

PRESIDENT'S CABINET MEETING
July 25, 2023
MINUTES

CALLED TO ORDER

9:09 am

ADJOURNED

11:25 am

MEMBERS PRESENT

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

MEMBERS ABSENT

None

OTHERS PRESENT

None

DISCUSSION:

1. REMOTE WORK POLICY	Crowley & Jones
Cabinet discussed revising the remote work policy to include a variance statement allowing for AC positions to apply to Cabinet for fully remote work based on need.	
Action Items: <ul style="list-style-type: none">• Ms. Jones will review policy and develop a proposed revision to the policy to reflect a variance statement. She will bring the revised policy back to Cabinet for further discussion.	

2. PRESIDENT'S EXECUTIVE ASSISTANT PROPOSED PLAN	Crowley & Skinner
Cabinet discussed an interim replacement of Toni Van Dyke's position and receptionist assistance in the President's Office.	
Action Items: <ul style="list-style-type: none">• Beginning August 1, 2023, Joy Brenneman will return as a part-time Executive Assistant to assist the President's Office. This will be a temporary position until the President's Executive Assistant position has been filled.• To support the President's Office during the interim phase:<ul style="list-style-type: none">○ Beginning AY2023-2024, Student Affairs Executive Assistant will lead and coordinate All USA, Honors, Greeters, and event planning as needed in the President's Office.○ Beginning AY2023-2024, Academic Affairs Executive Assistant will lead and coordinate logistics for the Mead Award and Professor Emeritus.○ Beginning AY2023-2024, Executive VP and General Counsel Executive Assistant will lead and coordinate board minutes and archival posting and Amarillo College holiday cards project.○ Beginning AY2023-2024, Business Office Executive Assistant will lead and coordinate cabinet minutes and archival posting.• To support the President's Office during the interim phase, each cabinet member will bring names to nominate administrative assistants who will work one day per week in the President's Office assisting the Executive Assistants and the President's Executive Assistant.	

3. FY2024 BUDGET UPDATE	Sharp
Mr. Sharp reviewed the FY2024 budget to reflect the inclusion of new budgetary data for state funding and county taxes.	
Action Items: <ul style="list-style-type: none"> • None 	

4. SUPERVISOR 360 SURVEY	Jones
Ms. Jones reviewed the proposed Supervisor 360 survey tool. Dr. Clunis asked questions about open-ended questions and potential areas of concerns. Ms. Jones discussed these concerns and ways the survey and training (pre and post) will address the potential areas of concern.	
Action Items: <ul style="list-style-type: none"> • Ms. Jones requested that Dr. Clunis send her question options that have been used on other survey tools. 	

5. NATIONAL SCIENCE FOUNDATION INNOVATION ENGINES PROPOSAL	Crowley
Ms. Crowley reviewed the NSF Engines proposal, potential timelines, and new hires should the grant project be funded.	
Action Items: <ul style="list-style-type: none"> • None 	

6. GRANT DEVELOPMENT PROPOSAL APPROVAL	Crowley
Ms. Crowley requested Cabinet discuss and approve, if they desire, a grant development proposal request from VPAA for the US Dept. of Education Postsecondary Success grant.	
Action Items: <ul style="list-style-type: none"> • Motion made by Ms. Skinner and seconded by Mr. Austin. Approved by Cabinet. • Ms. Crowley sent acknowledgement of approval to VPAA office. 	

7. AC ADMISSIONS POLICY	Austin & Clunis
Mr. Austin reviewed the current AC Admissions policy. He proposed a revision to the policy to:	
1) Delete in the current policy: <ul style="list-style-type: none"> ○ “Any person who is a non-high school graduate and approved for enrollment in an early admission program (i.e., Concurrent enrollment, Dual Credit, Diplomas and Degrees) ○ Applicants without a high school diploma or GED must be enrolled in AC’s college readiness program, Career Ready You, and successfully complete six college credit hours before becoming eligible for Federal Student Aid. 2) Replace with: <ul style="list-style-type: none"> ○ “Any person who is a non-high school graduate and approved for enrollment in an early admission program (i.e., Concurrent enrollment, Dual Credit, Diplomas and Degrees) or any person who is approved to begin college-level coursework by AC’s college readiness program, Career Ready You. 	
Action Items: <ul style="list-style-type: none"> • Motion made by Ms. Skinner and seconded by Dr. Clunis. Approved by Cabinet. 	

8. DONNA BEEGLE POVERTY COACHES INSTITUTE: SEPTEMBER 5-7, 2023	Crowley
Crowley noted the following: <ul style="list-style-type: none"> • September 5 – 7, 2023 for 60 participants ... can increase up to 100 • 15 spots reserved (ACC for 5, Mark Clark, Linda Dominquez, Nina from Trellis, ARC for 3, HR Training for 2, Cabinet for 3) • 45 spots open ... discussed how to call for the open spots 	
Action Items: <ul style="list-style-type: none"> • None 	