

PRESIDENT'S CABINET MEETING
September 8, 2026
MINUTES

CALLED TO ORDER

9:01 am

ADJOURNED

9:59 am

MEMBERS PRESENT

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

MEMBERS ABSENT

Dr. Mychael Coleman, Dr. Frank Sobey

OTHERS PRESENT

Ally Greenwood, Executive Assistant, recorder

DISCUSSION:

1. REQUISITION REPORT	SUAREZ
Mr. Suarez walked Cabinet through the weekly requisition report.	
Action Items: Mr. Suarez will look into the identified items on the report.	
2. DIRECTOR OF PURCHASING & RECORDS	SUAREZ
Mr. Suarez requested to post for the Director of Purchasing and Records, to be expedited.	
Mr. Austin moved to approve. Mr. Ball seconded. The motion passed unanimously.	
Action Items:	
3. SALARY ADJUSTMENT PROCESS	SUAREZ
Mr. Suarez discussed controls for salary adjustments and proposed the following: Each Vice President will need to sign off on salary adjustments, then the Vice President of the Administrative Services, and finally HR and Dr. Conner. Mr. Suarez is working with Mr. Shane Hepler to automate this process.	
Action Items:	
4. LEADERSHIP AMARILLO & CANYON	CONNER
Dr. Conner discussed that the next Leadership Amarillo and Canyon cohort will start soon and that we need to identify the individuals who will be part of the cohort.	
Action Items: Ms. Greenwood will circle back with Dr. Coleman to see if he wants to participate.	
5. OTHER DISCUSSION	
Action Items:	