PRESIDENT'S CABINET MEETING
October 13, 2026
MINUTES

CALLED TO ORDER
12:27 pm

ADJOURNED
1:39 pm

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

MEMBERS ABSENT
Dr. Mychal Coleman

OTHERS PRESENT
Ally Greenwood, Executive Assistant, recorder

DISCUSSION:

1. REVIEW / APPROVE REQS	**SUAREZ**
Mr. Suarez reviewed the Outstanding REQs list with Cabinet.	
Action Items: •	

2. PERFORMANCE EVALUATION TIMELINE	**CONNER**
Dr. Conner reminded the Cabinet that performance evaluations will be due soon and asked the VPs to complete their part by November 18th.	
Action Items: •	

3. STRATEGIC PLAN NEXT STEPS	**CONNER**
Dr. Conner requested Cabinet to develop the sub-goals for their divisions by November 10th. Dr. Conner discussed the cadence on report-outs to the Board on the Strategic Plan goals.	
Action Items: • Dr. Conner will send information on the report-outs to Cabinet.	

4. ACADEMIC AFFAIRS POSITION REQUESTS	**SOBEY**
Dr. Sobey requested the following positions for Academic Affairs: • 1 full-time CIS position due to retirement – Expedite • 1 full-time Occupational Therapy Assistant due to retirement – Expedite. • 1 full-time Admin Assistant III for BUSI/CIS (replacement) – 90-day lapse • 1 full-time Early Learning Teacher I Lab School (replacement) – Expedite • 1 part-time Professional Math Tutor (replacement) – 90-day lapse (65 days thus far) • 1 part-time Professional General Tutor (replacement) – open since April Ms. Skinner moved to approve. Mr. Austin seconded. The motion passed unanimously.	
Action Items: •	

5. AI GOVERNANANCE COMMITTEE	SOBEY
Dr. Sobey discussed the AI Governance committee and provided a draft of responsibilities for Cabinet review. This committee is a cross-functional committee that would ensure the responsible integration of AI in alignment with the college's strategic goals. The AIGC will make recommendations to the President's Cabinet. Cabinet was in agreement with the proposed responsibilities for the committee. Dr. Sobey requested that the Cabinet nominate individuals from their respective areas that they would like to be part of the AIGC.	
Action Items: • Dr. Sobey will work with Faculty Senate to finalize the committee.	

6. SECOND PROCUREMENT CARD FOR THE MEC	SOBEY
Dr. Sobey requested a second procurement card for the MEC. Currently they have a single shared card among construction, advanced manufacturing, and welding. Dr. Sobey discussed that the MEC has seen a surge in enrollment across all three programs and because of this instructional materials and supplies have grown. A second card would support timely purchasing without increasing overall spending authority. Mr. Suarez supported this recommendation for the MEC for a second card at a $5,000 limit. Cabinet was in agreement.	
Action Items: •	

7. PAY ADJUSTMENT	SUAREZ
Mr. Suarez shared a needed pay adjustment and job title change for an employee in HVAC. Mr. Austin moved to approve. Mr. Ball seconded. The motion passed unanimously.	
Action Items: •	

8. OTHER DISCUSSION Raises	
Mr. Suarez reminded Cabinet that all pay increases and adjustments must come to Cabinet for discussion. He also requested that any open positions need to be brought to the business office to be checked against the budget prior to being posted.	
Action Items: •	