

**President's Cabinet Meeting**  
**Minutes**  
**9:00 A.M.**  
**January 3, 2007**  
**Room 108 – President's Conference Room**

**Present:** Cindy Leleko, Randy Wooten, Dennis Burrer, Mittie Hutchins, Annette Ellis, Deborah Sanders, Jeff Bell, Irene Cravey, Suzanne Carter, Jeanne Wesley

**Absent:** Jamie Todd

**Review of Previous Minutes:** The minutes from the previous meeting dated December 6, 2006 were reviewed and approved with no changes.

**Suzanne Carter**

1. **Spring Enrollment:** Ms. Carter stated that the preliminary spring enrollment was 448 students, 133 of whom were College Connections. She anticipated approximately 50 new students for this next orientation on Thursday, Jan. 4; there were 32 new students in the December orientation session.
2. **Summer Trimester:** The 12 week summer term begins on May 29.
3. **Brazzell Event:** Wiley Chapel is available to seat 600 guests on Friday, March 2 for the final presentation of the "Technology Rally". Industry participation will be a key factor in the success of this event and the successful aftermath.

In response to a question from Dr. Wesley, Ms. Cravey presented the schedule for the three-day event. Wednesday, February 28 will be an overview presented to the college along with solicitation of input and quotes. Comments, information, quotes, photos and video obtained in smaller meetings with the faculty and staff will be used to develop the final presentation. The second day (Thursday) referred to by Ms. Cravey as an Industry Blitz, will be taken up with visits to key industry representatives, as well as city and regional leadership and economic development professionals. Their input will also be included in the presentation. The third day (Friday) will include a public presentation in the morning at Wiley College. The audience is expected to be composed of high school counselors, high school students, industry leaders and TSTC employees. Other stakeholders may be elected officials, city and area leadership and economic development staff, and anyone interested.

Ms. Carter noted that students will be in attendance at the Friday morning presentation and then will be transported back to the campus for the afternoon session of College Preview. She is working on a plan to make sure the students get lunch during the day, either with a sack lunch on the bus, or something provided on campus.

Dennis Burrer asked to be included in the loop on event planning. He had several questions regarding equipment for filming, video-taping, production of the presentation and what might be needed for the actual public event on Friday morning, such as microphones, speakers, screens, etc.

### **Suzanne Carter**

1. **Travel Requests:** In response to Ms. Carter's question regarding blanket travel request approvals, Deborah Sanders stated that the issue was being considered at the system office level. Mr. Wooten noted his support of streamlining the process as long as all of the system requirements were met. Several cabinet members expressed appreciation for Betty Buchanan's timely response to travel requests and her prompt processing of paperwork to get travelers reimbursed for expenses.

### **Cindy Leleko**

1. **Longview Partnership Banquet:** Ms. Leleko stated that she had unused tickets for the Longview Partnership Banquet Thursday, January 11. Cabinet members agreed to consider staff members who should or could attend, and to notify Ms. Leleko promptly.

### **Randy Wooten**

1. **Martin Luther King Banquet:** Mr. Wooten will stated that he had committed the college to purchasing a total of 20 seats (one table) at the Martin Luther King Banquet on Monday, January 15. He noted that it was a school holiday. Jamie Todd will be sending out invitations to staff, faculty and students who may wish to attend.
2. **Recruitment/Retention Conference:** Mr. Wooten announced a conference for Recruitment and Retention scheduled for Atlanta, Chicago and Anaheim. He asked for recommendations from the group as to interest in attending. The consensus was that out-of-state travel money was scarce, and that the college's limited resources could be put to better use elsewhere until an in-state event could be considered.

3.

### **Jeff Bell**

1. **Legal Issues:** Mr. Bell noted that (under old business) the current lawsuit was not expected to be settled until March or April of 2007.

