

PRESIDENT'S CABINET MEETING
April 2, 2024
MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

11:00 p.m.

MEMBERS PRESENT

Kevin Ball, Mark White, Bob Austin, Chris Sharp, Denese Skinner, Dr. Frank Sobey, and Cheryl Jones

MEMBERS ABSENT

Joe Bill Sherrod, Dr. Tamara Clunis

OTHERS PRESENT

Carolyn Leslie – Recorder

DISCUSSION:

1. MARKETING FOR PUBLIC MEMBERSHIPS AT FIRST BANK SOUTHWEST CENTER	Sharp/Ball
Kevin Ball provided Cabinet with a handout of the Community Marketing Plan for the First Bank Southwest Center located on the Washington Street Campus.	
Action Items: <ul style="list-style-type: none">College Relations will implement the Marketing Plan initially targeting the Wolflin and surrounding area.Dr. Sobey will gather information on the capacity of the center to accommodate future members.	
2. PROPOSED UPDATE TO AMARILLO COLLEGE EMPLOYEE HANDBOOK ITEM 3.2	Jones
Cheryl Jones discussed with Cabinet that the current procedure in the Employee Handbook for employees who do not complete, submit, or approve time sheets by the deadline, is not creating the results expected. Ms. Jones requested that the wording in section 3.2 dealing with the consequences of not completing, submitting, or approving timesheets by the deadline be removed, and that Cabinet members support accountability within their divisions for timely and accurate timesheet completion and approval.	
Action Items: <ul style="list-style-type: none">Denese Skinner asked Ms. Jones to develop communication to employees emphasizing the importance of reading the HR Digest for employee information.Chris Sharp made a motion to remove the wording in the Employee Handbook section 3.2 as described. Kevin Ball seconded the motion. The motion passed unanimously.Ms. Jones will communicate the change in policy to employees.	
3. PRESIDENTIAL CANDIDATE INTERVIEW QUESTIONS	Skinner/Jones
Cabinet discussed preparing a tip sheet including a link to the EEOC and other websites for those involved in interviewing the college presidential finalists. The interviews will be conducted April 16 th -18 th , 2024.	
Action Items: <ul style="list-style-type: none">Denese Skinner, Mark White, and Dr. Frank Sobey will review the tip sheet.	

4. BASEBALL FIELD AT ROCKROSE UPDATE	White
Kids Inc personnel contacted Amarillo College Baseball Coach, Brandon Rains, concerning the baseball field at Rockrose Sports Complex. They are reevaluating plans for a baseball field and will contact Coach Rains with an update.	
Action Items: <ul style="list-style-type: none"> • Mark White will report an update of plans to the Cabinet. 	
5. TEXAS STATEWIDE COURSE SHARING EXCHANGE	Austin
Amarillo College was one of a few Texas Community Colleges to participate in a digital course sharing initiated by the Texas Education Coordinating Board. Bob Austin requested that cabinet consider whether to continue with the pilot program.	
Action Items: <ul style="list-style-type: none"> • Discussion will continue at next cabinet meeting. 	
6. OTHER DISCUSSION	Cabinet
<ul style="list-style-type: none"> ➤ Bob Austin reported that everything came through seamlessly for student's financial aid this semester. ➤ Cabinet discussed evaluating travel for the college. 	
Action Items: <ul style="list-style-type: none"> • No action was taken by cabinet. 	