

**PRESIDENT'S CABINET MEETING**  
**March 19, 2024**  
**MINUTES**

**CALLED TO ORDER**

9:00 a.m.

**ADJOURNED**

11:00 p.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Cheryl Jones

**OTHERS PRESENT**

Collin Witherspoon – Executive Director of Institutional Research

Shane Hepler – Chief Information Officer

Carolyn Leslie – Recorder

**DISCUSSION:**

<b>1. COST UPDATE – PALO DURO ROOM AV UPGRADES</b>	<b>Hepler</b>
Shane Hepler presented the updated cost for the audio-visual upgrades to the Palo Duro room. The updated equipment will include larger screens, an additional screen for those attending the Board of Regents meetings, two microphones for cabinet members, and additional speakers for the room. The cost of the upgrades will come from the Information Technology budget.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Once the equipment arrives, Mr. Hepler will schedule an installation time with Denese Skinner.</li></ul>	
<b>2. NEW DASHBOARD FOR 8/16 WEEK COURSES</b>	<b>Witherspoon</b>
Collin Witherspoon presented a new reporting dashboard that compares the number of eight and sixteen week classes at Amarillo College by enrollment term and course.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>The Dashboard will be available on the main website.</li></ul>	
<b>3. CABINET WORKFLOW CHART</b>	<b>Sobey</b>
Dr. Frank Sobey presented a workflow chart to cabinet for tracking and assessing the workload of college-wide projects. The workflow chart will allow cabinet to gain a global view of what is already scheduled when planning new projects.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Dr. Sobey will prepare a workflow chart for the upcoming year with projects that are already scheduled.</li><li>Cabinet members will work with Dr. Sobey to add additional projects.</li></ul>	
<b>4. SWOT ANALYSIS FOR NEW PRESIDENT</b>	<b>Skinner</b>
Cabinet discussed a SWOT analysis and transition plan for the new Amarillo College President.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Denese Skinner will email cabinet members a copy of the proposed transition plan for them to share feedback. Ms. Skinner will discuss the proposed plan with Board Chairman, Anette Carlisle.</li></ul>	

<b>5. SUMMER HOURS</b>	<b>Skinner</b>
Cabinet discussed summer hours for Amarillo College employees for summer 2024.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>No changes were made to the observance of summer hours.</li> </ul>	
<b>6. IO PROGRAMMING UPDATE</b>	<b>Clunis</b>
Dr. Tamara Clunis reported to the cabinet that the Amarillo College Center for Cyber Defense will operate from the Innovation Outpost, and is scheduled to begin soon.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>Dr. Clunis has scheduled a meeting with her team concerning a launch date of the Cyber Defense program.</li> </ul>	
<b>7. MCKENZIE SCOTT FUNDS</b>	<b>White</b>
Mark White discussed the investment and spending of the McKenzie Scott funds.	
<b>Action Items:</b>	
<ul style="list-style-type: none"> <li>Cabinet will continue discussion at a later date.</li> </ul>	
<b>8. OTHER DISCUSSION</b>	<b>Cabinet</b>
There was no further discussion.	
<b>Action Items:</b>	
N/A	