

**PRESIDENT'S CABINET MEETING**  
**May 20, 2025**  
**MINUTES**

**CALLED TO ORDER**

9:06 am

**ADJOURNED**

11:27 am

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Mark White

**OTHERS PRESENT**

Ally Greenwood, Executive Assistant, recorder  
Tammy Coats, Director of Human Resources  
Nilay Jariwala, Empower Representative  
Stella Knickerbocker, Amarillo National Bank  
Matt Ramsey, Amarillo National Bank

**DISCUSSION:**

1. EMPOWER & ANB UPDATE	COATS
Empower representative Mr. Jariwala presented to the Cabinet on the significance of cybersecurity and detailed how the company uses AI to protect clients from fraud.	
Mr. Ramsey with Amarillo National Bank gave the Cabinet an update on the state of the financial markets, discussing that though there has been some market volatility in the past quarter, ANB's performance has remained strong. The discussion covered economic trends, with Mr. Ramsey recommending to stay invested amid expected market fluctuations.	
<b>Action Items:</b> <ul style="list-style-type: none"><li></li></ul>	
2. July 4 <sup>th</sup>	Coats
Ms. Coats informed Cabinet that July 4 <sup>th</sup> falls on a Friday this year and sought guidance on administering holiday pay. After discussion, the Cabinet advised her to review the College's past practices in similar circumstances to determine the most appropriate approach.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>Ms. Coats will get with Tim Hicks and Terry Kleffman and provide the Cabinet with an update.</li></ul>	
3. AEL	SOBEY
Dr. Sobey provided an overview of the Adult Education and Literacy (AEL) grant to Cabinet and discussed the need to realign its outcomes with the college's strategic goals, particularly in supporting underprepared, at-risk populations and transitioning them into college pathways. The AEL team is expected to present a new grant project design for Cabinet approval, with a focus on measurable student outcomes such as GED attainment, credential completion, and job placement.	
<b>Action Items:</b> <ul style="list-style-type: none"><li>The AEL grant will present their proposal at the next Cabinet Meeting.</li></ul>	

<b>4. SB 2615</b>	<b>SOBEY</b>
Dr. Sobey gave an overview of a forthcoming bill that might affect fully remote personnel in higher education.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li></li> </ul>	
<b>5. CABINET BUDGET DISCUSSION MEETING</b>	<b>SHARP</b>
Dr. Conner discussed the upcoming Budget Meeting with Cabinet. Mr. Sharp asked if he could get a list of grant-funded positions and open faculty lines. Dr. Sobey stated he would get him that information.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>Dr. Sobey will provide a list of grant-funded positions and proposed faculty hires for Cabinet review.</li> </ul>	
<b>6. 25-26 EXPENSE BUDGET</b>	<b>SKINNER</b>
The Cabinet reviewed the preliminary 2025-2026 expense budget. Dr. Conner asked each Cabinet member to work with their teams to evaluate spending and consider opportunities for improvement to better meet the goal of a balanced budget.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li></li> </ul>	
<b>7. NAMING OF STUDENT SERVICE CENTER</b>	<b>SHARP</b>
Mr. Sharp noted that the new center is nearing completion and emphasized the need to finalize a name soon. While "Student Services Center" was previously considered, it was agreed this does not fully capture the space's purpose. Cabinet discussed, ultimately agreeing that the space is primarily about student life, and the preferred name moving forward is to be the Student Life and Conference Center or SLCC for short.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>The building will adopt the new name of the Student Life and Conference Center.</li> </ul>	
<b>8. TIMELYCARE DATA ANALYSIS</b>	<b>AUSTIN</b>
Cabinet discussed the cost of TimelyCare for outsourced medical and mental health services at Amarillo College. With CARES Act funding no longer available, discussions need to be had on alternative funding. Cabinet discussed which services are being used. Mr. Sharp proposed reducing the cost to \$150,000. Cabinet was encouraged to consider long-term sustainability and alignment with student needs.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>This item will be discussed again at the next meeting.</li> <li>Mr. Austin will send a copy of the analysis and show the Cabinet the overall utilization.</li> </ul>	
<b>9. EMPLOYEE FUNDRAISING</b>	<b>CONNER</b>
Dr. Conner opened a discussion on employee fundraising and sought Cabinet's input on establishing a clear policy. While past practices varied, there was general agreement that fundraising should be voluntary, conducted outside of work hours, and should not use College funds. The group acknowledged the positive message such efforts send to employees, while also noting the importance of maintaining consistency and transparency.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li></li> </ul>	

<b>10. UPDATES FROM PRIOR MEETINGS</b> Facilities Use Rental Agreement – Sharp Wedding at IO – Sharp Podcast at the IO – Conner Signage at East Campus – Sharp Sign for CUB Needing Correction – Sharp Sharpened Iron - Conner	
These items were deferred due to time constraints and will be addressed in upcoming meetings.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	

<b>11. Other Discussion</b> Cabinet Meeting Cadence	<b>CABINET</b>
Dr. Conner mentioned that the agendas are getting heavy and asked the Cabinet if they would like to move the meetings back to weekly. Cabinet agreed that weekly was best.	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• Cabinet Meetings will happen weekly starting with week 6/3/2025</li> </ul>	