

PRESIDENT'S CABINET MEETING
May 19, 2026
MINUTES

CALLED TO ORDER

10:00 am

ADJOURNED

11:40 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Dr. Jamelle Conner

OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder

DISCUSSION:

1. CHILDREN IN THE WORKPLACE HANDBOOK POLICY	COLEMAN
Dr. Coleman discussed the college's current guidelines on children in the workplace. These guidelines give discretion to the supervisor and provides guardrails. Cabinet liked the proposed guidelines and discussed numbering for the document in the Employee handbook. The number will be 2.21. Mr. Austin moved to approve the children in the workplace guidelines. Ms. Skinner seconded. The motion passed unanimously.	
Action Items •	

2. FACILITIES USAGE	SKINNER
Ms. Denese Skinner shared the Facilities Use guide, as well as a proposed rental rates sheet with Cabinet. Cabinet deliberated on the verbiage, deciding to change "banquet" to "rounds". Dr. Sobey discussed the importance of communicating that campus facilities are not available for rentals when the college is closed. Mr. White requested that the document have the approved date added to the bottom, as well as a revised date. Ms. Skinner discussed that Board Policy GD Community Expression and Use of College Facilities states that the Board shall establish and publish a schedule of fees for the use of college facilities. The regents delegated setting rental rates for the use of AC facilities to the VPBA. The President's Cabinet, serving as a proxy for the VPBA, can approve the rates. Ms. Skinner moved to approve the rental rates presented today. Mr. Ball seconded. The motion passed unanimously. Mr. Ball moved to accept the guide with corrections. Mr. White seconded. The motion passed unanimously. The Cabinet suggested Dr. Conner email the Regents the facilities agreement when it is completed.	
Action Items:	

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3. CCAMPUS GRANT APPROVAL	SKINNER
Ms. Skinner discussed reapplying for CCAMPUS. Ms. Babb and Ms. Jones will write the grant. The grant will support students who are eligible for childcare reimbursement. Cabinet deliberated. Ms. Skinner's suggestion was to move forward with it. The application deadline is the 29 th . Ms. Skinner will visit with Dr. Conner to see what she wants to do.	
Action Items: Ms. Skinner will follow up with Dr. Conner on this item.	
4. TEXANS CARING FOR TEXANS	AUSTIN
Mr. Austin discussed Texans Caring for Texans. This is an annual local event where state entities recognize state employees who have been outstanding. The nominations are due by May 31, 2026. Cabinet discussed and decided to nominate Ms. Maria Juarez.	
Action Items:	
5. TOBACCO SIGNAGE	
Dr. Sobey discussed tobacco signage at the First Responders Academy and the board policy manual on tobacco and e-cigarettes. Dr. Sobey presented the signs that Marketing has created and an example of the current signs that are up. Dr. Sobey asked whether this signage could be used at First Responders Academy and whether signage across all campuses needed to be updated. Cabinet discussed and determined to use the same verbiage we currently have.	
Action Items:	
6. ACADEMIC AFFAIRS POSITIONS	SOBEY
Dr. Sobey presented three requests for - part-time machining faculty for fall (replacement) - part-time assistant for Hagy (replacement) - expedite for licensing - two part-time professional tutors for the science ASC (replacement)	
Ms. Skinner moved to approve. Mr. Ball seconded. The motion passed unanimously.	
Action Items:	
7. OTHER DISCUSSION	
DEI Audit Director of Human Resources	
Ms. Skinner discussed the DEI audit; the college passed.	
Dr. Coleman checked in with the Cabinet to see if their areas have had disruptions due to the vacancy for the Director of HR. Cabinet confirmed that they are doing well. Dr. Coleman is working with his team to see what they will do for this position.	
Action Items:	