

**PRESIDENT'S CABINET MEETING**  
**October 3, 2023**  
**MINUTES**

**CALLED TO ORDER**

9:00 a.m.

**ADJOURNED**

10:15 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Mark White

**OTHERS PRESENT**

Carolyn Leslie – Recorder

**DISCUSSION:**

<b>1. PRESIDENTIAL SEARCH UPDATE</b>	<b>Sharp</b>
<p>Chris Sharp reported on the results of RFP 1402 for the Presidential Search Firm. One proposal was sent and received in the office by the deadline of Monday, October 2, 2023 at 12:00 p.m. Three other proposals were submitted, but were not received in the office by the deadline so were ineligible to be considered. Mr. Sharp suggested that the proposal received by the college be given to the regents for consideration. If another RFP is done, the deadline to receive proposals can be set at 2:00 p.m. or 4:00 p.m. to give more time for the submitting firms.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Chris Sharp will give the proposal that was received from the search firm to Regent Johnny Mize.</li><li>• Mr. Sharp will talk with Purchasing Director, Trae Kepley, to clarify the procedure for reopening the RFP process.</li></ul>	
<b>2. FOUNDATION CAPITAL CAMPAIGN UPDATE</b>	<b>Sherrod</b>
<p>Joe Bill Sherrod reported that the capital campaign has raised \$37,143,797.00 toward the Badger Bold priorities.</p> <p>The Distinguished Alumni luncheon is scheduled for Tuesday, October 3<sup>rd</sup>. Mr. Sherrod is expecting a good turnout. Several cabinet members are attending.</p> <p>The Foundation office will have a new assistant beginning Monday, October 10<sup>th</sup>.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• No Action Required</li></ul>	

3. ENROLLMENT CENTER, WARE REMODEL, AND STUDENT LIFE UPDATES	Sharp
<p>Chris Sharp reported that recently the Board of Regents approved Southwest General Contractors for remodeling of the Ware and the Student Life Buildings. The remodeling of the Ware will take place on the first floor and some on the second floor. Good input as to how to utilize spaces was received from department heads, staff, Cara Crowley, and Dr. Tamara Clunis. During the remodeling of Ware, the library will be relocated to the third floor and tutoring will be relocated to the fourth floor. AEL will be relocated to West Campus and Ware 212, which was formally a technology room, will be converted into ten offices.</p> <p>Denese Skinner and Cara Crowley met with Tracy Dougherty to discuss naming the newly located Tutoring Center after Natalie Buckthal, a former Amarillo Museum of Art Board Member, an Amarillo College Foundation Board Member, as well as an Associate Professor of Social Sciences at Amarillo College.</p> <p>Bob Austin updated the cabinet on the Enrollment Center. Everyone has moved into the Enrollment Center and business is going well. The biggest challenge currently are the empty areas in the Student Services building. These areas need to be cleaned up. Also, because the students are used to going to the Student Services Center, they are still going into the building to find advising and financial aid help.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Denese Skinner asked Mr. Sharp to bring architect drawings to the cabinet meeting Tuesday, October 10<sup>th</sup>.</li> <li>• Mr. Sharp will speak with the contractors about the sign honoring Natalie Buckthal.</li> <li>• Mr. Sharp will ask Southwest General Contractors to do a timeline of the remodeling work. Construction is expected to begin in January of 2024.</li> </ul>	

4. OTHER DISCUSSION	Cabinet
<p>Dr. Clunis reported that equipment purchased on a grant had to be returned because it didn't arrive within the required time frame. She asked if the Board of Regents could approve items without a scheduled meeting in cases where an approval deadline needs to be met before the next scheduled board meeting. The Board of Regents has to have a public meeting for a vote to be taken</p> <p>Discussion on the cost study continued. Hanover Research will help evaluate programs and the funding model.</p> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Presentations will be made to the cabinet as to the results of studies, evaluations and data from Collin Witherspoon for the cost study.</li> </ul> <p>Chris Sharp brought the Moore County Advisory Committee meeting scheduled for Thursday, October 5, 2023 at 9:00 a.m. to the cabinet members' attention. Denese Skinner, Dr. Tamara Clunis, and Chris Sharp will attend the meeting. Mr. Sharp also expressed a desire for Dumas Community members to attend such as the City Manager and Police Chief.</p> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Renee Vincent will be asked to contact the Dumas City Manager and Police Chief and invite them to the Advisory Committee meeting.</li> </ul> <p>Dr. Clunis is in the application process for the True Grant. She will send cabinet members the grant request for their review.</p> <p>Chris Sharp reported on the Education Credit Union project. The current house on the property will be demolished and Education Credit Union will build their own building.</p> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Mr. Sharp will talk with Kevin Ball concerning marketing for this new project.</li> </ul> <p>Chris Sharp reported on the three houses that Amarillo College owns. Consideration is being given to tearing them down and repurposing the vacant lots. Costuming is being taught by the theater department in one of the houses, but can be relocated to a classroom. Mr. Sharp would like to take pictures of the houses and bring this item to the Board of Regents at their regularly scheduled meeting.</p> <p>Denese Skinner asked Cheryl Jones for an update on the job audit process for the Human Resources Department. Ms. Jones reported that this usually takes place November – January. Ms. Jones would like to take a request to the Board of Regents for an overall compensation study. Evergreen Solutions will look at the college's processes and job audits and give recommendations probably during the November to January time frame as usual.</p>	