### **Mittie Hutchins**

1. **ACE Survey:** Ms. Hutchins expressed her appreciation for the response to the recent climate survey. Areas reviewed in the survey included Leadership, Communication,

Collaboration, Organizational Structure, and Student Focus. She reminded everyone that the data from the surveys would be useful in developing UAPs for the coming year. Areas of concern highlighted in the survey included Communication (sharing of information), Reward for Poor Performance, and a Lack of Focus on Students. UAP training sessions have been set and Ms. Hutchins emphasized the need for departments with similar goals to work together.

Mr. Wooten stated that communication needs to cascade out from the cabinet and council meetings. He suggested that a synopsis of meeting minutes be included in the campus newspaper or on My TSTC.

### **Randy Wooten**

1. **Equipment:** Mr. Wooten stated that the laptops were not available for student checkout.
2. **Student Projects:** Andy Bozylinski has asked that the President and other administrators attend his class final projects presentations. Projects investigated by the students include food service and other issues relevant to the current needs of the students. Staff members agreed to attend those class presentations and assist in evaluating the students' performance and the viability of the proposals.

### **Jeff Bell**

1. **Drug Recognition Program:** Mr. Bell noted that his security staff had scheduled drug awareness presentations for the entire faculty and staff to help them recognize the signs and symptoms of possible drug abuse by students.

### **Irene Cravey**

1. **Brazzell Event:** Ms. Cravey discussed the upcoming presentation by Jim Brazzell and the three day schedule for Feb. 28, and March 1 and 2. She stated there would be a faculty and staff overview followed by industry visits and a public presentation concluding with a wrap-up and evaluation for the college's future use. Mr. Wooten noted that this would be a major event for the college and everyone's input would be needed to ensure maximum exposure and a positive outcome.
2. **Panola Charter Grant:** Ms. Cravey reported on a \$100,000 grant that will assist in preparing students to make the transition from high school to college in their junior year. The program will include partnering with the YES Academy and Dana, and the goal is to bring in 150 to 200 high school students. There will also be ties to summer camp programs for TSTC degree offerings in addition to the one already being offered by the Process Technology division.
3. **Summer Schedule:** Summer Session will begin on May 29. Ms. Cravey noted that co-ops made up most of the Summer I scheduled offerings.

## **Dennis Burrer**

1. **Web Site:** Mr. Burrer and Ms. Carter discussed the need for continual web-site updating. A number of areas are out of date or incorrect on the TSTC Marshall web-site. The webmaster, Ron Case, can make changes quickly when he is informed of the need. The group discussed the issue and agreed that each department knew best how to present information and data from their own areas to go on the web-site but no decision was made on how to develop an effective system for timely maintenance. Information that needs updating regularly includes staff and faculty changes, advisory committee information, and program and course offering changes.

## **Suzanne Carter**

1. **Preregistration:** Ms. Carter stated that 135 returning students had been scheduled for Spring quarter pre-registration.
2. **Recruiting:** A third recruiter will soon be hired to work with Debra McIntosh and Michelle Hafer. Enrollment management is also looking to hire an admissions tech to replace Shinobu Weaver, who was recently moved over to the testing area. Mr. Wooten noted that he has made a proposal to LEDCO to fund an outside recruiter who will work closely with industry to meet their ongoing workforce needs through TSTC Marshall.

## **Randy Wooten**

1. **Excellence Awards:** Mr. Wooten announced that Jason Beach, Ron Case, Randy Wickersham and Wayne Dillon had been selected to receive the Chancellor's Excellence Award.
2. **Transformation:** Mr. Wooten shared his enthusiasm for the ongoing efforts from the System Office to simplify and streamline some processes. As a result of the climate survey comments, he intends to look carefully at certain issues including accountability, pay for performance and the job placement process, among others. With the efforts of Jeanne Wesley and Irene Cravey, Marshall is looking at several new program offerings, including Pole Climbing Electricians, Motorcycle Safety Certification, Truck Driving, Small Diesel Engine Repair, Allied Health and Aircraft Maintenance.
3. **LEAP:** At present, the revamped EDGE, now known as LEAP is scheduled for the Marshall Campus on June 13 through 15.

**Meeting was adjourned at 10:25 a.m.**