

President's Cabinet Meeting
Minutes
9:00 A.M.
January 31, 2007
Room 108 – President's Conference Room

Present: Ms. Annette Ellis, Mrs. Suzanne Carter, Mr. Dennis Burrer, Mrs. Deborah Sanders, Ms. Irene Cravey, Mrs. Cindy Leleko, Mrs. Mittie Hutchins, Mrs. Jamie Todd, Mr. Randy Wooten, Dr. Jeanne Wesley

Absent: Mr. Jeff Bell

Guest: Ms. Kathleen Peterson

Review of Previous Minutes: The minutes from the previous meeting dated January 10, 2007 were reviewed by members of the cabinet and approved.

Mr. Dennis Burrer

1. **Network File System:** Mr. Burrer presented a copy of the Network Drive Assignment that indicate the following:
 - The H drive is your personal workspace for use to store drafts, working papers, supporting documentation, and other files to do your job.
 - The G drive is the department workspace for use to store basically the same type information as mentioned on the H drive with the addition of training materials and official TSTC documents of department interest.
 - The I drive is the reserved for official TSTC documents, forms, and other electronic records managed by the state of Texas and TSTC records retention plan. Contents placed on the I drive will be managed by trained records managers.
 - The K drive is used for transitory files. Files placed in this folder will be automatically deleted after 30 days. You can use this location for pictures of current events seasonal material, and other items of unofficial nature.

Mr. Burrer also noted that in the future on the MyTSTC shared drive you will be able to open, edit, and save documents from any computer with a web drive.

Mrs. Suzanne Carter

1. **March 2nd Event with Jim Brazzell/Micheal Betterworth:** Mrs. Carter reported that they have received the save date cards today that will go out to superintendents and counselors. Mrs. Leleko will do labels for mail outs. They have received 100 positive responses to date. Dr. Jeanne Wesley is working with industry to determine what area students will be assigned according to majors. Information can be found on the website under College Preview Day.

Mr. Randy Wooten

1. **LEAP:** Mr. Wooten announced that TSTC Marshall will be hosting LEAP (formerly called EDGE) June 13, 14, and 15, 2007. He acknowledged that each College President is the designated transformation leader. This event also includes Corporate College. Mr. Wooten made the following request of members of the cabinet:

Action: Each cabinet member was requested to submit their list of most compelling RUB projects currently under development by noon February 26, 2007.

These responses were due at this time to give Mrs. Todd a chance to consolidate and send to Dr. Lucy McGregor by February 28, 2007.

2. **New Evaluation Forms:** Mr. Wooten disseminated copies of the Staff Performance Review Options. The document included background information, the Brazos River Authority method, the Marathon Oil Company method, rating scale for each Core Competency. He further stated that Mr. Jeff Bell would be at the next meeting to provide additional input.

Action 1: He asked for volunteers to work on the new evaluation form, and the following persons committed themselves to this initiative: Ms. Annette Ellis, Mrs. Suzanne Carter, Mr. Dennis Burrer, Mrs. Deborah Sanders, Ms. Irene Cravey, Mrs. Cindy Leleko, Mrs. Mittie Hutchins, Mr. Randy Wooten, and Dr. Jeanne Wesley.

Action 2: He asked the cabinet members to review the document and submit their suggestions.

3. **Leadership Marshall:** Mr. Wooten inquired as to the number we general send to Leadership Marshall. Mrs. Todd responded that on last year we had

two volunteers, Mrs. Debra McIntosh and Mrs. Wanda Daily, who participated.

Action: Mr. Wooten requested that nominations be submitted by next Friday, February 9, 2007.

Announcements/Observations

Mrs. Mittie Hutchins: Reported that the Strategic Planning Committee met on yesterday to discuss data. According to present data analysis, it was determined that we did not need a SWAT analysis this year. We need to correct the things currently on the SWAT analysis sheet and include Corporate College growth into the overall plan. She further stated that the Strategic Plan Meeting will begin with a list of initiative and their reprioritized version. The meeting will be held in the library room 515 at 10:00 a.m. February 14, 2007 and will last approximately until 5:00 p.m. Lunch will be provided. The list of participants will include Program Chairs, Faculty Senate, and SGA President.

Action: Mrs. Hutchins will send copies of last years initiatives with items in red that need to be dropped off or eliminated.

Dr. Jeanne Wesley: Reported the following:

- Dana will be conducting training all day on Monday's and Tuesday's for the next ten weeks.
- Crosby-Lebus just finished a class from 7:00 a.m. – 10:00 p.m. with 187 person completing the class.
- Training has been approved and will be submitting insurance information and instructor for hire.
- Negotiating Truck Driving classes. The city will pay for engineers to check parking lot and City Arena to make sure there are no damages.
- Alcatel has submitted a list of participants for a class and TSTC is writing the grant for training of 154 of its employees which is due March 1, 2007.

Ms. Irene Cravey: Desires an open welcoming environment to the entry way of the campus using banners in both English and Spanish. They plan on conducting classes at the Catholic Church; and presently, there is software to provide learning of English as a second language. She commented to Dr. Wesley that classes will be conducted as continuing education courses meeting learning objectives and articulation agreement(s).

Action: Ms. Cravey will check with SACS for approval of language to be used in the articulation agreement.

Mrs. Deborah Sanders: Reported that she has been running details on the current budget pulling \$30,000 -\$50,000 short institution revenue authorization, sweep of salary savings, etc.

Mr. Dennis Burrer: Referenced Sammy Rhoades email regarding TSTC MS Windows Vista Interim Migration Plan and use of this system will possibly become effective on TSTC Marshall's campus in September 2007.

Mrs. Suzanne Carter: Announced that she hired a new person in her department to replace Mrs. Shinobu Weaver. Effective February 12, 2007, Ms. Michelle Ates will assume the position of Admission Technician.

Mr. Mark Johnson has requested resume writing and interviews conducted at the Industry Career Day.

Ms. Annette Ellis: Announced that the Mr. & Miss TSTC contest will be held Thursday. There are four females and four males participating.

Mr. Randall Wooten: Stated that Ms. Karen Whatley from the Marshall Independent School District has requested a 2 hour meeting on Monday with him and Ms. Irene Cravey. Ms. Suzanne Carter and Mrs. Deborah Sanders were also suggested as participants.

Draft of the trading cards (baseball like cards) is ready. Mrs. Suzanne Carter will place email address, phone number, etc on the card and once they are completed, Mr. Wooten requested that he be given a stack to pass out.

The meeting was adjourned at 10:45 a.m.

Minutes Recorded by Mrs. Jamie Todd, Administrative Assistant