

**PRESIDENT'S CABINET MEETING**  
**November 7, 2023**  
**MINUTES**

**CALLED TO ORDER**

9:00 a.m.

**ADJOURNED**

11:15 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Tamara Clunis

**OTHERS PRESENT**

Collin Witherspoon, Michelle Lamons, Deon Hope, Anna Rodriguez, Chris Romo, and Becky Burton

Carolyn Leslie – Recorder

**DISCUSSION:**

1. AEL PRESENTATION	Lamons/Hope/ Rodriguez/Romo/Burton
<p>Michelle Lamons, Senior Director of the AEL Grant, Anna Rodriguez, and Deon Hope gave a presentation of the work and student success that the AEL Grant has accomplished. Ms. Lamons gave examples of how career ready youth impact the student, the community, and Amarillo College. Anna Rodriguez demonstrated materials that are used in the classroom of emergent bilingual or multilingual learners. Deon Hope discussed the impact that IBEST instructors have in helping students in their track. Some students attend East Campus classes and are still serviced by AEL.</p> <p>Upon conclusion of the presentation, the cabinet discussed a difference in reported completion numbers between the Dashboard that the college uses, and the report that the AEL team gave of students transitioning to college credit courses. Collin Witherspoon, Executive Director of Institutional Research, discussed the discrepancy in the numbers between the Dashboard and the report from the AEL team. Changes can be made to how numbers are interpreted and reported, but Mr. Witherspoon said the reporting model must remain consistent, measurable, and tracked over time.</p> <p>The cabinet also discussed with Becky Burton the IBEST program. The IBEST training is effective and produces more results than the current numbers reflect.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Denese Skinner proposed that the grant reapplication process with a due date of December 22, 2023 continue. The grant team will have five years to improve and strategically align student completion results with the House Bill 8 requirements.</li><li>• Chris Sharp made a motion to move forward with the reapplication of the grant and reevaluation in five years. Kevin Ball seconded the motion. The motion passed unanimously. The AEL team will also give periodic reports to the cabinet as to progress in meeting House Bill 8 requirements.</li><li>• Becky Burton, Collin Witherspoon, Michelle Lamons, and Frank Sobey will meet to discuss reporting structure for more reliable results of student completion through the AEL Grant.</li></ul>	

<b>2. DUAL CREDIT FAST PROGRAM</b>	<b>Witherspoon</b>
<p>Collin Witherspoon reported on the FAST Dual Credit Reimbursement for credit hours for Amarillo College. High Schools report students by their IDs to the co-board who are eligible for free or reduced cost lunches. The ID can be a social security number or another accepted alternative. The co-board verifies the student information sent to them. The students eligible for free and reduced cost lunches are also eligible to take dual credit classes at AC tuition free, and they do not have to purchase books under House Bill 8. The college will be reimbursed by the co-board for the students eligible for dual credit classes through the free and reduced cost lunch program. Mr. Witherspoon reported that errors were made in the reporting process for the fall semester. The college qualifies for reimbursement now for students who are enrolled in dual credit and qualified for the free and low-cost lunches during the previous four years. During registration for the fall semester, students were charged tuition that were not supposed to have to pay, and students were not charged that were not eligible for the free tuition. There were also students not on the original dual credit roster that were not reported to the co-board. Ten students who were marked as not being part of the free and reduced lunch program were charged, but should not have been. These students were in the program and had IDs, so the college will be reimbursed for them. Another one-hundred and forty-six students qualified for the program, but were charged tuition. This money will be refunded to the students by Amarillo College and the college will be reimbursed. One hundred-thirty students were identified as qualifying for the free tuition, but should not have been as they did not qualify for the free and reduced cost lunch program. These students were not charged tuition by the college and they should have been. The college will not be reimbursed for these students so will have to pay \$40,000 for the student's tuition costs. Becky Burton is researching how the reporting inaccuracy occurred. The problems of reporting are not just for Amarillo College, but for other community colleges as well. The community colleges are having to rely on the high schools to report accurate numbers. These students will be reimbursed by the college and told that this was an error for the fall semester and they will be charged for their dual credit courses in the spring. Cabinet discussed the issue with the students not having to pay for textbooks, and the possibility of using open source materials.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• The list of students that were charged and are to receive reimbursement will be given to Chris.</li> <li>• The cost of funding the dual credit student's textbooks will be determined, so a decision can be made as to how to pay for them or for possible alternatives.</li> </ul>	
<b>3. SPONSORSHIP/TABLES</b>	<b>Cabinet</b>
<p>The cabinet was provided information on the Amarillo College Table/Event Sponsorships in order to determine which events are still being held, and should be attended by Amarillo College representatives.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Mark White requested that the Fellowship of Christian Athletes be added to the list of Event Sponsorships.</li> <li>• Denese Skinner will ask Joy Brenneman, Executive Assistant to the President, to prepare another spreadsheet for payment information for these events. The spreadsheet will include the cost of each event and who is responsible for paying. Jessica Arce, Administrative Assistant, will cross reference the listed events with their website to compare event information.</li> </ul>	
<b>4. OTHER DISCUSSION</b>	<b>Cabinet</b>
<p>There was no other discussion.</p>	