

PRESIDENT'S CABINET MEETING
October 31, 2023
MINUTES

CALLED TO ORDER

9:02 a.m.

ADJOURNED

10:32 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. TABLE/EVENT SPONSORSHIPS	Cabinet
Ms. Skinner asked Cabinet to review the current list of sponsorships and tables and make recommendations for which events the college should continue to support.	
Action Items: <ul style="list-style-type: none">• Ms. Brenneman will email the list to Cabinet• Put on next week's agenda for discussion and decisions.	
2. GRANT ACCOUNTANT POSITION	Sharp
Mr. Sharp brought a request to Cabinet for another grant accounting position. In the past, there were two grant accountants and now those duties are included with another position. It is not possible to keep up with the current workload and the NSF and Title V grants with just half a position. There are some salary savings in his budget that will cover approximately half of a salary and the position would be budgeted in the next fiscal year.	
Action Items: <ul style="list-style-type: none">• Mr. Austin recommended that this request be approved. Dr. Clunis moved, 2nd by Mr. Ball, that this additional grant accounting position be approved. The motion carried unanimously.• Mr. Sharp will work with HR on salary range and posting of this position.	
3. TWC AEL GRANT	Clunis
The reapplication process for this grant opened last month. This would be AC's 3 rd cycle for the AEL grant. Dr. Clunis noted that the data for this grant is good and recommended continuing with it. Much of these funds are used at the East Campus for students and tutors, and it provides faculty professional development. \$180,000 is also given to Clarendon College for its programs. Dr. Clunis noted that AC has a responsibility to provide ESL and GED education.	
Ms. Crowley provided data from the DAIR dashboards and discussed the need to get more students enrolled in these programs. She suggested that reapplication for this grant and AC's participation warranted further consideration.	
Collin Witherspoon and Michelle Lamons will be asked to present additional information and data at the next Cabinet meeting.	
Action Items: <ul style="list-style-type: none">• Schedule Witherspoon and Lamons for the next Cabinet meeting.	

4. 2024-2025 ACADEMIC CALENDAR	Austin
<p>Mr. Austin presented the proposed academic calendar for 2024-2025. He noted that AC has been following the same scheduling pattern for the past 15 years. Classes began starting a little earlier a few years ago when the college went to 8-week courses with a Fall break. August 19 will be the start date for 2024. Christmas break will be different beginning mid-week on Thursday, December 19, and ending on a Wednesday, January 1. Staff will return to work on a Thursday. Other dates remain the same with a tight timeline. Summer includes 12-week, 8-week and 6-week classes.</p> <p>There is some confusion among employees who may work weekends during holidays and holiday pay. Holidays listed are the week days when the college is closed. This does not include weekends.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Mr. Austin will work with Ms. Jones on a calendar that may clarify the confusion. • Mr. Sharp will talk with Jim Baca (Physical Plant) and Chief Huddleston (AC Police Department) to clear up this confusion among their staff. 	

5. REQUIRED POSTINGS ON WEBSITE	White
<p>Mr. White discussed the Texas Legislature's requirement for the college to link to the comptroller page to find a list of all the tax abatement's in which the Board has voted to participate and the criteria of those tax abatements. Currently, the only way to find this information is to search each set of Board minutes individually.</p> <p>AC's website does have a legislative notice's link, public notices page with election notices, etc. Part of the information in these links is for SACS compliance. Mr. White noted that there needs to be an easily accessible system to address this requirement without duplication. Ms. Crowley stated that Texas A&M has a good model and will share that with Cabinet.</p> <p>Title IX and CLEARY information will remain on the HR page but will be referenced in the new website page.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Mr. White will determine what the website should include. He will create an exhaustive and complete list and revisit it every 6 months. • A Marketing and Communications team consisting of Connie deJesus, Corby Fails, and Kevin Ball will work with Bob Austin and Tina Babb to create the website. • The Perkins discrimination statement should also be included. 	

6. OTHER DISCUSSION	Cabinet
<p>Cabinet discussed the history on the expenditures for the MacKenzie Scott gift. \$13M was put into an endowed account with the remaining \$2M earmarked for student success and the Innovation Outpost. The Board then approved use of reserved funds for the IO. A community group including representatives from the Amarillo Area Foundation, WTAMU, City of Amarillo, and non-profits initially met to set guidelines for expenditures. Some of the non-endowed funds and interest from the endowed account will be used to support staff for the VP of Strategic Initiatives, VP of Student Affairs, and Legal Aid staff and international travel in 2024. Unused earnings may be rolled back into the endowed fund or kept for future use. A report was submitted to MacKenzie Scott last April and includes more detailed information.</p> <p>Cabinet talked through how to encourage more students to register at WT and then get them transferred.</p>	

Mr. Austin stated that he has received a survey from the Co-Board requiring the college to list all 3rd party credential providers used. He noted that AC is not set up to obtain that information easily and suggested it might be a topic for discussion at the upcoming Pathways Institute that many involved in this would be attending.

Action Items:

- Dr. Clunis will find a time to discuss with Frank Sobey and Collin Witherspoon at Pathways.