

President's Cabinet Meeting
Minutes
9:00 A.M.
October 10, 2007
Room 108 – President's Conference Room

Present: Randy Wooten, Dr. Jeanne Wesley, Irene Cravey, Suzanne Carter, Jeff Bell, Annette Ellis, Mrs. Deborah Sanders, Mittie Hutchins, Dennis Burrer and Jana Hernandez.

Absent: Cindy Leleko, April Graham, and Phil Yellott.

- **Review of Previous Minutes:** The previous minutes were not available.

Suzanne Carter:

Announced they had 20 counselors for the ACT workshop today and lunch with a road show. On Friday they are touring Marshall businesses.

Dennis Burrer:

Announced an internet bandwidth reduction from 100% to 80%. He has limited internet use at the internet café. He is still working with NetNet because it is a matter of time before usage will be at 100% again. He asks everyone to please avoid personal use of the internet for audio & video downloads.

Irene Cravey:

Announced that Counselors and CT directors are going to local businesses to discover what jobs are out there and what the salaries are.
Mike Tivet is over the Outreach Program (Career & Tech)
Pat Hobbs is hiring two people to go to high schools to draw up a six year plan.

Action: Will have a schedule out in two weeks.

Jeanne Wesley:

Jeanne, Sue and Suzanne are working on the truck driving logo. They want TSTC Marshall on the truck then below it, put Corporate College. The Printing has to be

bid. Jean and Irene Cravey are putting together AUTOCAD, machining and welding classes in Spanish.

Jeff Bell:

COP focus on non-contract employee performance. Michelle prepared an Emergency Notification System purchase order. We are also reviewing text messaging system options.

Action: Approved COP

Mittie Hutchins:

Mittie is working on childcare for Region 7. She has plan “A” and “B”. Plan “A” turn the building across from the Administration Admissions Building back into a childcare center with a grant. Plan “B” Partnership with the Buckner Center-WCC.

The banners at the North Building are not readable, they will come down.

Mittie will talk to students referred to her as their advocate, as are all other advocates. Some students referred are no longer in school. It is a good idea to check with Peggy Adams in the Business Office to see if a student referred is still enrolled.

Annette Ellis:

Made the following announcements:

- Industry Career Day, “Women in Industry”.
- Wiley group coming to remove one student and bring another.
- SGA on October 31, dress up for Halloween

Suzanne Carter:

Suzanne is supposed to check the flags on the website logo, to make sure the US flag and Texas flag are in the correct position. The website captures our #1 and #11 position as best college placement in Texas and the US.

President Wooten:

Handed out the following to do list:

- 4th Graders/cards-Should be given to Suzanne according to Irene.
- Excellence Awards (all) due December 7th to Lucy. Please turn in nominees in 2 weeks. Don’t have to have attended LEAP, just work on a LEAP initiative
- Retention meeting set for October 16.

- Business/education (Irene). Set meeting for money making and what are the roadblocks? Deborah has this responsibility.
- Cyber logo/web connections (Ron has draft). Randy and Irene want the logo bigger.
- Oilfield course names (Irene, Wilson and Jeanne). Need names of oil and gas industry in this area.
- Update Letter to President's Advisory Council (Cindy/Jana). Will work with Cindy when she gets back.
- Fence line (Deborah, Annette, Michelle and Joel) The woman wants about \$20,000 of work done, including bulldozing the fence line. She wants all of the vegetation gone, but no pesticides used. There is one dead tree that needs to be removed so it won't fall on the fence. Randy said we will take care of any egregious problems. Deborah said we will not spend \$20,000 nor will we bring in a bulldozer.
- Cyber RSVP-Oct. 18-discuss Innovation Center TSTC will be involved with a booth in November and the Chancellor is going to Bossier City on the 18th. Instead of calling it Space Camp, call it Cyber Camp.
- Cyber Conference on November 27-29 booth at Civic Center in Bossier City.
- Electric Co-op/AEP linesman course meeting (Jeanne/Irene) Keith Honey was supposed to okay the program. We haven't heard from him yet on the status of the lineman course.

Student Representative, usually SGA President, is on President's Council each year.

Bid Sheet from OL is expected by Annette.

Randy is going to re-take picture of eagle mascot, so that the wings will be more proportionate in size as related to the size of the eagle.

Meeting adjourned at 11:57 a.m.