

# PRESIDENT'S CABINET MEETING

March 3, 2026

## MINUTES

### CALLED TO ORDER

9:02 am

### ADJOURNED

11:04 am

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Dr. Frank Sobey

### OTHERS PRESENT

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

### DISCUSSION:

<b>1. EMPLOYEE HANDBOOK – CHILDREN IN THE WORKPLACE</b>	<b>WHITE</b>
Mr. White proposed an addition to the employee handbook regarding children in the workplace. Ms. Coats provided history on the test pilot program regarding children at work. This proposal sets parameters but still gives parents flexibility. Cabinet requested that the language be tweaked and a revision sent to the Cabinet for final review.	
<b>Action Items</b> <ul style="list-style-type: none"><li>Ms. Coats will reword the proposal and send to Mr. White for review.</li><li>Mr. White will send the revision out to Cabinet.</li></ul>	
<b>2. GRANT APPROVAL REQUEST – LOWE'S</b>	<b>SKINNER</b>
Ms. Skinner requested approval for a Lowe's Foundation Gable Grant. This grant helps expand access to high-quality training programs that prepare individuals for sustainable, high-wage careers in the skilled trades while addressing the national labor shortage in construction-related occupations.	
Mr. Austin motioned to approve. Mr. Ball seconded. The motion passed unanimously.	
<b>Action Items:</b> <ul style="list-style-type: none"><li></li></ul>	
<b>3. GRANT APPROVAL REQUEST – TWC SFSB</b>	<b>SKINNER</b>
Ms. Skinner requested approval for a Skills for Small Business grant funded by the Texas Workforce Commission. This grant supports partnerships between small businesses and eligible public community or technical colleges to deliver customized, employer-driven training that increases productivity, competitiveness, and wage growth.	
Mr. Ball motioned to approve. Dr. Conner seconded. The motion passed unanimously.	
<b>Action Items:</b> <ul style="list-style-type: none"><li></li></ul>	

<b>4. VP BUSINESS AFFAIRS POSITION APPROVAL TO POST</b>	<b>CONNER</b>
Dr. Conner asked cabinet if they were in agreement to move forward with the VP of Business Affairs position posting.	
Ms. Skinner motioned for approval. Mr. Ball seconded. The motion approved unanimously.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

<b>5. CAFÉ POSITIONS APPROVAL TO POST (3)</b>	<b>CONNER</b>
Dr. Conner asked for approval to move forward with the cafe position approval to expedite the posting of three positions—two 19-hour positions and a part-time barista.	
Ms. Skinner motioned to approve. Mr. Sherrod seconded. The motion passed unanimously.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

<b>6. CONCESSION PT POSITION APPROVAL TO POST</b>	<b>CONNER</b>
Dr. Conner asked for approval to expedite the posting for a part-time concession position.	
Ms. Skinner motioned to approve. Mr. Sherrod seconded. The motion passed unanimously.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

<b>7. BOOKSTORE PT CLERK POSITION APPROVAL TO POST</b>	<b>CONNER</b>
Dr. Conner asked for approval to expedite a posting for a part-time bookstore clerk.	
Ms. Skinner motioned to approve. Mr. Sherrod seconded. The motion passed unanimously.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

<b>8. LIONS CLUB AT AC</b>	<b>WHITE</b>
Mr. White discussed that there has been a request to start a Lions Club at Amarillo College. It would not be a student organization and not be an AC sanctioned event. The club wants to meet at AC. There will be no fundraising on the campus, and the club would not be AC sponsored. This Lions Club would be limited to AC faculty, staff, former employees, and alumni. Mr. Austin requested that if this moves forward, students are made aware of what the Lions Club is.	
Mr. Austin suggested Mr. White talk to Ms. Amber Hamilton on this.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• Mr. White will speak with Ms. Hamilton.</li> </ul>	

<b>9. THECB COMMISSIONER WYNN ROSSER'S CAMPUS VISIT 04/08/26</b>	<b>CONNER</b>
Ms. Skinner discussed that Dr. Wynn Rosser will be visiting AC on April the 8 <sup>th</sup> and would like an opportunity to spend some time with students. Cabinet discussed the details of the AC tour.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>• Mr. Ball will look to see if there are marketing videos for the SIM center and First Responder's Academy.</li> <li>• Mr. Austin will get the tours sheet to Dr. Conner.</li> </ul>	

<b>10. OTHER DISCUSSION</b>	
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Police Department March Board Meeting <i>Good to Great</i>	
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Mr. White gave an update on the Police Department.
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Mr. White followed up on the childcare program with Dr. Sobey.
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Dr. Conner discussed the March Board Meeting.
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<b>Action Items:</b>
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| <ul style="list-style-type: none"><li>• Dr. Conner will be meeting with Ms. Jeanette Nelson and Ms. Tiffani Crosley on the budget.</li><li>• Dr. Conner will follow up with Ellucian.</li><li>• Cabinet will read Chapters 1-3 of <i>Good to Great</i> for review at the next Cabinet meeting.</li></ul> |
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