

PRESIDENT'S CABINET MEETING

August 22, 2023

MINUTES

CALLED TO ORDER

9:30 a.m.

ADJOURNED

11:10 a.m.

MEMBERS PRESENT

Bob Austin, Kevin Ball, Tamara Clunis, Cara Crowley, Cheryl Jones, Chris Sharp, Joe Bill Sherrod, Denese Skinner, Russell Lowery-Hart, Mark White

MEMBERS ABSENT

None

OTHERS PRESENT

Carolyn Leslie - Recorder

DISCUSSION:

1. GREETERS	Cabinet
<p>The cabinet shared feedback on their experiences of helping the students find their classes. The cabinet members who greeted between Dutton Hall and Durrett discussed how more greeters were needed in that location. Cabinet also discussed how greeting the first two days of class is probably sufficient as the students are learning their way around by the third day of class.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">The Executive Secretary for Enrollment Services is in charge of scheduling greeters and will be given feedback on the suggestions discussed.	
2. REVIEW AUGUST 29 BOARD MEETING AGENDA & DOCUMENTS	Skinner/Crowley/ Lowery-Hart
<p>Denese Skinner led the cabinet in a discussion of the agenda for the August 29th Board of Regents meeting. Needed corrections were made to the agenda, and cabinet members who will present each item were determined.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">An item was added to the Board of Regents meeting agenda. Cheryl Jones will discuss the 2.5 percent fringe employee benefit, and the needed changes which will be reflected in the September 8th employee payroll.The tour of the Bank of the Southwest Center scheduled for October 7, 2023 will be added to the Campus Activities page in the agenda packet.	
3. OTHER DISCUSSION	Cabinet
<p>Denese Skinner asked if changes in departmental budgets had been communicated to the department heads. Chris Sharp responded that if items in the departmental budgets were not accepted, the departments would have been notified, but if anyone has questions, they can contact him. Ms. Skinner requested that documentation of acceptance of the departmental budgets be sent out to the departments.</p>	

Action Item:

- Chris Sharp will look into sending documentation of changes or acceptance of the budgets to the departments.

Cara Crowley reported on the College General Assembly and the Community Celebration for Dr. Lowery-Hart that are scheduled for September 8, 2023. General Assembly will be held at the Civic Center in the Heritage Room beginning at 11:00 a.m., and the Community Celebration will be held in the Grand Plaza beginning at 3:30 p.m.

Action Item:

- Ms. Crowley will email cabinet members as to what help is needed for the event set up in the Grand Plaza.
- Chris Sharp will ask the Amarillo College Police to stay for the Community Celebration after General Assembly has ended.
- College Relations will send out an announcement for the Community Celebration to be held in Dr. Lowery-Hart's honor.

Denese Skinner requested input for selecting Amarillo College employees and City of Amarillo community members to serve on the Amarillo College Presidential Search Committee. Amarillo College Board of Regents Chair, Anette Carlisle, is forming the search committee.

Action Item:

- Ms. Skinner will give suggested names for the search committee to Regent Carlisle.
- College Relations is establishing a web page for the search. Interested individuals will be referred to the website and questions can be sent to the email address: acregents@actx.edu.
- College Relations will take care of the media contacts.

Cheryl Jones reported on a survey that will be sent out to Amarillo College Employees and Students as part of Amarillo College's membership in the cohort with the University of Southern California and Achieving the Dream. The survey will be sent out the first part of September with a unique link for each participant.

Action Item:

- Dr. Lowery-Hart will talk about the survey during General Assembly on September 8, 2023.
- Gift cards will be given to students as an incentive to participate in the survey.

Dr. Lowery-Hart asked about the status of the bond projects. Chris Sharp reported that the courtyard is almost completed. Amarillo College is waiting on approval from the City of Amarillo to begin the roundabout to be located on 24th Street.

Mark White reported on the Athletics Department and the changes for a new Athletic Director beginning September 1, 2023. The volleyball team has already played games this season. Due to scheduling conflicts with Hodgetown, the baseball team will be practicing and playing home games at John Stiff park on the Amarillo High School field. There was also a discussion on athlete training and nutrition.

Action Item:

Mr. White will look at the nutrition module in Timely Care and let the coaches know of this resource.

Dr. Clunis will have several job positions available with new grants coming up. She reported that the meeting went well for the universal grading policy.

Ms. Jones reported that there are good candidates who applied for the Amarillo College Chief of Police position. Interviews will begin shortly.

Joe Bill Sherrod reported an issue with scholarships which affected the athletic scholarships. The students are not able to accept the scholarships online so IT is working to resolve the problem.

Action Item:

- Mr. Sherrod will work on a plan to correct the scholarship problem, and will include Bob Austin and Kelly Steelman in finding a solution.