

**PRESIDENT'S CABINET MEETING**  
**September 22, 2026**  
**MINUTES**

**CALLED TO ORDER**

9:03 am

**ADJOURNED**

11:14 am

**MEMBERS PRESENT**

Bob Austin, Kevin Ball, Dr. Mychael Coleman, Dr. Jamelle Conner, Joe Bill Sherrod, Dr. Frank Sobey, Ramon Suarez

**MEMBERS ABSENT**

Denese Skinner, Mark White

**OTHERS PRESENT**

Ally Greenwood, Executive Assistant, recorder  
Shane Hepler, Chief Information Officer

**DISCUSSION:**

| 1. STUDENT PHOTOS IN BLACKBOARD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SOBEY  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <p>Dr. Sobey and Mr. Shane Hepler discussed the integration of student photos in Blackboard from Colleague. Currently, it is a very manual process. Faculty can pull the roster down in AC Connect to see photos, but the pictures are not in Blackboard and only available from Colleague if a student has a picture on file. Cabinet discussed options for increasing student picture participation.</p> <p>Dr. Sobey suggested having this embedded as a process for first year seminar students to have a mandatory photo assignment, and then communicate to faculty that they can encourage students to go the Enrollment Center to have one made. Mr. Hepler added that he could add an alert in AC Connect for students who have not had their picture made to go and do it.</p> <p>Cabinet liked the plan.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Dr. Sobey will move forward with his suggested approach.</li></ul> |        |
| 2. ACADEMIC AFFAIRS POSITION REQUESTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SOBEY  |
| <p>Dr. Sobey had two Academic Affairs position requests:</p> <p>1 PT CDL supplemental instructor (replacement) – expedite due to enrollment needs and classes that are already on the books.</p> <p>1 FT Welding Instructor (existing line) – expedite because of enrollments.</p> <p>Mr. Suarez motioned to approve. Mr. Ball seconded. The motion passed unanimously.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>•</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| 3. STUDENT AFFAIRS POSITION REQUESTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AUSTIN |
| <p>Mr. Austin requested the approval for two position requests</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |

- Testing Services Coordinator – expedite. This is a three-person operation that serves students and the community while generating revenue. This is an existing position.
- Advising associate – requesting to refill that position after a 90 day pause. This is an existing position.

Dr. Sobey moved to approve. Mr. Ball seconded. The motion passed unanimously.

**Action Items:**

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**4. REVIEW THE OUTSTANDING REQS ELECTRONICALLY FOR APPROVAL**

**SUAREZ**

Mr. Suarez discussed that he is preparing a workflow for requisition approval. Cabinet discussed. Mr. Suarez walked the Cabinet through the outstandings list one by one for approval.

**Action Items:**

- Dr. Coleman will email Dr. Conner and Mr. Suarez on his identified item.

**5. CC PROCEDURE**

**SUAREZ**

Mr. Suarez requested approval to send a credit card procedure process email to go out to the AC family. Credit Cards need to be done by the 6<sup>th</sup> work day. Within a day or two of the expense, this should be done.

**Action Items:**

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**6. BOOKSTORE AND CAFÉ GENERALIST**

**SUAREZ**

Mr. Suarez requested approval to post for a Bookstore and Café generalist. This position has been created to replace two open positions – one with the mail room and one with the café. This is to be expedited.

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

**Action Items:**

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**7. OTHER DISCUSSION**

Enrollment Numbers

Cabinet discussed that AC has hit 10,009 enrolled students; this number has not been reached in nine years.

**Action Items:**

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