

# PRESIDENT'S CABINET MEETING

March 5, 2024

## MINUTES

### **CALLED TO ORDER**

9:00 a.m.

### **ADJOURNED**

12:00 p.m.

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Bob Austin

### **OTHERS PRESENT**

Collin Witherspoon – Executive Director of Institutional Research

Jacqui Jones – Coordinator Grant Administration

Aaron Huddleston – Amarillo College Interim Chief of Police

Carolyn Leslie – Recorder

### **DISCUSSION:**

<b>1. DRAFT OF NEW GRANT APPROVAL FORM CHANGES</b>	<b>Sobey/Jones</b>
Dr. Frank Sobey gave cabinet members a draft proposal of the new grant approval form for their review. Additional questions were added to the form from the original to ensure that Institutional Research is involved in the grant approval process. The additional questions will also give cabinet more information about the grant in order to make more informed decisions.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Dr. Sobey will send a copy of the form to cabinet electronically for their evaluation. Cabinet will send feedback to Dr. Sobey and Ms. Jones.</li></ul>	
<b>2. FAST PROGRAM UPDATE FOR DUAL CREDIT</b>	<b>Witherspoon</b>
Collin Witherspoon presented an update on the FAST program for dual credit students. Cabinet discussed the possibility of the dual credit team at Amarillo College evaluating which students qualify for the free or reduced lunch program to determine their participation in the FAST program.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Dr. Tamara Clunis will look into the possibility of the dual credit team being able to access needed information for determining whether dual credit students attending Amarillo College qualify for the FAST program.</li></ul>	
<b>3. CRITICAL INCIDENT DEBRIEFING, WILDFIRES ON 2.27.24</b>	<b>Huddleston</b>
Chris Sharp asked Amarillo College Interim Chief of Police to do a debriefing as to the wildfires that began on 2.27.24 and how they affected Amarillo College. The main concern for Amarillo College was the Windy Deuce fire affecting East Campus housing residents. The fire did not reach the housing.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Chief Huddleston is updating the emergency response plan for Amarillo College.</li><li>• Chief Huddleston will go to the Emergency Management Office when an emergency situation occurs, such as the fires, to receive first hand reports.</li><li>• The Amarillo College Emergency Team will meet to discuss plans for Amarillo College campuses.</li></ul>	

<b>4. WILDFIRE RELIEF DONATION</b>	<b>Skinner</b>
Cabinet discussed Amarillo College making a donation to the victims of the Panhandle wildfires.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>Joe Bill Sherrod will research the donation Amarillo College gave for the victims of the Perryton tornado to determine a donation to the victims of the Panhandle wildfires.</li> </ul>	
<b>5. PERU TRIP</b>	<b>Skinner</b>
Dr. Sobey discussed safety concerns with cabinet regarding a U.S. government issued Level 4: Do Not Travel advisory applying to Cusco, a Level 2: Exercise Increased Caution applying to Peru, and a health emergency alert for dengue.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>Chris Sharp made a motion to cancel the trip to Peru for safety concerns, and reimburse faculty/staff for passports and shots. Kevin Ball seconded the motion. The motion carried unanimously.</li> <li>Dr. Sobey and Bob Austin will talk to those going on the Peru trip at their scheduled meeting on Friday, March 8<sup>th</sup> about the cabinet's decision and email those who cannot attend.</li> </ul>	
<b>6. FENCING</b>	<b>Skinner</b>
Cabinet discussed the gym/dance and martial arts classes being scheduled in the Gym/Dance area during the remodel of Building B, but a space is still needed for the fencing classes.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>Dr. Tamara Clunis will find a classroom for the fencing classes for the remainder of the semester.</li> </ul>	
<b>7. OTHER DISCUSSION</b>	<b>Cabinet</b>
No Discussion	