

President's Cabinet Meeting
Minutes
9:00 A.M.
October 17, 2007
Room 108 – President's Conference Room

Present: Randy Wooten, Dr. Jeanne Wesley, Irene Cravey, Jeff Bell, Annette Ellis, Deborah Sanders, Mittie Hutchins, Dennis Burrer, Cindy Leleko, April Graham, Shinobu Weaver (for Suzanne Carter), Bryan Maertins and Jana Hernandez.

Absent: Phil Yellott, Suzanne Carter

- **Review of Previous Minutes:** Minutes from October 3, 2007 and October 10, 2007 were read and approved with minor changes.

Randy Wooten:

- Announced that Keith Honey will be here Friday at 9:00am with a check. It is a photo-op for those that are interested.

Bryan Maertins:

- Announced that there will be SMARTBoard Training for faculty and staff (both new and old may attend) on Oct. 18, 2007, 3 PM to 5 PM, and Oct. 19, 2007, 10 AM to 12:00 PM and 1:30 PM to 3:30 PM.
- On November 2, NetNet with Cindy Smith will provide training for Control Panel in Room 503.
- November 16, Louie Maze will be conducting performance evaluation training through Achieve Global training manual.
- In Student services, there is a move to make students feel a sense of belonging. Andrew Dean is our new faculty member

Dennis Burrer:

- K-2 Share from College Station will be here November 15 and 16 to check our computer security.
- SOS's are being approved.

April Graham:

- P16 Grant for core curriculum.

- Placement practice interview went well with over 30 students attending.
- Industry Career Day is coming up.
- There is an opening for a developmental math instructor and that person will also run the learning success center.
- Attendance Advocates are busy with the early alerts. The biggest problem is contacting the students because phone numbers have changed and email addresses are no longer valid.
- New retention strategy through roundtable discussions are being held.
- ISRA October update, some campuses will attempt it independently.

Jeff Bell:

- Jeff will be going Austin for a Safety Risk Meeting. He will be back on Friday.

Annette Ellis:

- She has seen students wearing PJs at the high school during Pajama wearing day.

Jeanne Wesley:

- House-Autry Mills is a new business coming to Marshall. MEDCO sent us an invitation to celebrate their opening on October 24 at 11:00 a.m. on the court house square. They have a good benefits package. We will RSVP with Cindy, Mittie, Jana, Phi Theta Kappa President and SGA President scheduled to attend.

Mittie Hutchins:

Made the following announcements:

- Working on the desk audit for the Texas Higher Higher Education Coordinating Board.
- Placement is still a problem issue. Placement in any job is not a problem. Placement in field of the student's major is the problem.
- Students in remediation classes should be allowed to take a class in their field to keep them from becoming leavers.
- The budget is balanced for the Title III Strengthening Institutions grant.

Irene Cravey:

- Irene has been working on several projects to increase enrollment.
- The Hispanic Outreach Program has 11 to 44 students. Jeanne and Irene have a partnership with Dallas County Community College District. An e-mail was sent about Intensive English for Technology classes at TSTC Marshall. There is a \$13,000 grant for the classes.
- Irene is also working on an African/American Outreach Program with the assistance of Wanda Daily.

- Fall registration is November 14.

Jana Hernandez:

- Presented the form and requirements for the 2008 Excellence Awards.

Shinobu Weaver:

- Suzanne is at Industrial Maintenance Advisory Council meeting at Eastman
- The recruiting calendar is on the K drive. This week is Louisiana recruiting (LACRAO) and Angela is recruiting in both the Lamar/Red River Counties
- TSTC is awarding a \$500.00 scholarship to the winner of the Ag. Mechanics contest at Yamboree Festival in Gilmer on Oct. 18 and Harvest Festival in Longview next week.
- Admissions will have a booth at Career Day to talk to graduates.
- When will pre-reg begin? Irene answered that it will be November 14.

Deborah Sanders:

- Institutional membership forms to be sent to systems office and must be signed by Deborah.
- VP CFO is Deborah Sanders. Any form with VP CFO on it means that it must be signed by Deborah, not either a Dean or a CFO.
- A new custodian has been hired. His name is Roy Nelson Sheets, but he prefers to be called Nelson.

Cindy Leleko:

- Career Day is Thursday Oct. 18. 40 industries with 55 representatives are confirmed to attend.
- On October 25 the car show will be at the North Bldg. parking lot. On the same day, OL will be holding the Fall Festival.
- SGA meets today to discuss what events they are going to do at the Fall Festival.

Meeting adjourned at 10:20 a.m.