

PRESIDENT'S CABINET MEETING
January 2, 2024
MINUTES

CALLED TO ORDER

9:05 a.m.

ADJOURNED

10:30 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Joe Bill Sherrod

OTHERS PRESENT

Dr. Frank Sobey

Carolyn Leslie – Recorder

DISCUSSION:

1. POOLING OF PAYROLL FOR STUDENT WORKERS	Sharp
<p>Chris Sharp proposed to the cabinet that the budget for student workers be pooled to allow for more flexibility in using the funds. This process would be similar to the pooling of the Academic Affairs' travel budget. Each department would prepare their budget anticipating what they would need for student workers. The total budget would be pooled and dispersed as needed. The work study funds allocated to Amarillo College for eligible students and the student worker funds would be pooled together. The available work study funds would need to be used first as the spending of these funds is evaluated by the Department of Education. If the allotted funds are not used, the amount awarded in the future is decreased.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Mr. Sharp will speak with Budget Manager, Jeanette Nelson, to see how the Academic Affairs travel pooling is working. Dr. Clunis will speak with Academic Affairs Fiscal Manager, Rhonda Merritt, to see how the travel pooling is working with the Academic Affairs' departments.• Chris Sharp, Dr. Clunis, Jeanette Nelson. and Rhonda Merritt will set a meeting to discuss the process with the travel pooling and the potential for the student worker and student work study pooling.	
2. BUDGET CALENDAR	Sharp
<p>Chris Sharp provided a handout of the proposed timeline for the Fiscal Year 2025 budget process. Mr. Sharp asked cabinet to look over the proposed calendar to see if it fits their schedule. There will be no new revenue coming into the college for Fiscal Year 2025, so the budgets will need to remain flat. Department Heads need to look at items that can be cut out for FY 25 in order to budget for new expenses. Mr. Sharp asked cabinet to let department heads know that budgets are due in May.</p>	

Action Items:

- Budget managers will be contacted of needed cuts in their budgets for Fiscal Year 2025.
- Ms. Nelson and Mr. Sharp will meet with faculty department heads mid to late May before summer break, and other department heads in June and July.
- Mr. Sharp will ask Ms. Nelson to send out the three-year average of the department budgets to department heads.

3. OTHER DISCUSSION**Cabinet**

Cabinet discussed venues for the Spring 2024 and Fall 2024 Commencement Ceremonies.

Dr. Sobey sent information to cabinet about a course sharing student exchange program through the Texas Higher Education Coordinating Board. The purpose of the exchange program is to help students attending colleges, in rural areas especially, to be able to take needed courses online from another college that offers the course. Ten colleges volunteered to be part of the pilot program including Amarillo College. Over the course of the summer of 2023, a team was assembled of all of the departments who would be involved in the implementation of the program. The team worked with the Co-Board and other institutions as well as the third-party vendor. A great deal of time was spent with the Information Technology department to ensure the Amarillo College systems would communicate properly with the third-party vendor. Institutions began going live with the program in December. Amarillo College has developed a small list of programs that would work well to make available to the other nine schools participating in the exchange.

Bob Austin reported that spring enrollment looks great. Efforts to help students register for classes before the college closed for the holiday break were very successful, and dual credit enrollment was also strong before the holiday break. Headcount is currently way ahead and contact and credit hours are as expected. Adjustments will be made in the new Enrollment Center. Staff is working on a process for Student Workers to meet and greet people coming into the center.

Mark White reported that beginning January 2, 2024, Sean Hargrove begins as the new Athletic Director for Amarillo College. Garrett Cobb is the new Assistant Athletic Director. The Athletic Director will report to Mr. White until the new President is hired at Amarillo College, then he will report to Denese Skinner, Vice President of Student Affairs. The first Amarillo College baseball game of the season is scheduled for February 3, 2024.

Kevin Ball reported that College Relations has open positions and employees will be hired soon.

Cheryl Jones reported that Human Resources' employees have cleaned up the applicant tracking system which will help applicants applying for jobs at Amarillo College have a better experience.

Action Items:

- Kevin Ball will research venues for Commencement and report to cabinet.
- The Course Sharing Exchange Pilot Program will be evaluated in the fall of 2024 as to whether the goals were accomplished and if the program is viable to continue.