

PRESIDENT'S CABINET MEETING
August 15, 2023
MINUTES

CALLED TO ORDER

9:05 a.m.

ADJOURNED

11:05 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Carolyn Leslie - Recorder

DISCUSSION:

1. MOORE COUNTY CAMPUS ADVISORY COMMITTEE MEETING	Skinner
The Moore County Campus Advisory Committee Meeting will be held on Thursday, October 5, 2023 from 9:00 a.m.-10:30 a.m. at the Moore County Campus.	
Action Items: <ul style="list-style-type: none">• Dr. Tamara Clunis and possibly Frank Sobey will be attending.	
2. COMPENSATION	Jones
Ms. Jones discussed the need to look at a consulting group for a new payroll compensation study. The last compensation study was done in 2020. Human Resources does not have the staff to do a compensation study for the college. An external consulting firm would be beneficial because of their knowledge of all markets as well as experience with other colleges.	
Action Items: <ul style="list-style-type: none">• Ms. Jones will move forward in looking at Consulting Groups to help with pay levels for staff positions. Other data is available for evaluation of faculty pay. Human Resources will look at the departments that have contacted them previously about job audits. This will be done in November.• Dr. Lowery-Hart will have a Town Hall meeting on August 31, 2023, and will explain the employee compensation plan for Budget Year 2024.	
3. REMOTE WORK	Jones
Ms. Jones reported there has not been a substantial change in policy for remote work. A form has been created and will be used for those working remotely.	
Action Items: <ul style="list-style-type: none">• None	

4. PERFORMANCE EVALUATION SEASON	Jones
A communication will go out soon concerning performance evaluations. A tiered approach will be used. Ms. Jones reported that the evaluation for supplemental instructors will be more of a performance evaluation which will be a change from their previous evaluations. Other departments will also have revised evaluations as needed.	
Action Items:	
<ul style="list-style-type: none"> • None 	
5. GRADING POLICY	Clunis
Dr. Clunis has been working on strategies for determining consistency in the grading policy for students. Some programs have their own grading policies based on accreditation requirements and academic rigor determined by the program.	
Action Items:	
<ul style="list-style-type: none"> • Dr. Clunis will commission a study to determine what changes need to be made in the grading policy. She will work with the Deans on this study and do a deeper analysis of program's grading policies where needed. • Dr. Clunis will have a Leadership Town Hall meeting Wednesday, August 16, to communicate her plans to delay changes in the grading policy until next year. 	
6. ASPEN GRANTS	Lowery-Hart
Dr. Lowery-Hart discussed the results of the Aspen Grant Approved Awards with cabinet members. Amarillo College employees and faculty members submitted applications for projects they would like to see accomplished in their areas. Ten applications were selected to receive awards. Additional grant money is available and seven additional applications were presented to the cabinet for their consideration.	
Action Items:	
<ul style="list-style-type: none"> • Dr. Lowery-Hart will email each award recipient and request specific quotes for each project. The award recipients will send their quotes to Joy Brenneman. • Dr. Lowery-Hart will announce the Aspen Grants Approved Award recipients at General Assembly on September 8, 2023. • The possibility of student run businesses was discussed as a result of an idea submission for the Aspen Grant Approved Award. • Dr. Clunis will research other schools who have student run businesses to see how their programs were implemented. 	
7. CABINET "TABLE CAPTAIN" ASSIGNMENTS FOR FALL AND SPRING COMMUNITY EVENTS	Austin
Cabinet discussed table captains and event sponsorships. Some organizations that are currently being funded for events have more than one event. This is not cost effective for the college.	
Action Items:	
<ul style="list-style-type: none"> • A policy will guide the President's office that one event per community organization per year will be sponsored by the President's office. • Cabinet members will verify which events and organizations they are supporting. Events will be evaluated as to cost and a determination will be made as to which events need to be removed from the list. • The President's Executive Assistant maintains the list of events and table captains. 	

8. POVERTY COACHES TRAINING	Crowley
AC will host a Donna Beegle Poverty Institute September 5 – 7, 2023. Ms. Crowley sent the cabinet a list of current coaches and a list of individuals who have not gone through poverty training to determine who will get the available seats remaining for September's conference. Ms. Crowley requested a list from cabinet members of employees in their areas that have not attended the training so she can work out the logistics for the event. She would like for as many AC employees as the training can accommodate to attend.	
Action Items:	
<ul style="list-style-type: none"> Mr. Sharp will email a list of individuals to Ms. Crowley of who he would like to attend. 	
9. EMPLOYEE SELECTION	Crowley
An update was given to cabinet members as to the status of the Employee of the Year award.	
Action Items:	
<ul style="list-style-type: none"> The award(s) will be presented at General Assembly scheduled for September 8, 2023. 	
10. TIMELINE	Lowery-Hart
Dr. Lowery-Hart will remain as President of Amarillo College until September 30, 2023. His final day on campus will be September 8, 2023 with General Assembly. Interim President Denese Skinner will begin her transition at that time.	
Action Items:	
<ul style="list-style-type: none"> None 	
11. OTHER DISCUSSION	Cabinet
No Further Discussion	