

**PRESIDENT'S CABINET MEETING**  
**September 11, 2023**  
**MINUTES**

**CALLED TO ORDER**

1:32 p.m.

**ADJOURNED**

2:46 p.m.

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cheryl Jones; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

**MEMBERS ABSENT**

Cara Crowley

**OTHERS PRESENT**

Shane Hepler, Michelle Lamons, Carolyn Leslie – Recorder

**DISCUSSION: Cabinet Members met by Zoom for this meeting.**

<b>1. ACTIVE SHOOTER, INCIDENT COMMANDER</b>	<b>Sharp</b>
Chris Sharp reported on the National Incident Management System as to the procedures which will be followed in handling an active shooter event. In the event of an incident occurring on an Amarillo College campus, the first four law enforcement personnel on scene will be in charge of taking out the risk. The fifth law enforcement personnel on scene will become the incident commander until the threat is over. The Incident Commander will be in charge of staging and instruction as well as follow up and debriefing after the incident is over.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Mr. Sharp will work with Chief Huddleston to get training going as to these procedures. Mr. Sharp will also be in communication with Amarillo Emergency Management to make sure play books are all up to date.</li></ul>	
<b>2. CELL PHONE STIPENDS</b>	<b>Sharp</b>
Chris Sharp clarified the departments that were eligible to receive cell phone stipends. Physical Plant and IT employees may receive a cell phone stipend if they are required to be on call after Amarillo College business hours.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>No Action Was Taken</li></ul>	
<b>3. INFORMATION SECURITY</b>	<b>Jones/Hepler</b>
Cheryl Jones asked Shane Hepler, Amarillo College Chief Information Officer, to give an update on where Amarillo College stands on security issues. Mr. Hepler reported that employees are continuing to click on email links that come from outside the college and have a potential security threat to Amarillo College. The number of employees continuing to click on these links indicates that the college's mandatory trainings, and communication from the IT department about these threats are not making a difference.	

<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Mr. Hepler will email each cabinet member a list of their employees who are clicking on the links that could cause a security issue so they can address this problem with their employees.</li> <li>• IT is going to streamline how they notify the college on not clicking on suspicious emails.</li> </ul>	
<b>4. GRANT APPROVAL, TEA CHARTER SCHOOL</b>	<b>Clunis</b>
<p>Michelle Lamons, Senior Director of AEL, joined the meeting at Dr. Clunis' request. Dr. Clunis discussed with the cabinet the possibility of Amarillo College being involved in a TEA Charter School. In the last legislative session, the state expanded the eligibility to have an adult charter school. Amarillo College has many lower level students. Participating in this program could allow Amarillo College to receive more funding in cooperation with the AEL grant which could result in more much needed instructional time with the lower level students. Cabinet members discussed the implications of Amarillo College taking on a large project as a charter school. Dr. Clunis requested that she be allowed to research and explore the program to see if applying to it would be viable for the college. The college would not be obligated to do anything and can always withdraw from the process. The application isn't due until October and would only cost the college the time that staff spends in research.</p>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Dr. Clunis will continue the research on this program and send questions to TEA for more information. She will let the cabinet review her findings and then make a decision whether or not to continue in the process.</li> </ul>	
<b>5. OTHER DISCUSSION</b>	<b>Cabinet</b>
There were no further items for discussion.	