

**RESIDENT'S CABINET MEETING**  
**July 26, 2022**  
**MINUTES**

**CALLED TO ORDER**

9:00 am

**ADJOURNED**

11:11 pm

**MEMBERS PRESENT**

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**

Toni Van Dyke

**DISCUSSION:**

<b>1. ENROLLMENT UPDATE</b>	<b>Austin</b>
<p>Mr. Bob Austin shared that the five-year average for fall enrollment is slightly down, but it's expected to increase over the next month. New applications and applications for federal aid have increased. Mr. Austin is working with marketing to send out mass communication to capture additional students. Over 2,500 students will receive an automatic text message today reminding them enrollment is open. Additionally, Thrive enrollment continues to grow. Lastly, Mr. Austin expressed concern about summer enrollment being down one percent.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	

<b>2. NEW GRANTS, STATE &amp; FEDERAL</b>	<b>Clunis</b>
<p>Dr. Clunis shared Amarillo College received the Perkins Equity Grant for \$350,000 per year for the next two years to help single parents. Amarillo College currently has three Perkins grants:</p> <ul style="list-style-type: none"><li>• Basic Grant</li><li>• Leadership Grant</li><li>• Equity Grant</li></ul> <p>Amarillo College received a grant for Cyber Security. The grant will focus on direct services, curriculum, stipends, support material, and faculty salary.</p> <p>Other grants applied for that we are waiting to hear back from are:</p> <ul style="list-style-type: none"><li>• Title V (VR, Gaming, Tech Ed., Earn &amp; Learn)</li><li>• Upskill Amarillo</li><li>• Strengthen Community College Grants</li></ul> <p>A large number of positions at the college are grant funded. The plan is to move several positions off the grant a small percentage each year to avoid impacting the budget at one time.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	

<b>3. CHILDCARE CENTER</b>	<b>Clunis</b>
<p>Dr. Tamara Clunis reported oversight of the childcare centers now report to her and Mr. Chris Sharp. A few challenges the childcare centers had was being too centralized. Dr. Clunis and Mr. Sharp are reviewing currently childcare fees. Currently, the Amarillo College childcare center fees are less than what the state is charging. Amarillo College continues to work with students to help with childcare needs. Additionally, properly staffing the centers continues to be an issue. Dr. Lowery-Hart noted Amarillo College could not continue with the Childcare Centers if they continue to lose money. If the childcare centers are losing \$500,000 this time next year, then the college will need to look at closing centers. Mr. Mark White reminded Cabinet that the Educator's Legal Liability Policy requires 51% of the children need to be children of Amarillo College students.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Increase tuition</li> </ul>	
<b>4. CHILDCARE SURVEY</b>	<b>Jones, Lowery-Hart</b>
<p>Ms. Cheryl Jones and Dr. Russell Lowery-Hart shared the survey results show roughly 60% of employees were interested in bringing children to work. The age of the children was older than what was anticipated. If the college moves forward with allowing kids on campus, then supervisors will need training on how to handle different situations. Childcare centers would be exempt from bringing their children to work due to accreditation issues with the number of employees per classroom size. Employees could bring their kids to work when AISD is closed during holidays.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Announce at General Assembly</li> </ul>	
<b>5. EMPLOYEE RETENTION PAYMENT</b>	<b>Jones</b>
<p>Ms. Cheryl Jones discussed the retention payment plan with Cabinet, and a discussion took place.</p> <p>The items discussed were:</p> <ul style="list-style-type: none"> <li>• 3% Raises</li> <li>• 1% Merit Payment</li> <li>• Inflation compensation</li> <li>• Raising minimum raise</li> <li>• Retention stipend</li> <li>• Long-term funding for raises</li> </ul> <p>One-time payments would be covered under CARES funds. Raises and minimum raise increases would be funded with institutional funds.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Ms. Cheryl Jones and Mr. Chris Sharp will bring a salary proposal to the August 2, 2022, Cabinet Meeting.</li> <li>• Inflation compensation</li> </ul>	

<b>6. EMPLOYEE SICK LEAVE BUYBACK</b>	<b>Jones</b>
Ms. Cheryl Jones shared that the buyback deadline is September 12, 2022, and it will payout on the September 23, 2022 paycheck. Mr. Sharp reminded everyone the buyback funds are taxed at 20%.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>7. PAYROLL, PERSONNEL/LOCATION/DEADLINES</b>	<b>Jones</b>
Ms. Cheryl Jones announced payroll is moving to the Business Office on Thursday. The payroll phone number will remain the same. Ms. Carol Bevel will oversee payroll and will be the supervisor for the new payroll specialist. All payroll questions should be directed to Ms. Bevel or Ronica Jimenez, Payroll Specialist.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>8. AC2WT TRANSFER SUMMIT UPDATE</b>	<b>Skinner</b>
Ms. Denese Skinner provided a quick run-through of last week's transfer summit. She mentioned students expressed concerns over financial aid and transparency on tuition costs at WTAMU. Amarillo College is utilizing student feedback to help them navigate West Texas A&M University after Amarillo College.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>9. DR. LOWERY-HART CALENDAR</b>	<b>Lowery-Hart</b>
Dr. Lowery-Hart shared he will be at the AACC Board Orientation next week. August 10-11, he will be at the Department of Education and White House event on Student Success. Lastly, he will attend a Parent Summit at the end of August. He apologized for his calendar being challenging in August and that he was unable to transfer the events to other leadership members.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>10. GENERAL ASSEMBLY WORKSHOP</b>	<b>Lowery-Hart</b>
Dr. Lowery-Hart and Cabinet discussed the tentative General Assembly agenda. General Assembly will be held in the Grant Plaza this year.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Cabinet will bring a list of who will present on Love X Learning</li> </ul>	
<b>11. BOARD BUDGET WORKSHOP</b>	<b>Lowery-Hart</b>
Dr. Lowery-Hart reported the following items are on the Board Budget Workshop agenda: <ul style="list-style-type: none"> <li>• TIRZ III</li> <li>• Faculty salary evaluation,</li> <li>• Athletics budget</li> <li>• SACSCOC/ QEP</li> <li>• Bond update</li> <li>• Legislative session</li> </ul>	

<ul style="list-style-type: none"> <li>• Cares fund update</li> <li>• 2023 budget proposal</li> </ul>
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Presentations are due Friday, August 5, 2022.</li> </ul>

<b>12.IO FOOD GRANT</b>	<b>Lowery-Hart</b>
<p>Dr. Lowery-Hart, Dr. Clunis, and Todd McLees are working on an NSF grant to obtain funding for Economic Development for Regional Collaboratives around Regional Innovation Hubs. The proposal has been submitted. Amarillo College is working with Amarillo Economic Development Council, Teac Vet, Food Hub, Texas Tech University, West Texas A&amp;M University, and the City of Amarillo. The deadline is due January 31, 2021. If funds are awarded, they would be used to develop the infrastructure for the Innovation Outpost.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

<b>13.OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>ThinkZoom training is due next week.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	