

PRESIDENT'S CABINET MEETING
August 25, 2026
MINUTES

CALLED TO ORDER

9:00 am

ADJOURNED

10:25 am

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder
Heather Garcia, Director of Total Rewards

DISCUSSION:

1. UPDATE TO EMPLOYEE EDUCATION REIMBURSEMENT PROGRAM	COLEMAN
Dr. Coleman and Ms. Heather Garcia, Director of Total rewards, discussed a few updates to the Employee Education Reimbursement Policy (EERP). Cabinet reviewed the summary of proposed changes: • Section IV - The maximum allowed per academic year was bolded for better visibility - Added IRS guidelines. • Section V - Employees will only need to submit one application per calendar year and must submit a new application each year. - Pre-approval window was reduced from 60 days to 30 days. • Section VI - Provided more detail on qualified charges. - Requirement of an unofficial or official transcript for grade proof - Requirement of documentation verifying successful completion or passing result for certificates and licenses. • Section X - Added definitions. Cabinet requested uniformity in font size and style on the document, removal of old strategic plan language in the introduction section, and clear communication to current participants in the EERP program on these changes. Mr. White requested to hold on this until he could look into the IRS guidelines verbiage.	
Action Items: • Mr. White and Ms. Garcia will connect on the IRS guidelines • Ms. Garcia will correct the document to have the same style and size font.	

2. ACADEMIC AFFAIRS POSITION REQUESTS	SOBEY
Dr. Sobey requested two academic affairs position needs: • Replace FT Admin II/Advisor for CE/UG CDL Program, to be filled by FA2. Expedited • Replace FT Truck Driving Trainer position: all classes are currently covered for FA1 but will need coverage for FA2. Expedited Program details: • AY2025: 148 students • Average graduation rate over 4 years: 82% • Q3-Max annual wages for 2024 graduates: \$62,756-\$92,967 Mr. Austin moved to approve. Mr. Ball seconded. The motion passed unanimously. Action Items: •	

3. MASTER PLAN DAY 1 AGENDA	SUAREZ
Mr. Suarez discussed the upcoming visit by Broaddus and the day one agenda with Cabinet. Cabinet discussed the stakeholders who would need to be included in the meetings, Mr. Suarez asked that the VP's send their lists to him so that they could draft the invitations. Cabinet stressed the importance of a clear message in the invite on why this work is important. Action Items: • Cabinet will get their list of identified attendees to Mr. Ramon Suarez.	

4. FACILITIES POSITION REQUEST	SUAREZ
Mr. Suarez provided justification (and requested approval to post) for the replacement of a maintenance mechanic 1, to be expedited. Ms. Skinner moved to approve. Mr. Ball seconded. The motion passed unanimously. Action Items: •	

5. OTHER DISCUSSION	
Action Items: •	