

PRESIDENT'S CABINET MEETING
September 26, 2023
MINUTES

CALLED TO ORDER

9:00 a.m.

ADJOURNED

11:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Mark White

OTHERS PRESENT

Carolyn Leslie – Recorder

DISCUSSION:

1. HR STAFFING	Jones
<p>Cheryl Jones reported on the current staffing issue in the Human Resources Department. Amarillo College as well as other employers are seeing high turnover in their staff. The process of hiring new personnel, onboarding new employees, and taking care of the needs of current employees is very difficult being short staffed. Ms. Jones showed the cabinet data on the current workload of Amarillo College's Human Resources Department. The employee to Human Resources personnel ratio is .72 which is very low. Ms. Jones would like to raise the ratio to .91. Utilizing current Human Resources employees more effectively, and hiring a few more positions would bring the ratio up and help HR to meet the needs of Amarillo College employees. Cabinet members agreed that working on the staffing needs Ms. Jones presented, is important and needed. The cabinet discussed ways to fund personnel to meet the department's needs.</p> <p>Cabinet also discussed the need for a cost study to determine how to better understand the current financial obligations of Amarillo College, and how to better set the yearly fiscal budget.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Cara Crowley will speak with Collin Witherspoon, Executive Director of Institutional Research, about possibly doing a cost study for the college. Bob Austin, Chris Sharp, the Business Office and Terry Kleffman may also be involved.• Denese Skinner made a motion to fund the utilizing of current personnel and hiring of additional personnel for the Human Resources department. The cabinet members voted all in favor.	
2. DON CAMERON/HB 8	Skinner
<p>Dr. Don Cameron requested that time be given to address the topic of House Bill 8 with the Presidential Leadership Institute class during one of their sessions scheduled for October 16-20, 2023. Dr. Tamara Clunis will join the class to instruct the Leadership Institute on what HB 8 consists of and the implications it has for Amarillo College. Denese Skinner will address the Institute on the change in leadership for the President's office and her plan to continue leading the college on the path toward student success.</p>	

Action Items:	
<ul style="list-style-type: none"> Ms. Skinner will schedule a specific day and time for Dr. Clunis to speak to the Leadership Institute concerning House Bill 8. 	
3. FUNDING FOR EMPLOYEE OF THE YEAR	Skinner
<p>The Classified Staff Employee of the Year award and the Administrators Employee of the Year award were paid through fund raisers that each group held. These two groups were disbanded in order to bring all employee groups together. As a result of combining the employee groups, an additional award was added, bringing the total to three employee of the year awards. The awards are presented during the Amarillo College General Assembly held in the fall of each year. The cabinet discussed how to continue to fund these awards. One thousand dollars is presented to each recipient of the Employee of the Year Award for a total of three thousand dollars in needed funds.</p>	
Action Items:	
<ul style="list-style-type: none"> Three thousand dollars will be added to the President's Official Functions account in FY2025 to continue to pay for the Employee of the Year awards. 	
4. OTHER DISCUSSION	Cabinet
<p>The cabinet agreed to make a donation for the construction of The Texas Panhandle First Responders Memorial.</p> <p>Cara Crowley reported to the cabinet that Amarillo College may be the recipient of a \$1,000,000.00 planning grant. If the college receives the grant, Amarillo College will be involved in working on an economic development plan for the Panhandle region in collaboration with the AEDC and the Innovation Outpost. The Range organization will also be a big part of the collaboration on the development plan. The cabinet discussed donating \$100,000.00 to the Range in order to become business partners in their initiative of making the Panhandle a leader in beef and dairy industry technology. Cabinet members discussed how they understood the \$100,000.00 donation would be returned to the college to be used for industry research by the Innovation Outpost.</p> <p>Cheryl Jones sent an invitation to cabinet members for a Gallup Leadership Debriefing meeting on December 11, 2023 at 10:15 a.m.</p> <p>Bob Austin reported that the new Enrollment Center is now serving students. Mr. Austin commented on what a great job Jim Baca and the Physical Plant team and Shane Hepler and the IT team did in getting the Enrollment Center ready for occupancy.</p> <p>The cabinet discussed the remodel of the Student Services Center pertaining to providing a cut through from the north parking lot to the south part of the campus. Staff working in the Student Services Center observed the number of individuals who come through the building to get to the other side of the campus.</p>	
Action Items:	
<ul style="list-style-type: none"> Denese Skinner made a motion for Amarillo College to donate \$10,000.00 to the Friends of AJ Swope, a 501 (C) (3) nonprofit, for the construction of The Texas Panhandle First Responders Memorial. The cabinet members voted all in favor. Denese Skinner made a motion for Amarillo College to donate \$100,000.00 to the Range. The cabinet members voted all in favor. 	