

**PRESIDENT'S CABINET MEETING**  
**March 26, 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, Cheryl Jones

**MEMBERS ABSENT**

**OTHERS PRESENT**

Matt Ramsey – Amarillo National Bank  
Stella Knickerbocker – Amarillo National Bank  
Nilay Jariwala – Empower  
Tammy Coats – Director of Human Resources  
Carolyn Leslie – Recorder

**DISCUSSION:**

<b>1. MEAD AND EMPLOYEES OF THE YEAR PHOTOS</b>	<b>Skinner</b>
Joy Brenneman, Executive Assistant to the President, presented to the cabinet the current practice of taking portraits of the Mead recipients and Employees of the Year for display in the College Union Building. Cabinet discussed college relations taking digital photos of the award recipients to display on the Amarillo College website rather than continuing with the portraits.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Cabinet agreed that College Relations can take digital photos of the award recipients for the Amarillo College website. Portraits already taken will be given to the award recipients.</li></ul>	
<b>2. EMPOWER UPDATE</b>	<b>Jones</b>
Representatives from Amarillo National Bank and Empower, presented a high-level version of the quarterly update on the retirement plan offered to Amarillo College employees. The current plan with Empower has been live since April 11, 2023.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>No action was taken by the cabinet.</li></ul>	
<b>3. EMPLOYEE EVALUATIONS</b>	<b>Jones</b>
Cheryl Jones discussed with cabinet the upcoming timeline for employee evaluations.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Dr. Frank Sobey will put the evaluation timeline on a workflow chart for Cabinet.</li></ul>	
<b>4. AMARILLO OPERA HOUSE</b>	<b>Sharp</b>
Cabinet discussed the two houses that Amarillo College leases to the Amarillo Opera.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Chris Sharp will confirm who pays the water on the properties.</li><li>Chris Sharp and Mark White will evaluate the current contract.</li></ul>	

<b>5. DECEMBER 13, 2024 – COMMENCEMENT AT THE CIVIC CENTER</b>	<b>Ball</b>
Kevin Ball and his team met with the City Council and Civic Center to discuss commencement at the Civic Center scheduled for December 13, 2024. Amarillo College now has a two-year contract for the December Commencement Ceremonies.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• No action was taken by the cabinet.</li> </ul>	
<b>6. KIDS INC BASEBALL FIELD FUNDING</b>	<b>Skinner</b>
Cabinet discussed the need for a practice field and an additional game field for the Amarillo College Baseball Team.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• The Executive and Finance Committees will discuss a strategic plan for the development of a practice field and additional game field for Amarillo College baseball.</li> </ul>	
<b>7. FUNDING FOOD COSTS IN CAFÉ FOR LOW INCOME STUDENTS</b>	<b>Skinner</b>
The Finance Committee discussed funding food costs for low-income students in the Amarillo College Badger Café. Cabinet agreed since Amarillo College is not reimbursed for food costs for low-income students, this would be not be feasible for the Badger Café.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• No action was taken by cabinet.</li> </ul>	
<b>8. APPROVAL TO APPLY FOR JET GRANT</b>	<b>Sobey</b>
The JET Grant, if awarded, will allow the college to purchase equipment for the Healthcare Simulation Center being built on West Campus.	
<b>9. APPROVAL TO APPLY FOR TWC GRANT</b>	<b>Sobey</b>
The TWC Grant, if awarded, will help dual credit students master hands-on-skills in CTE programs.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Chris Sharp made a motion to approve both grant applications. Joe Bill Sherrod seconded the motion. The motion carried unanimously.</li> </ul>	
<b>10. SWOT ANALYSIS EXERCISE DUE MAY 7TH</b>	<b>Skinner</b>
Denese Skinner informed cabinet of the timeline and due date for divisional SWOT analyses.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• No action was taken by cabinet.</li> </ul>	
<b>11. OTHER DISCUSSION</b>	<b>Cabinet</b>
<ul style="list-style-type: none"> <li>➤ A reminder of the Cyber Security training due March 31, 2024 was in the HR Digest.</li> <li>➤ Axe Throwing, for all interested employees, will be at Copper Axe Company. Employees can schedule a time to attend on Thursday, March 28, 2024 or Friday, April 12, 2024.</li> </ul>	
<ul style="list-style-type: none"> <li>• No action was taken by cabinet.</li> </ul>	