# PRESIDENT'S CABINET MEETING
# June 2, 2026
# MINUTES

| **CALLED TO ORDER** | **ADJOURNED** |
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| 9:06 am | 11:27 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**

**OTHERS PRESENT**
Ally Greenwood, Executive Assistant, recorder
Ms. Lisa Gray, Executive Assistant
Captain Barbara Ferrara
Chief Elizabeth Brown

**DISCUSSION:**

| **1. CAPTAIN BARBARA FERRAR'S SWEARING IN** | **White/Brown** |
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| Chief Elizabeth Brown introduced Captain Barbara Ferrara to the Cabinet. Ms. Lisa Gray administered the oath of office to Captain Ferrara. Cabinet welcomed Captain Ferrara to Amarillo College. | |
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| **2. GRANT APPROVAL REQUESTS** | **SKINNER/SOBEY** |
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| Dr. Sobey shared he held an AI faculty workshop in the spring and sent a survey to the faculty on using AI. The workshop had faculty work in groups on strategies to address the gaps and opportunities in AI governance, academic programming, classroom instruction, and support. He took the feedback and worked on a roadmap on AI for AC.<br><br>Ms. Skinner and Dr. Sobey requested grant approval for a 5-year SIP Individual Development Grant to create an ethics-centered, AI-integrated curriculum; provide targeted faculty training; implement AI-powered tutoring, establish an on-campus AI Center for ongoing support; and collaborate with experts to design, assess, and scale sustainable AI-enabled teaching practices.<br><br>The project will integrate AI and ethics modules across programs; train and certify faculty in discipline-specific AI pedagogy and tools; deploy agentic AI tutoring for key courses; and establish an AI Center for ongoing professional development, technical support, and collaboration.<br><br>The primary funder is the Department of Labor. The project start date would be 09/01/2026-08/31/2031 and is for up to $1,000,000 per year (5 million total).<br><br>Mr. Austin moved to approve both requests. Mr. Ball seconded. The motion passed unanimously. | |
| **Action Items:**<br>• | |

| 3. SCHOLARS PROGRAM | SOBEY |
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Dr. Sobey presented for the Cabinet's consideration a request to expand the STEM Scholars program by increasing the number of scholars cohorts and replicating the model in other academic communities. The STEM Scholars program helped provide a structure for academic support, career readiness training, mentorship, and a cohort model, which produced higher rates of retention, course completion, and transfer.

In order to scale the Scholars Program, Dr. Sobey would request Mackenzie Scott funds from the Foundation to utilize for activities, operations, and personnel for a 5-year implementation timeline to build towards an at-scale model. This program aligns with the state's performance-based funding model. The Foundation support will help provide a runway to establish an ROI.

5-Year Plan

- Year 1 (2026-27) – Develop program infrastructure, train staff, and recruit
- Year 2 (2027-28) – Add new cohort
- Year 3 (2028-29) – Assess and refine
- Year 4 (2029-30) – Add new cohort
- Year 5 (2030-31) – Assess and refine
- Total cohorts = 4 in 2 academic communities.

Foundation Ask:

- 2026-27 – Foundation Investment $125,000
- 2027-28 – Foundation Investment $125,000
- 2028-29 – Foundation Investment $93,750
- 2029-30 – Foundation Investment $62,500
- 2030-31 – Foundation Investment $31,250

Dr. Conner reminded cabinet that any Mackenzie Scott fund requests must first be approved at the Cabinet level before being brought to the Foundation Board for approval. If Cabinet approves, this request will be presented at the June Foundation Board meeting for approval.

Mr. White moved to approve. Mr. Austin seconded. The motion passed unanimously.

**Action Items:**

- Dr. Conner will bring this item to the Foundation Board for consideration and approval.

| 4. ACADEMIC AFFAIRS POSITION REQUESTS | SOBEY |
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Dr. Sobey requested approval for the following Academic Affairs position requests:

- One part-time CIS faculty member for Moore County Campus, reallocating existing funds. This is to help support the dual-credit cybersecurity hub. Dr. Conner asked where the funds were being reallocated from. Dr. Sobey stated he would check on that.
- One part-time math tutor for the Hereford Campus. There is virtual coverage currently, but this position needs to be expedited to have someone in place for the fall term.

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

**Action Items:**

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| 5. HR BUSINESS MODEL TRANSITION | COLEMAN |
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| Dr. Coleman discussed the current HR business model and its shift from compliance to a strategic partner. He discussed rolling out his new model and the creation of an HR generalist to help with efficiency and personal service. The HR generalist will have a reporting relationship with each VP. This position will help assist with needs within their designated group and will have normally 5-6 units. They will need to attend meetings with the VPs and quarterly meetings with the teams they support in order to become strategic partners. Dr. Coleman plans to go live with this in September, and Ms. Francis Elders and Ms. Liz Rush will be in contact to set up those meetings soon.<br><br>Dr. Coleman concluded by discussing the timeline for cross training. Dr. Coleman has two HR generalists right now and is working on getting a third. | |
| **Action Items:**<br>• | |

| 6. REQUEST TO SEARCH FOR DIRECTOR OF STRATEGIC HR | COLEMAN |
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| Dr. Coleman shared the Director of HR's role under the new model would be called the HR Manager. This individual will focus on operations and HR strategy for long-term impact and give solutions. Additionally, there will be a Director of Strategic HR and a Director of Total Awards. He requested approval to search for the Director of Strategic HR position.<br><br>Mr. Ball moved to approve; Mr. Austin seconded. The motion passed unanimously. | |
| **Action Items:**<br>• | |

| 7. UPDATE OF APPROVING OFFICERS COUNSEL OF DIRECTORS | COLEMAN |
|---|---|
| The Cross-Functional Director Advisory Council (CFDAC) would serve as a strategic advisory and execution body that enhances organizational alignment, communication flow, and drives key functional initiatives across departments. The council would ensure leadership alignment, would strengthen succession readiness, and would translate strategic priorities into coordinated action.<br>Dr. Coleman provided the list of appointing officers. Mr. Ball noted that Ms. Sadie Newsome should be on the list. Dr. Coleman stated he would amend the list to reflect her participation.<br>In July there will be a two-day seminar with these individuals. These cohorts will change every two years. There will be meetings to talk about value propositions. | |
| **Action Items:**<br>• Dr. Coleman will amend the appointing officers list to add Ms. Sadie Newsome. | |

| 8. FOLLOW UP ON STRATEGIC PLAN / GOALS | CONNER |
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| Dr. Conner tasked Cabinet with looking at the mission, vision, values, and strategic goals language to make sure there isn't anything that needs to be adjusted. She also discussed adding subgoals, which need to be manageable and measurable. | |
| **Action Items:**<br>• Cabinet will review the proposed mission, vision, and values, as well as the strategic goals for discussion at the next Cabinet meeting. | |

| 9. ADMIN SUMMIT | CONNER |
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| Ms. Ally Greenwood discussed the proposed Admin Summit, a day where administrative assistants from across the college can come together for community, professional development, and training. The proposed date is July 16th. Cabinet was in agreement and approved the date. | |
| **Action Items:**<br>• Ms. Greenwood will connect with Mr. Will Ratliff and Ms. Jourdan Connelly to work on the admin summit. | |

| 10. OTHER DISCUSSION | |
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| **Action Items:**<br>• | |