

PRESIDENT'S CABINET MEETING

April 30, 2024

MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

11:48 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Shane Hepler – Chief Information Office
Dr. Richard Hobbs – Department Chair – Physical Sciences
Lynne Kenney – Computer Information Systems Instructor
Will Ratliff – Director of Organizational Development
Tammy Coats – Director of Human Resources
Carolyn Leslie – Recorder

DISCUSSION:

1. PALO DURO ROOM TECHNOLOGY UPDATES	Hepler
Shane Hepler reported that Information Technology is ready to install the updates in the Palo Duro Room. Installation will occur May 15, 2024 through May 31, 2024.	
Action Items: <ul style="list-style-type: none">Meetings currently scheduled in the Palo Duro Room during these dates will be relocated.	
2. COACHE SURVEY	Hobbs/Kenney
Dr. Richard Hobbs and Lynne Kenney made recommendations to cabinet from Faculty Senate based on the COACHE Survey.	
Action Items: <ul style="list-style-type: none">No action was taken.	
3. ORGANIZATIONAL DEVELOPMENT UPDATE	Ratliff
Will Ratliff gave an update to Cabinet on activities and projects in Organizational Development. He has conducted meetings with college leadership at the different campuses for feedback on training and development needs. Based on those leadership rounding meetings, employee training sessions are scheduled in Moore County, Hereford, and at the East Campus. Mr. Ratliff discussed employee check-ins and supervisor review of staff competencies launching in the AC employee evaluation portal. The Employee Accountability Index Survey for Q12 went live on April 29, 2024 and will be available for two weeks.	
Action Items: <ul style="list-style-type: none">Cheryl Jones requested that cabinet consider the best time to schedule HR trainings and employee development programs for their departments and employees.	

4. NEW FEDERAL OVERTIME RULE	Jones
Cabinet discussed the new final rule published by the Department of Labor regarding eligibility for overtime. This regulation is scheduled to be rolled out in two phases.	
Action Items: <ul style="list-style-type: none"> Cheryl Jones will gather data on the impact of this final rule. 	
5. GENERAL ASSEMBLY DETAILS	Skinner
Cabinet discussed General Assembly for the Fall semester.	
Action Items: <ul style="list-style-type: none"> The Cabinet agreed to schedule Fall Convocation for Thursday, August 15, 2024, from 8:00 a.m. to 10:00 a.m. in the Civic Center Auditorium. 	
6. ASPEN PRIZE AWARDS UPDATE	Sobey
Denise Skinner emailed the list of Aspen Prize Award recipients to Cabinet. Dr. Frank Sobey reported the status of each of the recipients' projects.	
Action Items: <ul style="list-style-type: none"> No action was taken. 	
7. CABINET MINUTES	Skinner
Cabinet discussed the procedure for proofreading Cabinet minutes.	
Action Items: <ul style="list-style-type: none"> Completed minutes will be sent to Dr. Sobey for review. Cabinet members who wish to review their presentations will also receive the minutes. 	
8. WATER MAIN BREAK	Skinner
Cabinet discussed communication to the employees on the Washington Street Campus pertaining to a water main break that affected the entire campus. Similar incidents occurred in the past where communication was misunderstood.	
Action Items: <ul style="list-style-type: none"> Denese Skinner and Chris Sharp will communicate by conference call to Cabinet members as to the action that needs to take place when utility issues, or other emergencies, affect Amarillo College campuses. 	
9. T-MOBILE CONTRACT	Sharp
Cabinet discussed the T-Mobile contract that was originally funded by CARES.	
Action Items: <ul style="list-style-type: none"> Chris Sharp will research the termination date of the contract and other cell phone options available to students. 	
10. COMMUNICATION PLAN	Skinner
Kevin Ball handed out a communication plan to Cabinet that College Relations will use to communicate information to college employees, students and the media.	
Action Items: <ul style="list-style-type: none"> No action was taken. 	
11. RANGE	Skinner
Cabinet discussed the status of the Range.	
Action Items: <ul style="list-style-type: none"> This item will be put on the Cabinet agenda in the future for further discussion. 	

12. BOARD RETREAT IN JULY	Skinner
Cabinet discussed the agenda and possible dates for the Board Retreat.	
Action Items: <ul style="list-style-type: none"> The Board of Regents Retreat is scheduled for Tuesday, July 9, 2024, from 4:30 p.m. to 8:00 p.m., at the Innovation Outpost. 	

13. OTHER DISCUSSION	Cabinet
No further discussion.	
Action Items: <ul style="list-style-type: none"> No action was taken. 	