

**PRESIDENT'S CABINET MEETING**  
**April 23, 2024**  
**MINUTES**

**CALLED TO ORDER**

9:48 a.m.

**ADJOURNED**

11:48 p.m.

**MEMBERS PRESENT**

Bob Austin, Kevin Ball, Cheryl Jones, Chris Sharp, Joe Bill Sherrod, Denese Skinner, Frank Sobey, Mark White

**MEMBERS ABSENT**

Dr. Tamara Clunis

**OTHERS PRESENT**

Anette Carlisle – Amarillo College Board of Regents - Chair  
Becky Burton - Associate Vice President of Academic Services  
Collin Witherspoon – Executive Director of Institutional Research  
Carolyn Leslie – Recorder

**DISCUSSION:**

<b>1. FINANCIAL ANALYSIS DASHBOARD</b>	<b>Witherspoon</b>
Collin Witherspoon gave cabinet a demonstration of the newly created Financial Analysis Dashboard.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Mr. Witherspoon will work with a subgroup to discuss realignment of budget and school information for the dashboard.</li><li>Cabinet will also be involved in the decision of how to realign information pertaining to their different departments in the college.</li></ul>	
<b>2. REQUISITION APPROVALS</b>	<b>Sharp</b>
Chris Sharp discussed with cabinet the problem of an excessive number of signatures being required for requisitions and other documents needing approvals. Many times, documents and requisitions are held up in the approval process because of the large number of signatures required.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Mr. Sharp will research the requirements for preparing requisitions for payments, and whose signatures are needed.</li><li>Mr. Sharp will research what messaging would be effective in communicating the requirements for approval of documents and any training that could be given.</li></ul>	
<b>3. OTHER DISCUSSION</b>	<b>Cabinet</b>
➤ Ms. Anette Carlisle, Amarillo College Board of Regents Chair, discussed with cabinet the status of the presidential search.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>No action was taken</li></ul>	