SOBEY
Dr. Sobey requested approval to fill a replacement position for the nursing resource center. This position is important because it supports the LVN and ADN programs. Cabinet agreed that this is a critical role; all were in favor.	
Action Items:	
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9. STUDENT AFFAIRS POSITION APPROVAL REQUESTS	AUSTIN
Mr. Austin requested approval to refill the behavioral health counselor position in three months. Mr. Austin discussed that there are also two part-time college services associates positions that need to be filled after the three-month pause. This will give his area time to get the new hires ready for the fall rush. August and January are the two busiest months for the call center.	

<p>Mr. Austin requested approval to fill five vacant custodial positions and to expedite the positions to be filled immediately.</p> <p>Dr. Conner asked if all were in favor of approving Mr. Austin's student affairs staffing requests; all were.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • HR will post the five positions for custodial. • HR will post the position for the behavioral health counselor after the three-month waiting period. • HR will post the position for two part-time college services associates after the three-month waiting period
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10. GRANT APPLICATION APPROVAL. TWC DUAL CREDIT EQUIPMENT	SKINNER
<p>Ms. Skinner requested approval for a grant application to be submitted to the Texas Workforce Commission (TWC) for dual-credit equipment. This is part of a Region 16 grant that serves rural ISDs. They have a cyber cluster that lines up with the colleges CIS associate track. Dr. Sobey supported this request, adding that the purchase of these computers will allow the college to deliver dual credit to rural high schools that do not have these opportunities right now. It is for equipment only. Ms. Skinner discussed a 5% match, Dr. Sobey confirmed he has budgeted for the match.</p> <p>Dr. Conner asked if all were in favor; all were.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • 	

11. NEW EMPLOYEE ORIENTATION	COLEMAN
<p>Dr. Coleman discussed that he is moving towards the gazelle methodology for new employee orientation to make the experience more intentional. This full-day orientation will be launched in March.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • 	

12. PBS Manager Position	BALL
<p>Mr. Ball requested approval to start the process for hiring a manager for PBS.</p> <p>Dr. Conner asked if all were in favor; all were.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • HR will post for the manager position for PBS. 	

13. OTHER DISCUSSION	
<p>Other items discussed were:</p> <ul style="list-style-type: none"> • The 2/2 Board Meeting <p>Action Items:</p> <ul style="list-style-type: none"> • 	