

**PRESIDENT'S CABINET MEETING**  
**January 14, 2025**  
**MINUTES**

**CALLED TO ORDER**

9:10 am

**ADJOURNED**

11:40 am

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Ally Greenwood, Executive Assistant, recorder

**DISCUSSION:**

|  |                |
|--|----------------|
| <b>1. ONBOARDING PLAN FOR DR. CONNER</b>   | <b>SKINNER</b> |
| Cabinet brainstormed on creating a smooth transition plan. Cabinet will draft a plan and send to the board for review.   |                |
| <b>Action Items:</b> <ul style="list-style-type: none"><li>Ms. Skinner will discuss with Ms. Coats that marketing is handling the welcome event.</li><li>Ms. Skinner will ask Dr. Conner what she would like her first week to look like.</li></ul>  |                |
| <b>2. EVERGREEN SALARY STUDY</b>   | <b>SKINNER</b> |
| Ms. Skinner discussed the Evergreen study with Cabinet and deliberated on Evergreen's decisions on certain job positions. Mr. Sharp suggested addressing this on a case-by-case basis, focusing on salary competitiveness. While some positions are correctly classified, they may not be competitive compared to the local market. Cabinet was tasked with following up with Evergreen for further clarity on why they selected certain positions to be at specific salaries. |                |
| <b>Action Items:</b> <ul style="list-style-type: none"><li>Follow up with Evergreen on why they made their decisions.</li></ul>  |                |
| <b>3. ESPORTS WINNER TO BOARD MEETING ON 1/28/2025</b>   | <b>SKINNER</b> |
| Ms. Skinner suggested that the gentleman who won the Madden Championship should come to the February board meeting.  |                |
| <b>Action Items:</b> <ul style="list-style-type: none"><li>Mr. Austin will see if he can get him.</li></ul>  |                |
| <b>4. Other Discussion</b><br><b>Water Damage Update at Fire Academy</b><br><b>Severe Weather Closing Policy</b><br><b>Moving Payroll to the First Buses</b><br><b>Land at East Campus</b><br><b>Update on Signs at East Campus</b>  | <b>CABINET</b> |
| Mr. Sharp gave an update with Cabinet on the water damage at the First Responders Academy. He reported that there was a water hose failure that resulted in significant damage. Carpet Tech is   |                |

currently working on drying the area. Some sheetrock and tiles will need to be replaced, and the repairs will take several weeks.

Mr. Austin discussed Amarillo College's historical policies related to weather closures. Mr. Austin suggested, in light of the recent late closure due to snow, that the college sends the policy to all employee's so they know what the policy is.

Cabinet discussed if payroll should be on the first instead of the fourth. Dr. Sobey requested that this be finalized. Cabinet discussed the issue of some people who are bi-monthly wanting to opt back into monthly. Mr. Sharp suggested giving employees a onetime opportunity at changing back. Mr. Austin suggested doing this during benefits open enrollment.

Mr. Sharp discussed the agreement the college has with the city to provide bus rides to students. Cabinet deliberated on what other colleges are doing to provide bus transportation to their students, and if the current arrangement needs to be tweaked due to cost.

Mr. White discussed a possible business opportunity with extra land by East campus. Cabinet deliberated on the proposal and concluded not to proceed at this time due to timing.

Mr. Sherrod asked if the signs at East Campus had been corrected. Mr. Sharp stated that lettering is still being corrected and that he would check in with Jim and get back to Mr. Sherrod. The issue was that the signs did not have the program information and were only titled as the Transportation Center. Cabinet discussed how the buildings at the college are named. Mr. Austin suggested that marketing send out announcements when a name goes on a building.

**Action Items:**

- Marketing will send out a reminder that we follow AISD with our severe weather closing policy.
- Dr. Sobey will reach out to Ms. Coats in HR to discuss the possibility of moving payroll to the first for monthly employees.
- Marketing will send out communication about names placed buildings.