

PRESIDENT'S CABINET MEETING
February 25, 2025
MINUTES

CALLED TO ORDER

9:14 am

ADJOURNED

11:04 am

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Tammy Coats, Human Resources Director
Ally Greenwood, Executive Assistant, recorder
Jacqui Jones, Director of Grant Administration
Shane Hepler, Chief Information Officer

DISCUSSION:

1. GRANT APPROVAL: MSIPP (DEPARTMENT OF ENERGY)	SOBEY
<p>Ms. Jones discussed the Minority Serving Institution Partnership Program (MSIPP) grant application with cabinet. This grant would have an anticipated budget of up to 5 million for five years. Dr. Linda Munoz is leading the writing process. The initiative aims to strengthen workforce learning pathways by increasing student participation, expanding internships, and improving degree completion rates.</p> <p>Cabinet unanimously approved moving forward with the grant application</p> <p>Action Items:</p> <ul style="list-style-type: none">•	
2. EMPLOYEE HANDBOOK: 2.17 PERFORMANCE MEASURES	SOBEY
<p>Dr. Sobey discussed the current policy language regarding performance evaluations and asked cabinet if it would be possible to exclude supplemental and enrichment instructors from this requirement. Cabinet discussed the idea with Ms. Coats who provided her feedback.</p> <p>Cabinet concluded that the language needs to be updated. Dr. Conner tasked Ms. Coats to see what other colleges are doing.</p> <p>Action Items:</p> <ul style="list-style-type: none">• Ms. Coats will look at info from other colleges and get back to Cabinet.	
3. ROLLOUT OF NEW IT INFRASTRUCTURE	SHARP
<p>Mr. Hepler, Chief Information Officer, discussed current issues with the network and infrastructure such as recently maxing out the internet in the fall and addressed the ongoing steps being taken to upgrade the system from a 2G to a 10G circuit. Mr. Hepler added that because new hardware has been installed IT may have to troubleshoot issues as they occur but hoped to have everything back to normal in the next 8 weeks.</p> <p>Action Items:</p>	

- Mr. Hepler will let Cabinet and the AC family know when this will happen.

4. TITLE IX	SKINNER
<p>Ms. Skinner provided an update on the college's need for additional investigators, as only two are currently available, and workload has increased. An email will be sent to staff, and VPs are asked to encourage their teams to serve as investigators or join a hearing panel with Mr. Austin. The role includes an annual stipend of \$1,600, paid quarterly. With upcoming changes through ATIXA, the college's procedures will shift significantly. Mr. Austin will serve as the hearing officer and requires two additional panel members. The email will be sent to all supervisors, and Cabinet members are urged to encourage full-time staff to participate.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • 	

5. PROPERTY AT 2117 S. MONROE	SHARP
<p>Mr. Sharp addressed vandalism concerns with the AC owned houses on Harrison. Cabinet discussed what the college plans to do with these properties. Mr. Sharp brought to attention a recent house that has come for sale at 2117 S. Monroe. Given the proximity to the campus, Mr. Sharp proposed purchasing the property. Cabinet discussed possible options for the property.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Mr. Sharp will send information on this to the Finance Committee. • Mr. Sharp will set up a tour of the property. 	
6. EXECUTIVE ORDER AND DEAR COLLEAGUE LETTER FOR DEI	SKINNER
<p>Ms. Skinner discussed the importance of reviewing any DEI related content for potential updates and compliance to ensure accuracy and alignment. Dr. Sobey suggested that each VP communicate with their supervisors, ensuring they review and report any compliance concerns.</p> <p>Ms. Skinner asked Cabinet to take a look at a proposed communication and provide feedback by early next week.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Cabinet will look at the letter and provide feedback to Dr. Sobey and Ms. Skinner. 	

7. Other Discussion Student Letter	CABINET
<p>Dr. Conner discussed that they met with the SGA President. They made changes to their policies and procedures to make sure they were feeding information up to administration. Dr. Conner will meet with the SGA board once a month.</p> <p>Dr. Conner discussed the need to make a committee from different areas and levels to hire a VP of HR. Dr. Conner will send out the description to the group before it's posted.</p>	
<p>Action Items:</p>	