

PRESIDENT'S CABINET MEETING
February 13, 2024
MINUTES

CALLED TO ORDER

9:05 a.m.

ADJOURNED

11:00 a.m.

MEMBERS PRESENT

Bob Austin, Kevin Ball, Mark White, Cheryl Jones, Joe Bill Sherrod, Dr. Tamara Clunis, Chris Sharp, Denese Skinner, and Dr. Frank Sobey

MEMBERS ABSENT

OTHERS PRESENT

Becky Burton, Tammy Coats, Jennifer Cruz
Carolyn Leslie – Recorder

DISCUSSION:

1. RECRUITMENT AND HIRING GUIDELINES	Jones/Coats/Cruz
Tammy Coats, Director of Human Resources, and Jennifer Cruz, Coordinator of Talent Acquisition, gave a Power Point Presentation as to the processes of hiring employees at Amarillo College. Ms. Coats reviewed the numbers for overall applications received, qualified applicants, and applicants who were interviewed by the hiring supervisor. Jennifer Cruz reported on improvements being made in the hiring process due to the employment of a new Talent Acquisition Administrative Assistant. Communication is increasing with the hiring supervisors through Zoom and emails. The Talent Acquisition team also meets on Friday to review the timeline of current applicants in order to prepare for weekly and biweekly follow up with the hiring supervisors. HR currently uses Workable for the hiring process, but is planning to implement the applicant tracking system, NEOED. This software has a better system to keep track of applications, allows supervisors to schedule interviews, and facilitates better communication between HR, hiring supervisors, and applicants during the application and interview processes.	
<ul style="list-style-type: none">• Tammy Coats and Jennifer Cruz will be in charge of training supervisors to use NEOED beginning April of 2024.• Tammy Coats will resend the current Workable job posting process to supervisors. This information was originally sent in November 2023 in the Supervisor Digest.	

2. PROPOSED POLICY FOR HANDLING MAIL DELIVERY TO CAMPUS DEPARTMENTS	White
Mark White brought to the Cabinet members' attention the need to make sure mail sent to Amarillo College without a specific name or department in the address be delivered to the correct employee or department.	
Action Items: <ul style="list-style-type: none">• Denese Skinner will discuss the needed training process with a small group and will bring the discussion back to Cabinet at a later date.	

3. STRATEGIC HORIZONS NETWORK MAY 2024 COLLOQUIUM	Skinner
The Strategic Horizons Network May 2024 Colloquium will be held May 19-21, 2024. AI will be the focus of the colloquium and ten seats are available for Amarillo College employees to attend. Denese Skinner asked Cabinet for suggestions of those who are interested in attending.	
Action Items: <ul style="list-style-type: none"> Ms. Skinner asked Cabinet members to let her know as soon as possible who might like to attend. If too many names are submitted, Cabinet will review and finalize a list of ten attendees. 	
4. TEXAS SUCCESS CENTER LEADERSHIP ACADEMY	Skinner
Texas Success Center Leadership Academy will be holding a Leadership Academy designed for middle management level employees who would benefit from training to be leaders within their organization. Ms. Skinner asked for two names of employees who could attend. Bob Austin and Dr. Clunis submitted names.	
Action Items: <ul style="list-style-type: none"> No action was taken. 	
5. TOWN HALL ON WARE AND STUDENT LIFE SPACE	Sharp/Skinner
Chris Sharp and Denese Skinner discussed the need to communicate to the college the renovations for the Ware building and Student Life Space. The Town Hall will also help answer questions concerning where employees will office during and after the renovations. A Town Hall meeting will be held to present information to employees.	
Action Items: <ul style="list-style-type: none"> Denese Skinner will give Chris Sharp the date for the next Town Hall meeting, so he can talk to those presenting the information. 	
6. EAST CAMPUS SIGNAGE	Sharp
The Board of Regents voted at their January meeting to approve up to \$300,000.00 for signage on East Campus. Jim Baca, Director of Physical Plant, looked at the plans for the placement of the signs and marked ones that were not needed or would not be allowed because Amarillo College does not own the property at that site.	
Action Items: <ul style="list-style-type: none"> Mr. Sharp and Joe Bill Sherrod will speak with the individual who is donating money for the signage on East Campus in order to finalize the cost and placement of the signs. 	
7. OTHER DISCUSSION	Cabinet
<ul style="list-style-type: none"> Cabinet discussed the value of having an updated Facilities Master Plan. A master plan will be done soon for the House of Furniture building and second story of the First Responders building. Chris Sharp would like to expand the architect's plan to include other campuses. 	