

PRESIDENT'S CABINET MEETING
May 21, 2024
MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

10:57 a.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

Joy Brenneman, Recorder

DISCUSSION:

1. FRANK SOBEY'S SWOT ANALYSIS	Sobey
Dr. Sobey discussed the SWOT Analysis for Institutional Research, the Advocacy and Resource Center, and the Grants Department. He identified each department's strengths, weaknesses, opportunities, and threats and discussed with Cabinet ideas for the future in each of these areas.	
Action Items: <ul style="list-style-type: none">• None	

2. NEW COMMITTEE RECOMMENDATION	Jones/Sharp
Ms. Jones discussed the great number of signatures required on some documents and the delay this causes in finalizing these. She requested a new committee be formed to evaluate the need for some current forms and the signatures required. This committee would also monitor forms and processes and have oversight of any new form requests. Permanent members on the committee would be the Director of Purchasing/Records Retention and the Supervisor for Records Retention and Central Receiving.	
Cabinet also discussed the need for training who is supposed to sign contracts. There is inconsistency across campus.	
Action Items: <ul style="list-style-type: none">• Proceed with the creation of this new committee.	

3. COLLEGE TUITION FOR FACULTY	Sharp
Not discussed	
Action Items: <ul style="list-style-type: none">• None	

4. ACHIEVING THE DREAM MEMBERSHIP	Skinner
Interim President Skinner and Mr. Austin met with a representative from Achieving the Dream, a nationwide organization providing interaction between community colleges across the nation. AC's prior participation was transformational and changed the direction of the college. Currently, the cost of membership is approximately \$10,000 and includes two free conference attendees each year.	

Cabinet discussed continued participation that puts extra obligations on AC as a leader college which is not in proportion to the added value received.

Action Items:

- Ms. Skinner will discuss with ATD the possibility of a sustaining role at a lesser cost. If not available, this discussion will be revisited.

5. GRANT FORM APPROVALS

Sobey

Dr. Sobey requested approval to move forward with two grants:

The SSS Health Services grant at the West Campus supports low income and minority students to improve retention and completion and has been relatively successful. The number of students is limited and grant funds can only be used for students who qualify. AC has been through 3 cycles of 5 years each. The SSS Grant at Moore County has been very effective and is critically important to that campus. AC has been effective in managing these SSS grants.

The Minority Serving Institution Partnership Program (MSIPP) grant supports partnerships with industries and businesses to create experiential learning opportunities for students along with transfer opportunities to four-year institutions. It has proven to be a good experience for those students who have gone through the program. This grant is a consortium type grant with Amarillo College as the lead working with Pantex, Sandia, LANL, and Texas Tech to provide internships for engineering and manufacturing students. It can provide opportunities for students to gain real world experience for future employment and creates an outreach to elementary/middle school/high school students. Cabinet requested additional information and asked that Dr. Linda Munoz be invited to a Cabinet meeting in the near future to further describe this grant (due June 15).

Action Items:

- Mr. Austin moved that the SSS grants be approved, seconded by Mr. White. The motion carried.
- Dr. Linda Munoz will be invited to a Cabinet meeting.

6. OTHER DISCUSSION

Cabinet

Mr. Sharp introduced the new Executive Assistant for the Business Affairs division, Michelle Vinyard. Ms. Skinner noted that the Executive Assistant position in the President's Office has been posted.

Mr. Ball noted that directional signs are going up around campus due to the construction, and the current directional signs are being redesigned.

Mr. Sharp reported that Chief Huddleston is working on updating the disaster plan.

Ms. Jones bragged on her team. They have worked very hard hiring 60 people recently, mostly part-time for the summer.

Action Items:

- None