

**-PRESIDENT'S CABINET MEETING**  
**October 5, 2021**  
**MINUTES**

**CALLED TO ORDER**

9:07 a.m.

**ADJOURNED**

11:17 a.m.

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis (via Zoom); Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod (via Zoom); Denese Skinner

**MEMBERS ABSENT**

Mark White

**OTHERS PRESENT**

Laura Geiger

**DISCUSSION:**

<b>1. WORKFORCE DATA &amp; GENDER</b>	<b>Witherspoon</b>
Mr. Witherspoon presented data on workforce data and gender. He reported on median wages by gender based on how many years out from graduation. Male wages were higher in all fields even those typically higher in female complete. In addition, there is a large discrepancy in median wages 1 to 5 years out.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Dr. Clunis suggested empowerment training for female students and raise awareness with community leaders. Dr. Lowery-Hart wants to explain to the BILT advisory committees how the pay disparities hurt our economy. Mr. Witherspoon will present this data during the November Board meeting. Mr. Witherspoon will also develop a presentation for the BILT, CEO Council, and You Have to Know conversations.</li></ul>	
<b>2. EMPLOYEE RAISES</b>	<b>Cabinet</b>
Cabinet discussed employee raises. Amarillo College hasn't had raises since 2019. There was discussion on whether to have merit raises based on performance evaluations or COLA raises. Ms. Skinner suggested a 3% across the board raise and Mr. Sharp suggested using 1% to place in a merit pool. Dr. Lowery-Hart suggested bringing outstanding employee names to Cabinet. Cabinet would then decide among the selection who would get a one-time stipend from the merit pool, based on overall performance. No decision was made.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• A decision will be made next week so that a proposal may be taken to the Board for vote in November.</li><li>• Ms. Jones will create a model to show distribution of merit raises based on 2019's data.</li><li>• Dr. Lowery-Hart will discuss the benefits AC employees receive at the next General Assembly.</li></ul>	
<b>3. GRANT PROPOSAL DEVELOPMENT FORM</b>	<b>Crowley</b>
Ms. Crowley discussed the problem with the crossover in grants and the need for a tracking system. She stressed the importance of grants supporting the strategic plan and ensuring all areas of the college understanding what AC is applying for regarding grant initiatives. Working with grant compliance and accounting, she developed a centralized tracking system for grants. The form will initially be a fillable pdf, but the goal will be to have a database form created by ITS that can track grant projects long-term.	

**Action Items:**

- Ms. Crowley to research feasibility in creating a tracking system.

**4. FALL BREAK****Lowery-Hart**

Cabinet discussed Fall break.

**Action Items:**

- None

**5. OTHER****Cabinet**

None.

**Action Items:**

- None