

PRESIDENT'S CABINET MEETING

April 28, 2026

MINUTES

CALLED TO ORDER

9:05 am

ADJOURNED

10:23 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder

Ms. Cindy Lanham, Director of Alliance Employment Solutions

Mr. Will Ratliff, Director of Organizational Development

DISCUSSION:

1. INTERNSHIPS	COLEMAN
<p>Mr. Will Ratliff introduced Ms. Cindy Lanham, the Director of Alliance Employment Solutions, to Cabinet. Ms. Lanham is working on a state wide grant to help young adults and students with disabilities create pathways for employment. Ms. Lanham proposed working with AC to assist these individuals in developing soft skills and professional references. Mr. Ratliff discussed piloting three to five internships for four to twelve weeks. Mr. Ratliff will come in and provide job coaching. Ms. Lanham has in her budget currently to support these initiatives, at least until the grant runs out.</p>	
Action Items	
<ul style="list-style-type: none">•	
2. EMPLOYER RELATIONS COORDINATION	SKINNER
<p>Ms. Skinner discussed the current employer relations process at Amarillo College and proposed creating a coordination system to manage employer relations across departments with the purpose to create alignment in outreach efforts to avoid duplication. She suggested using a shared database where teams could log scheduled interactions and make notes. Cabinet supported this idea and stressed the importance of full participation across the areas that handle employer relations such as BLCs, the Innovation Outpost, AC Foundation, Career Services, and STEM. It was recommended to have biweekly meetings with these groups until the right system is established. Ms. Skinner concluded by requesting centralizing external workforce partnerships through a single point of contact. Cabinet was in agreement.</p>	
Action Items:	
<ul style="list-style-type: none">•	
3. FACILITIES USE GUIDE	SKINNER
<p>Ms. Skinner presented a <i>Facilities Use Guide</i> draft for Cabinet review. The document will serve as a how to guide for those individuals external to the college who want to rent spaces. Cabinet requested that social activities language be added to the document, as well as making sure the rates include the cost for individuals who will receive stipends to be present during the times when the spaces are reserved. Cabinet deliberated, concluding that the rates need to be reworked, that room requests be</p>	

treated equally, and stressed the importance of clear communication amongst the VPs who decide to approve space reservations.

Action Items:

- Ms. Skinner will amend the room rates.

4. ASSISTANT DIRECTOR FOR MAINTENANCE AND OPERATIONS	AUSTIN
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Mr. Austin requested permission to post for the Assistant Director for Maintenance and Operations. This position is replacing a vacant position due to a retirement. The title has been amended but the salary will remain the same.

Ms. Skinner motioned to approve. Mr. Ball seconded. The motion passed unanimously.

Action Items:

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5. WEB EDITOR REPLACEMENT POSITION	BALL
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Mr. Ball requested permission to post for a Web Editor. This position is a replacement and has been open for 90 days.

Ms. Skinner motioned to approve. Dr. Sobey seconded. The motion passed unanimously.

Action Items:

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6. BUDGET DISCUSSION	CONNER
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Dr. Conner discussed the new budget process and the expectations for the individual meetings and encouraged Cabinet to get with their different budget officers to review any increase requests. She also requested that Cabinet double check that any positions that need to be added to their budgets be submitted prior to the meeting.

Action Items:

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7. ACADEMIC AFFAIRS POSITIONS	SOBEY
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Dr. Sobey requested approval for four part-time positions:

- One part-time adjunct replacement for Nuclear Medicine.
- One part-time adjunct replacement for Speech. This is a high need as there were nearly 1500 enrollments in Fall 2025 across three courses.
- Two SS grant-funded tutors' replacements (50% institutional) for Respiratory and Radiography. This is an expedited request so that the programs can be supported in the summer.

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

Action Items:

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8. OTHER DISCUSSION Presidents Report Pinning's	
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Dr. Conner requested items from the Cabinet for the President's Report for Board.
Mr. Austin discussed the upcoming pinning' ceremonies.

Action Items:

- Mr. Austin will provide Dr. Conner with summer enrollment numbers.

- Dr. Sobey will send Dr. Conner information on the AI Faculty Workshop from last week.
- Ms. Greenwood will send Dr. Conner information on the Leadership Amarillo and Canyon Tours.
- Ms. Greenwood will connect with Ms. Jessica Arce on GED partnerships with Sharing Hope and send the information to Dr. Conner and Dr. Sobey.