

PRESIDENT'S CABINET MEETING
June 23, 2026
MINUTES

CALLED TO ORDER

10: 05 am

ADJOURNED

11:28 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Joe Bill Sherrod

OTHERS PRESENT

DISCUSSION:

1. REPORT ON PURCHASES TO REVIEW	CONNER
Dr. Conner reviewed a purchasing report for the period of 6/1/2026 – 6/22/2026 with Cabinet. Cabinet agreed with the requisition list.	
Action Items	
•	
2. CASH FLOW PROJECTIONS	CONNER
Dr. Conner provided an overview of the cash flow projections, which show the college is on track to reach the 5-million-dollar goal towards the bottom line for this year.	
Mr. White reminded cabinet that the line of credit established last October will need to be renewed annually, and suggested renewing at the September board meeting.	
Action Items	
• Ms. Greenwood will add annual renewal of the line of credit to the normal list of annual board agenda items.	
3. COSTA RICA TRIP	CONNER
Dr. Sobey discussed a recent travel exemption request for a possible academic study trip to Costa Rica. Cabinet deliberated on the exemption request, as well as discussed the components of the trip, concluding that they would need more detailed information regarding this travel, and requested a proposal be drafted and presented to Cabinet at a later date for review.	
Action Items:	
• Dr. Sobey will connect with Dr. Teresa Gaus-Bowling to create a proposal to be presented to Cabinet at a later date.	
4. ACADEMIC AFFAIRS POSITION REQUESTS	SOBEY
Dr. Sobey requested approval for the following:	
• Full-Time BIOL for Hereford (replacement): Funding is available for this position for which a full course load is already scheduled for the fall.	

- Full-Time Instructional Lab Coordinator/Mass Media, Arts, Communication, a replacement position for Fall.
- Full-Time Math instructor for Moore County Campus (replacement)
- Full-Time Admin Assistant II for Media, Arts, and Communications (replacement) to be expedited for fall
- Part-time PSYC instructor for Hereford (replacement) to be expedited for Fall
- Part-Time Auto instructor for East Campus, expedite for the fall
- Part-Time Dental clinical instructor –(replacement) to be expedited for the fall
- Part-Time Admin assistant for Health Science Simulation Center (replacement)

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

Action Items:

- Dr. Sobey will get information to Ms. Skinner on the revenue generated by the Health Science Simulation Center.

5. TESTING SPECIALIST POSTION REQUEST

AUSTIN

Mr. Austin requested approval for a testing specialist. The enrollment testing center is a three-person operation. One has resigned and will be leaving shortly, with their last day the 25th. Mr. Austin asked for support to expedite the request due to the high workload expected in July through August.

Mr. Austin requested approval to refill the College Services Associate after a 90 day pause based on the date of request with the desired start date in the middle of September.

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

Action Items:

-

6. CREDIT CARD LIMITS FOR PHYSICAL PLANT

AUSTIN

Mr. Austin requested an institutional credit card limit increase for both Mr. Jim Baca, Director of Physical Plant from \$5,000 to \$8,000 and Ms. Cynthia Terry, Physical Plant Coordinator, from \$3,000 to \$5,000.

Dr. Conner requested a historical analysis of the credit card usage for the Physical Plant department.

Action Items:

- Mr. Austin will get with Ms. Crosley to run the report and will provide an update to Cabinet next week.

7. OTHER DISCUSSION

Board Meeting
VP of Administrative Services
Budget
Strategic Goals
TACC Call
Police Department

Cabinet discussed the Board meeting, which has been moved to June 30th. The meeting will be at the PBS Studios.

Dr. Conner announced that Mr. Ramon Suarez Jr. has accepted the Vice President of Administrative Services role and will start in August.

Dr. Conner provided an update on the budget process. Ms. Jeanette Nelson is working on the budget and will have it balanced by July 21st. Everything needs to be completed and to her by July 14th.

Dr. Conner requested that Cabinet work on establishing benchmarks for the strategic plan goals. Dr. Conner will send Cabinet a draft version..

Dr. Conner discussed a recent TACC call regarding funding.

Mr. White gave an update on the Police Department.

Action Items:

- Ms. Greenwood will get with the caterer to discuss the change in timing with the BOR dinner.
- Ms. Greenwood will post for the rescheduled Board meeting.
- Dr. Conner and Mr. White will get a meeting with Chief Brown regarding the Police Department.