

**PRESIDENT'S CABINET MEETING**  
**May 31, 2022**  
**MINUTES**

**CALLED TO ORDER**

9:18 am

**ADJOURNED**

11:05

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Mark White

**OTHERS PRESENT**

Toni Van Dyke

**DISCUSSION:**

<b>1. EVALUATION SELF-ASSESSMENT</b>	<b>Jones</b>
<p>Cheryl Jones reported that Corey Willis and Shane Hepler are working on the technology to upgrade the evaluation process. Corey Willis fixed the evaluations to allow individualized questions for areas with departments that do different job functions. Self-reflection will be added to the evaluation processes. Staff and administrators will be scored on values, attendance, reliability,</p> <p>Cabinet reviewed the list of questions, a few are performance-related, growth &amp; development, and values. Cabinet members ranked the questions.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Ms. Jones will email department option competencies to cabinet for review.</li></ul>	
<b>2. MENTAL HEALTH FIRST AID TRAINING</b>	<b>Skinner</b>
<p>Denese Skinner reported Mental Health First Aid Training will take place this summer. Amarillo College will be reimbursed for each employee who trains on mental health. Faculty and staff are encouraged to take training in the summer. The goal is for all faculty to take the training to help identify students in need. Training is offered as a hybrid.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	
<b>3. RETREAT REVIEW</b>	<b>Cabinet</b>
<p>Cabinet provided feedback on the Love X Learning Summit. The feedback was:</p> <ul style="list-style-type: none"><li>• Appreciated the activeness during the event</li><li>• Making connections with employees they normally wouldn't work with day-to-day</li><li>• Shared their experience regarding strategic plans</li><li>• Enjoyed seeing everyone engaged</li><li>• Teams were balanced to maxima strengths</li><li>• Employees understanding each other's areas</li></ul>	

Collectively, Cabinet enjoyed getting to know new people and would like to go back to group training with their peers. Additionally, Cabinet would like to see more training for administrators and classified employees.

**Action Items:**

- Groups will be brought back to gather
- Groups report back to college on four big ideas

**4. BUDGET TOWN HALL**

**Lowery-Hart**

The Finance Committee reviewed lowering the M&O tax rate. Additionally, the Finance Committee removed the 1% merit stipend in favor of the retention bonus. Conversation took place regarding when the retention bonus would be effective and the logistics. Cabinet suggested the date of August 26, 2022, to August 26, 2023, for the retention bonus paid out to full-time employees who meet the requirements.,

**Action Items:**

- Mark White will review the rules
- Regular Town Hall on Friday, June 23, 2022 (tentatively)

**5. SACSCOC**

**Lowery-Hart**

Dr. Lowery-Hart reported the SACSCOC offsite report showed 12 recommendations; the average is 36. Dr. Lowery-Hart bragged on Tina. Babb, for her amazing work on the report. Dr. Clunis shared the 12 recommendations provided by the SACSCOC report.

**Action Items:**

- None

**6. ASPEN**

**Lowery-Hart**

Dr. Lowery-Hart shared that Aspen will announce that Amarillo College is in the top 10 on June 7, 2022. Aspen has sent a banner for Amarillo College to display. Aspen's focus is on the Labor Market, Learning Outcomes, Completion, and Equity. Cabinet will distribute cookies from Belmar Bakery during the Town Hall Aspen announcement on June 7, 2022.

**Action Items:**

- Town Hall on June 7, 2022
- Cabinet will deliver cookies

**7. SAFETY**

**Lowery-Hart**

Cabinet discussed campus safety in response to the Uvalde School Shooting.

**Action Items:**

- None

**8. OTHER**

**Cabinet**

Dr. Arthur Levine is the guest speaker at the Fall 2022 General Assembly.

Dr. Lowery-Hart announced he is co-chairing the United Way Campaign with Dr. Sonia Clark this year.

**Action Items:**

- None