

PRESIDENT'S CABINET MEETING

August 29, 2023

MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

11:00 p.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. STUDENT TRAVEL PROCEDURES	Skinner/Hamilton
<p>Amber Hamilton, Director of Student Life, discussed the newly updated student travel procedures for Amarillo College students. Cabinet members were emailed a copy of the procedures. Ms. Hamilton explained that she, Mark White, and Denise Skinner, worked together to update the procedures in order to streamline current procedures and practices and provide consistency across the college especially when regulations and laws change on student travel. Cabinet discussed two student travel procedures:</p> <ul style="list-style-type: none">a) Whether students who have a GPA lower than 2.0 can travel.b) Whether students on a trip can drive an AC vehicle if the designated driver becomes ill during the trip.	
<p>Action Items:</p> <ul style="list-style-type: none">• The Student Travel Procedures will be revised to include that a student must be in good academic standing with the college to travel. A student who has a GPA below 2.0 will not be allowed to travel unless the travel is related to class requirements, then the student will be allowed to participate.• Clarification will be made in the Student Travel Procedures as to how a situation will be handled if the driver of the AC vehicle becomes ill. The procedures will reflect that if an emergency situation occurs, Amarillo College employees on the trip will use good reasoning and judgment in providing for another driver with the awareness and approval of the Vice President of the department that is traveling.• The Student Travel Procedures is a supplement to the Board of Regents policy. A copy of the procedures will be available for viewing on the Student Life website. The procedures will also be updated in the student handbook. Dr. Clunis will send an email to all faculty when the Student Travel Procedures have been revised and are on the website for viewing. Ms. Hamilton will send out a link to the cabinet once the procedures have been uploaded to the Student Life web page.	

2. NO-COST TEXTBOOKS	Skinner/Sharp
<p>Chris Sharp provided the cabinet a copy of Dr. Wendler's email sent out to West Texas A&M students on August 24, 2023, concerning No-Cost-to-Student Textbooks. Cabinet discussed Amarillo College's Thrive program and the success it has been to students. Parents and students have commented on how much they appreciate this program for AISD students and how some students are able to attend college only because of the Thrive program at AC. Bob Austin and Chris Sharp met with the other partners of the program. Expenses have been under what was expected so all partners would like to continue funding Thrive.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> Amarillo College will have more publicity on the Thrive program and its success. 	
3. OTHER DISCUSSION	Cabinet
<p>Tamara Clunis handed out copies of the publication, Teaching for Transformation, to cabinet members. The release of this publication produced and edited by Amarillo College faculty and the college relations department, is anticipated by faculty every year.</p> <p>Dr. Lowery-Hart has scheduled a virtual Town Hall meeting for all employees on Thursday, August 31, 2023 at 2:00 p.m. He will talk about the budget, General Assembly, the one-time bonus to be given to all full time employees in December before Christmas break, and the Presidential Transition timeline.</p> <p>Bob Austin reported on the Student Services department move to the Amarillo College Enrollment Center which will be located in the building previously called Russell Hall. Student Services employees have been divided into two teams in order to move in an orderly manner and to keep Student Services fully functioning for the students. All departments and employees should be moved within the next three to four weeks.</p> <p>Action Item:</p> <ul style="list-style-type: none"> College Relations will send out a college wide email to students about the opening of the new Amarillo College Enrollment Center and the Open House to be held in the new space. <p>Joe Bill Sherrod reminded cabinet that the Open House for the First Bank Southwest Center will be held on Saturday, October 7, 2023.</p> <p>A media event with food provided and the Cook Team preparing is scheduled for tonight, Thursday, August 30, 2023 at the First Bank Southwest Center as a kick off to meet the athletes.</p> <p>Cara Crowley reported on the Poverty Training with Donna Beagle scheduled for September 5th -7th. There are only four or five spots left to fill for the training which is scheduled to begin at 8:00 a.m. and end at 5:00 p.m. with breakfast and snacks provided each day. The first half of the three day event will be training by Ms. Beagle with the employees participating in an immersion event the second half of the training.</p>	