

PRESIDENT'S CABINET MEETING
April 14, 2026
MINUTES

CALLED TO ORDER

9:03 am

ADJOURNED

10:41 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
Elizabeth Hamilton, Benefits Specialist
Nilay Jariwala, Retirement Plan Relationship Manager
Matt Ramsey, Amarillo National Bank
Whitney Wells, Personal Trust Administrator Amarillo National Bank
Laura Storrs, Business Consultant
Trae Kepley, Director of Procurement
Tiffani Crosley, AVP of Business Affairs

DISCUSSION:

1. EMPOWER & AMARILLO NATIONAL BANK	COLEMAN
<p>Mr. Matt Ramsey introduced Ms. Whitney Wells from Amarillo National Bank. Ms. Wells is a Personal Trust Administrator and will be representing Amarillo National in place of Stella Knickerbocker. Mr. Nilay Jariwala gave a presentation on Empower. Mr. Jariwala discussed how Empower is utilizing AI to enhance customer experiences, tools that help participants make more informed distribution decisions, data security, and Empower Consumer-Directed Health (Empower CDH). He also highlighted ways they are staying ahead of the curve with investment strategist Marta Norton and concluded by reviewing the current plan insights.</p> <p>Mr. Ramsey reported that funds are doing well and gave a brief economic summary.</p>	
<p>Action Items</p> <ul style="list-style-type: none">•	

2. PROCUREMENT	WHITE, STORRS, CROSLY, KEPLEY
<p>Ms. Laura Storrs, Mr. Trae Kepley, and Ms. Tiffani Crosley discussed that they have been reviewing our procedures and current procurement processes. Ms. Storrs presented a draft procurement policy and discussed that renewals will now be on the consent agenda as part of the board agenda process. They have created a flow chart to help with trainings on the procurement process, and contracts will now only be signed by Mr. White and Dr. Conner or someone they have designated. Cabinet discussed the need to adjust credit card limits for employees. The proposal would reduce credit card thresholds to \$3,000 for front line staff, \$5,000 for managers, directors, and senior directors, and \$10,000 for Vice President's. Dr. Conner emphasized the importance of being</p>	

consistent with credit card limits, and that communication would be going out to the college family regarding this change.
 Dr. Conner asked if all were in favor of these changes. All were.

Action Items:

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3. GRANT APPROVAL REQUESTS	SKINNER
<p>Ms. Skinner requested approval to move forward with four grant approval requests.</p> <ul style="list-style-type: none"> • TDCJ: provide postsecondary classes through AC's diesel mechanic program for students within the Texas Department of Criminal Justice System. Start date of 9/01/26 - 8/31/27, budget 193,000. There will not be a match, indirect costs, or salaries. • Texas Invests in Meaningful Employment (TIME), AC's welding program will develop a continuing education certification that can be completed in six months or less. The project aims to increase the number of participants earning industry-recognizing welding credentials and CE certifications, supporting workforce readiness and meeting local industry demand. Start date of 7/15/26 - 7/15/28, Budget \$500,000. • Metallica Foundation – a national workforce program administrated by the American Association of Community Colleges. Funding would be through the Metallica Scholars Initiative and would support the expansion of student support services, including transportation, basic needs, exam fees, work-ready supplies, and class/lab supplies, as well as scholarships. Start date 7/15/26 - 6/30/27, Budget \$75,000. • Texas Workforce Commission (TWC) Skills development: This initiative aims to provide targeted upskilling for employees of the BSA Healthcare System. The training will include industry-recognized certifications, soft skills development, and safety training. The goal is to enhance workforce capabilities, improve retention, and support high-quality patient care. Start date of 9/1/26 - 8/31/27. Budget \$123,000. <p>Mr. Austin moved to approve. Mr. Ball seconded. The motion passed unanimously.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • 	

4. ACADEMIC AFFAIRS	SOBEY
<p>Dr. Sobey requested approval for several academic affairs positions.</p> <ul style="list-style-type: none"> • One full-time replacement for the English Department, expedite. • Three part-time positions in the English Department for Fall. These positions are to cover the new dual credit corequisite and will come out of the adjunct budget. • One full-time faculty coordinator PTA position due to a resignation and that is an accreditation requirement, expedite. • One part-time Biology position, replacement. • One part-time DHYG Clinical Instructor to maintain adequate clinical coverage. This is a replacement, expedite. • One part-time tutor for First Responders Academy for fall, Perkins funded. <p>Ms. Skinner moved to approve. Mr. Ball seconded. The motion passed unanimously.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • 	

5. OTHER DISCUSSION	
<p>Vice President of Administrative Services</p> <p>Dr. Conner gave an update on the posting for the Vice President of Administrative Services position (formerly called Vice President of Business Affairs) and that the goal is to fill by this summer.</p>	

Action Items:

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