

# PRESIDENT'S CABINET MEETING

October 10, 2023

## MINUTES

### **CALLED TO ORDER**

9:00 a.m.

### **ADJOURNED**

9:50 a.m.

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Joe Bill Sherrod

### **OTHERS PRESENT**

Danny Smith; Carolyn Leslie – Recorder

### **DISCUSSION:**

<b>1. CONSTRUCTION UPDATE</b>	<b>Sharp/Smith</b>
<p>Chris Sharp introduced Danny Smith, Master Plan Program Manager, and asked him to give a construction update on the progress of Ware, Student Life, and IT. The Student Life area will have a large conference room for meetings and events. Tables and chairs can be arranged as needed and stored in the storage area when someone needs a large, cleared space. It is the desire of Student Life personnel that students, faculty, and staff feel welcome in the new Student Life area. This area will also be easily accessible by an open pass through from the north area of the campus to the south area. ,The Ware will have staged construction. The third floor will be renovated first and the library will be relocated to the new space. The first floor and third floors can be renovated simultaneously. The technology classroom on the second floor of the Ware will be converted to a suite for the Success Coaches and will consist of ten classrooms. ,The drawings presented to the Cabinet were done by Sims + Architects and are preliminary drawings. Needed changes can still be made.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Denese Skinner asked Mr. Smith to confirm if there will be two conference rooms available for college employees to reserve in the Student Life area.</li></ul>	
<b>2. THECB TRUE GRANT</b>	<b>Crowley</b>
<p>Dr. Tamara Clunis provided the cabinet with a Proposal Submission Request for their consideration. The approval of the cabinet would allow Dr. Clunis to submit a grant proposal for funds to aid in workforce training for ASCO employees. These funds would also allow the purchase of equipment needed for training.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Denese Skinner called for a vote for Dr. Clunis to submit the proposal. Bob Austin made a motion and Chris Sharp approved the motion. All cabinet members in attendance voted in favor of the submission.</li></ul>	

<b>3. GENERAL ASSEMBLY – FEBRUARY 2, 2024</b>	<b>Skinner</b>
<p>Denese Skinner discussed the agenda for the February 2, 2024 Amarillo College Spring General Assembly. Some departments have expressed a desire to have a day of departmental training rather than a general assembly. Ms. Skinner presented the idea to the cabinet of closing the college on February 2<sup>nd</sup> for the entire day. The hours of 8:00 - 11:00 a.m. would allow the departments to design their own training or team building activities. If the department did not have an idea for training, they would be supplied with Q12 training. College employees would meet at the Civic Center Heritage Room for lunch at 11:30 a.m. and the afternoon would be spent in light data presentations and a speaker. The possibility of bringing in a Gallup speaker to present Q12 was also discussed.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Denese Skinner asked the cabinet to speak with their departments to determine what they would like to do for the departmental morning training.</li> </ul>	
<b>4. OTHER DISCUSSION</b>	<b>Cabinet</b>
No further discussion.	