

# PRESIDENT'S CABINET MEETING

January 16, 2024

## MINUTES

### **CALLED TO ORDER**

9:00 a.m.

### **ADJOURNED**

11:25 a.m.

### **MEMBERS PRESENT**

Bob Austin, Kevin Ball, Denese Skinner, Cara Crowley, Mark White, Cheryl Jones, Chris Sharp, Joe Bill Sherrod, Tamara Clunis

### **MEMBERS ABSENT**

### **OTHERS PRESENT**

Dr. Frank Sobey

Carolyn Leslie – Recorder

### **DISCUSSION:**

1. REVIEW OF EMPLOYEE HANDBOOK POLICIES	Jones
<p>Cheryl Jones, Vice President of Human Resources, discussed with cabinet clarification of wording and practice for a few policies in the Employee Handbook.</p> <ol style="list-style-type: none"><li>1) Claiming sick and vacation time for salaried employees: The current policy states that exempt employees only need to report leave (sick, vacation, leave with pay, leave without pay, jury duty, bereavement) of more than 4 hours. This means if an employee is gone for 4 hours or less in one day, it should not be requested in self-service. Mrs. Jones would like to clarify the policy by stating that an exempt employee only need to report leave for a minimum amount of time of 4 hours.</li><li>2) Attendance Policy: Mrs. Jones discussed the occurrence practices for employees. The policy has been working well for the hourly paid employee groups. The most important thing is to have consistency by managers in the department. Some managers have been very strict about issuing occurrences for absences and tardiness while others use it as a tool for employees who need stricter guidelines. Mrs. Jones would like to update the policy to read that an excused absence doesn't cause an occurrence but requires a note from a doctor if it is for sick time.</li><li>3) Remote/Flexible work: This was approved in 2020 and has been mostly successful. This policy has been revised and made simpler. Cabinet discussed out of state employees who work remotely. Information Technology will need to use Colleague to set the regulations required by each state for these employees.</li><li>4) Submitting of timesheets by employees and supervisor approval of timesheets: Human Resources has worked on training employees who have had problems submitting or approving timesheets.</li></ol>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Mrs. Jones will bring a draft for managers to review of the proposed clarity changes in the employee handbook.</li><li>• Cabinet will continue discussing and working on the Remote/Flexible work employees in states other than Texas.</li></ul>	

- Mrs. Jones and Chris Sharp will continue discussing timesheet and approval issues and report back to cabinet.

<b>2. SENATE BILL 17</b>	<b>Sobey</b>
<p>Dr. Sobey provided the cabinet with a handout entitled Compliance and Exceptions Crosswalk for Senate Bill 17. The purpose of the toolkit is to show what SB 17 prohibits so Amarillo College can comply with the requirements. Senate Bill 17 went into effect January 1, 2024 and is a new Texas law prohibiting institutions of higher education from establishing or maintaining a DEI office or hiring or assigning anyone to perform the duties of a DEI office. If a department is writing a grant or a member of student life or sponsor is planning an event or training at Amarillo College, the toolkit will be helpful to determine if the event is in compliance with SB 17 and if there are any allowable exceptions. Cabinet discussed how to meet the requirement of proving that Amarillo College has been in compliance. Funds cannot be spent in the next fiscal year without proof of compliance to the Texas Coordinating Board and Legislative Budget Board.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• A statement from the Board of Regents that Amarillo College is complying with Senate Bill 17 and that no group at Amarillo College is performing duties of a DEI Office or requiring DEI training will be drafted and presented to the Board of Regents at the Budget Workshop.</li> <li>• The signed statement from the Board will be sent to the Co-Board and Legislative Budget Board when the budget is sent out.</li> <li>• Cabinet members will review the policy and give Dr. Sobey input and suggestions to add to the General Guidance and Clarification section of the Compliance Rubric by next week.</li> <li>• Dr. Sobey will provide a form for people to complete as they are planning activities to make sure that the activity, training, or event is in compliance with SB 17. The Vice President over the department planning the activity, event, or training will sign off on the form.</li> </ul>	
<b>3. OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>Cabinet discussed venues for the 2024 Spring and Fall commencement ceremonies. College Relations is continuing to work on the December 2024 venue. The Civic Center is reserved for the May 2024 Commencement Ceremony. The Civic Center is also reserved for the 2025 May and December Commencement Ceremonies.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Kevin Ball will continue to follow up on the December 2024 ceremony and report to cabinet.</li> </ul>	