

**PRESIDENT'S CABINET MEETING**  
**June 30, 2020**  
**MINUTES**

**CALLED TO ORDER**

9:05 am

**ADJOURNED**

11:30 am

**MEMBERS PRESENT – VIA GOOGLE MEETS & IN PERSON**

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman

**DISCUSSION:**

<b>1. TOP 20 UNDER 40</b>	<b>Cabinet</b>
Cabinet discussed several possibilities for submission, some of whom were not eligible or had received this in the past, and selected Andrew Flores.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Chris Sharp will submit the nomination.</li></ul>	
<b>2. GENERAL ASSEMBLY</b>	<b>Lowery-Hart</b>
General Assembly will be held on September 11, 2020 from 2:00 to 5:00 at Hodgetown where employees will be outside and can socially distance in the stands. Hodgetown will provide water and popcorn and provide the A/V. The gates will open at 1:30. Mr. Ball and his team will update the Power Point. Employee awards will be announced and the Strategic Plan presented. If the weather is bad, this will be canceled and rescheduled most likely to a live stream Town Hall format. Cabinet discussed providing all employees with AC ball caps and AC t-shirts referencing AC's Aspen Top 10 recognition.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Cancel Heritage Room at the Civic Center. – Brenneman</li></ul>	
<b>3. ASPEN RUBRIC</b>	<b>Lowery-Hart Crowley</b>
Cabinet talked through the key elements of the college and the initiatives and processes that led to the Aspen Top 10 selection. Aspen will provide information for the groups they will want to speak with but have not yet provided that. AC's Strategic Plan is forward-looking and transformational.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>None</li></ul>	
<b>4. ANTI-RACISM</b>	<b>Lowery-Hart</b>
Ms. Jones had provided, via email, some possible training frameworks and concepts with initial proposals. Dr. Sylvia Burgess could provide bias training through 32 workshops for 1,600 staff	

including part-time employees for \$12,400. The workshops are two hours each. The Covey training is too big and corporate. It is also expensive and not the right fit for Amarillo College. Wayne Jacobsen, author of *A Language of Healing for a Polarized Nation*, provides training for key leaders to work on a grass roots, organic change initiative. He leads leadership through a process to discover what the root issues are and help influencers spread the message of healing.

Cabinet discussed using the bias training workshops as a foundation and perhaps adding on the Jacobsen training. These could complement each other and provide important training.

Cabinet will pilot the bias training with Dr. Burgess and Dr. Lowery-Hart and Ms. Jones will schedule a time to meet with Wayne Jacobson to further discuss his training.

Cabinet discussed some of what they learned from the *How to be an Anti-Racist* book.

- Identify, describe, then dismantle
- Don't just ignore or explain
- Recognize policies that lead to racism
- Historical contexts and lack of awareness
- Many different types of racism
- Recognize that strategies need to be re-evaluated

#### **Action Items:**

- Schedule bias training with Dr. Burgess for Cabinet. Schedule a room in the Underground. - Brenneman
- Start conversations on the *Language of Healing* book and select a common reader book or books.
- Schedule phone conversation with Dr. Lowery-Hart, Ms. Jones, and Wayne Jacobsen. - Brenneman

5. OTHER DISCUSSION	Cabinet
<p>Cabinet will meet at 7:15 on Monday morning, July 6, to welcome employees back to campus and provide masks to those without them. They will meet at the clock tower and Mr. Ball will make sure the masks are available.</p> <p>Cabinet discussed some position requests.</p> <p><u>Dr. Clunis</u></p> <ul style="list-style-type: none"> <li>• Economics Instructor - replacement position</li> <li>• Piano Instructor - replacement position</li> <li>• Adjunct Drafting Instructor - program growth</li> <li>• Adjunct Instructor Engineering - program growth</li> <li>• Laboratory Material Supervisor - replacement position</li> </ul> <p>Mr. Austin moved, seconded by Mr. Ball, to approve these requests. Additionally, two positions which were previously approved are codified in these minutes: SSS Health Sciences Director (grant funded); and, Instructional Designer (grant funded). Cabinet approved all of these positions.</p> <p><u>Ms. Skinner</u></p> <p>Ernesto Olmos is requesting approval to hire a part-time person for an open position. This employee greets students and provides triage to determine what services they need and connects them to that service. This is a part-time position already in the budget. Mr. Austin moved, seconded by Mr. Ball, to approve refilling this position. Cabinet approved.</p>	

Cabinet discussed Mr. Sharp's request to hire a coffee shop manager at a starting salary of \$32,000. Palace Coffee has agreed to provide training but it will need to be someone skilled as a barista with managerial skills. The goal for the coffee shop is to provide a \$1.00 cup of coffee in addition to other coffees and simple food. It will be student, faculty, and staff focused. As an auxiliary enterprise Mr. Sharp expects revenue from the coffee shop will offset the salary. Some Business Office and Bookstore staff will also be trained to work there. Cabinet requested a business plan and job description prior to voting on this request. Mr. Sharp will provide that prior to the next meeting.

**Action Items:**

- Include Coffee Shop position in the budget discussion at the July 7 Cabinet meeting.