

**PRESIDENT'S CABINET MEETING**  
**August 13, 2024**  
**MINUTES**

**CALLED TO ORDER**

9:03 am

**ADJOURNED**

10:20 am

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Ally Greenwood, recorder

**DISCUSSION:**

<b>1. CAFÉ HOURS DURING CONVOCATION</b>	<b>Sharp</b>
Mr. Sharp discussed keeping the bookstore and Café open during Fall Convocation. Cabinet agreed that would be fine.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Mr. Sharp will let Andrew know that the bookstore and café can proceed with staying open.</li></ul>	
<b>2. REMINDER – TAX RATE MEETING TONIGHT AT 4:00 PM</b>	<b>Skinner</b>
Ms. Skinner reminded Cabinet about the tax rate meeting later at 4:00pm.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>3. PART-TIME CLASSIFIED EMPLOYEE EVALUATIONS</b>	<b>Jones</b>
Ms. Jones proposed shifting all part-time classified employee evaluations to spring to better balance the evaluation workload, which is currently heavier in the fall. This change would help ease the burden on supervisors from a time-management perspective. Ms. Jones mentioned that this would impact non-academic staff more than academic staff. Dr. Sobey asked Ms. Jones about the timeline, and she stated she would be communicating the change in the next week or two.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Ms. Jones will communicate the change in the next two weeks.</li><li>• Ms. Jones will check how check-in's show up on the dashboard.</li></ul>	
<b>4. 29-HOUR STATUS – UPDATE AND REQUESTS</b>	<b>Jones</b>
Ms. Jones discussed the possibility of transitioning away from the 29-hour work status option due to complexities with TRS and employee hours-worked management. Cabinet discussed the difficulties in hiring for 19-hour positions for those divisions that depend heavily on the 29-hour option for seasonal employees. The conversation remains open, with an emphasis on gathering stakeholder feedback.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>•</li></ul>	

<b>5. PROPOSED FORMATION OF CONTINUING EDUCATION CURRICULUM COMMITTEE</b>	<b>Sobey</b>
<p>Dr. Sobey proposed the formation of a Continuing Education Workforce Committee (CEWC) to include representatives from several departments at the College involved in developing, delivering, registering for, promoting, and/or overseeing non-credit workforce development and training at the College. The committee would be responsible for providing a yearly assessment to Cabinet of all aspects of non-credit workforce development and training, which includes the following: tuition rate, website presence, employer engagement, registration, outreach, and non-credit pathways. Additionally, given the just-in-time needs of employers and the evolving landscape of workforce education, CEWC is tasked with developing a formal meeting cadence that allows for coming together rapidly to meet employer needs. Mr. Ball agreed that this was important. Mr. Austin moved to approve the proposal. Mr. Ball seconded. Motion passed unanimously.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Sobey will form the Continuing Education Workforce Committee.</b></li> </ul>	
<b>6. 100<sup>TH</sup> ANNIVERSARY</b>	<b>White</b>
<p>Mr. White put forward a suggestion to create a new book about the last 50 years of Amarillo College. Mr. White has spoken to Mike Haynes, who is interested in helping do this for the college. Mr. Haynes would need access to records and a desk at the college to work, and estimates it would take about 4 years to complete. Therefore, the decision to proceed with the book needs to be decided quickly in order to have the book ready by the 100-year anniversary. Cabinet discussed the book and the need to start organizing a committee to start planning for the 100-year anniversary of the college. Cabinet discussed funding options. Mr. White volunteered to lead the charge on creating the committee.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Mr. White will present the book request to Regents in October.</b></li> <li>• <b>Mr. White will work on getting the committee going.</b></li> </ul>	
<b>7. OTHER DISCUSSION</b> <b>Amarillo Chamber of Commerce</b> <b>VDRs Training</b> <b>Badger Bold Campaign</b> <b>Fall Faculty Meeting</b> <b>Presidential Search Update</b>	<b>Cabinet</b>
<p>Mr. Austin discussed an email from the Amarillo Chamber of Commerce awards banquet.</p> <p>Mr. Austin stated Amber Hamilton has informed him that 9 students in the Student Government Association (SGA), plus a handful of employees in student life, went through training for Randall and Potter counties and have been deputized as volunteer deputy registrar's so that they can host events on campus to help students register to vote.</p> <p>Mr. Sherrod informed Cabinet that the Badger Bold Campaign is getting close to 41 million. Mr. Sherrod discussed ideas for honoring donors who have given consecutively over the years.</p> <p>Dr. Sobey discussed the agenda for the fall faculty meeting to be held on 8/14.</p> <p>Ms. Jones is touching base with Gold Hill Associates today to check for any updates since last week, during which eight individuals applied for the presidential position. Ms. Jones is waiting on responses from Regents on potential committee meeting dates and times. The application period remains open until September 8<sup>th</sup>.</p>	
<p><b>Action Items:</b></p>	

- **Mr. Sherrod's team will write notes to people who have donated consecutively over 10 plus years.**
- **Ms. Jones will touch base with Gold Hill Associates on the presidential search.**