

PRESIDENT'S CABINET MEETING
July 2, 2024
MINUTES

CALLED TO ORDER

9:07 a.m.

ADJOURNED

11:30 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Shane Hepler

DISCUSSION:

1. PROTOCOL FOR PURCHASING NEW TECHNOLOGY SOFTWARE PLATFORMS	Sobey/Hepler
<p>Dr. Sobey provided Cabinet with a proposed protocol. The first step involves a conversation with the CIO and IT department to determine the need for new technology, possibility of using existing products, or use of internal development. If new technology is needed, approvals will be secured and the normal RFP and vendor selection process will be followed. This formalizes the process and keeps IT involved from the beginning. The link to the protocol will be available in a couple of locations on the webpage including the IT website and "Forms" in the portal.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Dr. Sobey will finalize the document and Mr. Hepler will publish it in the appropriate locations on the AC webpage.	
2. BUSINESS AFFAIRS SWOT	Sharp
<p>Mr. Sharp reviewed the strengths, weaknesses, opportunities, and threats for Purchasing and Central Receiving and the Physical Plant. He noted that both departments have experienced and tenured staff with good leadership in place. The move to electronic file cabinets and paperless systems is slow but continues to move forward. He especially noted the great work by Physical Plant in keeping the campus clean and beautiful.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• None.	
3. ADAM GRAY'S ROLE AT AC	Jones
<p>Ms. Jones discussed Adam Gray's role at the college. He is in his third year, but has moved to the Dallas area and commutes to Amarillo College. He is on campus six days per month and provides two additional days virtually. A recent report showed that he has met 900 employees at all campuses. He has served 128 employees at a Level 1 engagement of 15 to 30 minutes and 158 employees for 40-60-minute Engagement Plus meetings (with multiple engagements with some employees). He has also met with departments undergoing major changes or experiencing the death of a colleague. He is reaching employees in meaningful ways and is appreciated, but has expressed concern that he is stretched too thin. Cabinet discussed whether there is a need for a full-time person or a backup chaplain to add capacity.</p>	
<p>Action Items:</p>	

- Mr. Gray's contract will be renewed on a year-to-year basis with the understanding that he is not locked in to complete the year.

4. STEM TRAILER

Sobey

Dr. Sobey discussed the ongoing costs which would be associated with a trailer including a coordinator to work with the ISD's, part-time driver, fuel costs, etc. Even if a donor provides a trailer, the college would still need to fund \$150,000 to \$300,000/year in ongoing costs. He discussed a lack of market validation for this need and the opportunity to create something more impactful with donor funds involving STEM outreach. Cabinet discussed ideas for STEM outreach and donor intentions.

Action Items:

- Dr. Sobey will work with Edie Carter and the donor on plans going forward.

5. LAC NOMINATIONS

Skinner

Cabinet selected Linda Dominquez, Holly Hofmann and Jerri Peacock for Leadership Amarillo/Canyon.

Action Items:

- Mr. Skinner will forward the applications to Lisa Blake with LAC.

6. PART-TIME EMPLOYEE RAISES

Sharp

Raises of 4% for both full-time and part-time employees will be proposed in the 2024-2025 budget and are included in the draft budget to be presented to the Board at the July 9 Board Retreat. Raises would begin in January 2025.

Action Items:

- Cabinet agreed with the proposed raises.

7. OTHER DISCUSSION

Cabinet

Cabinet reviewed the items to be discussed at the Board Budget Retreat.

Mr. Austin requested approval on behalf of Kelly Steelman to send a letter to Ronny Jackson, Ted Cruz, and John Cornyn requesting additional time from Congress to submit new required information. Cabinet approved.

Action Items:

- Add Collin Witherspoon to the Board Retreat agenda to provide an update on House Bill 8.