PRESIDENT'S CABINET MEETING
August 19, 2025
MINUTES

CALLED TO ORDER	**ADJOURNED**
9:02 am	11:50 am

MEMBERS PRESENT
Bob Austin, Kevin Ball, Chris Sharp, Dr. Jamelle Conner, Denese Skinner, Dr. Frank Sobey, Joe Bill Sherrod, Mark White

MEMBERS ABSENT

OTHERS PRESENT
Ally Greenwood, Executive Assistant, recorder
Sadie Newsome, Director of Media, Communication, and Marketing
Christopher Key, Coordinator – Marketing & Special Projects

DISCUSSION:

1. CONVOCATION RUN THROUGH	**CONNER**
Ms. Sadie Newsome, Mr. Christopher Key, and Dr. Conner walked Cabinet through the Convocation program. Highlights include recognition for first-time Convocation attendees, certificate recipients, and rank and tenure honorees. VPs will provide a short update on the strategic plan, covering key initiatives. Trivia will be included with prizes for the top three winners for two rounds. The event will conclude with the Employee of the Year awards.	
Action Items: • Marketing will prepare a link or handout for TCCTA. • Marketing will put a banner at the bottom of each slide for strategic initiatives. • Ms. Newsome will create a google sheet for everyone to add to.	

2. QUESTION REGARDING DEGREE CONFERMENT CEREMONY	**SOBEY**
Dr. Sobey shared a request from an employee graduating with an associate degree who has asked that his mother confer his degree. Cabinet noted that while employees have historically conferred degrees to their relatives, opening this protocol up to non-AC individuals would set a problematic precedent.	
Action Items: Dr. Sobey will reach out to the employee about Cabinet’s decision.	

3. INTERNATIONAL TRAVEL	**CONNER**
Dr. Sobey discussed a recent international travel request by two faculty to present papers accepted for publication. Mr. Sherrod mentioned that if they want funding from the Foundation, they need to submit a grant application soon as that deadline is approaching. The estimated cost for each is $2,800. Dr. Sobey supported funding the request but emphasized the need to establish clear protocols and let the faculty know going forward it is their responsibility to get these requests in during the budget planning process.	

Mr. Sharp and Ms. Greenwood discussed that they are on the Forms Taskforce Committee and can bring some suggestions to the group regarding how to prevent international travel TA's from being approved before Cabinet has approved.

Action Items:

- Ms. Greenwood will discuss at the next Forms Taskforce meeting.

4. STRATEIGC INITIATIVES DIVISION UPDATE	CONNER

Dr. Conner announced that Ms. Skinner will assume the role of Vice President of Strategic Initiatives, with the Innovation Outpost reporting to her. An AVP position for the Outpost is being developed, with the posting expected soon and an announcement planned for Convocation. Ms. Jones and her team, along with Mr. Witherspoon, will also move under Ms. Skinner's leadership. Dr. Sobey noted that Dr. Muñoz will transition to the VPAA Office under him. Student Affairs and Enrollment will now fall under Mr. Austin whose title will change to Vice President of Student Affairs to reflect the scope of both areas. Title IX responsibilities will remail unchanged.

Action Items:

- Dr. Conner will add this change to her slides.

5. SPONSORSHIP LIST	SKINNER

Ms. Greenwood reviewed the sponsorship list with Cabinet and emphasized that in order to have an accurate list for all areas Cabinet members need to let the President's office know the event details and points of contact for each sponsorship.

Action Items:

- Mr. Sherrod will get the information for his area to the President's office.

6. MEMBERSHIP WITH ELEVATE AMARILLO	CONNER

Dr. Conner shared that 10 people from the college can have Elevate memberships now that AC is a corporate level member. Ms. Skinner asked if each VP could come up with two names to recommend to discuss at a later Cabinet meeting.

Action Items:

- Cabinet will get the names to Ms. Greenwood.

7. STATUS OF MACKENZIE SCOTT	

Mr. White discussed the procedures for Mackenzie Scott.

Mr. White moved that the following procedure be adopted by the President's Cabinet for the support of the College President in accessing funds from the Presidential Discretionary Fund II and Presidential Discretionary Fund III, both funded by the MacKenzie Scott grant and held by the Amarillo College Foundation:

1. All requests for funds must come from the College President;
2. before presentation to the Amarillo College Foundation board, the President must obtain a majority vote approval from the President's Cabinet;
3. in considering the request, the President's Cabinet will take into consideration the following:

a. the college's current strategic plan;
b. whether the proposed expenditure should be part of the institutional

budget; and
c. to what extent the proposed expenditure benefits Amarillo College
and its students, faculty, staff, programs, and facilities.

The motion was seconded by Mr. Sharp. The motion passed unanimously through email on August 7^{th}.

The Foundation passed the protocols on August 14^{th} at its Board meeting.

Action Items:

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8. Other Discussion Foundation and Executive Meetings.	**CABINET**

Dr. Conner shared that she is going to host a private event at her house that Cabinet is invited to attend before the Investiture on Thursday, September 18^{th}.

Cabinet discussed the upcoming Finance and Executive committees. Dr. Sobey shared the two new slides on the Badger Bound slide deck. Dr. Conner will let them know that she has met with the Amarillo Area Foundation and that they had a good conversation.

Mr. Sherrod shared that there was a good response from Keep Us Live last year. This year, they are asking people to buy memberships.

Dr. Conner reported that the THECB committee tasked with reviewing the gen ed core announced that Dr. Sobey has been selected to serve. She thanked him for his willingness to participate.

Action Items: