

President's Cabinet Meeting
Minutes
9:00 A.M.
October 24, 2007
Room 108 – President's Conference Room

Present: Randy Wooten, Deborah Sanders, Mittie Hutchins, Dennis Burrer, Cindy Leleko, April Graham, Suzanne Carter, and Jana Hernandez.

Absent: Phil Yellott, Dr. Jeanne Wesley, Irene Cravey, Bryan Maertins, Jeff Bell and Annette Ellis,

- **Review of Previous Minutes:** Minutes from October 17, 2007 were read and approved.

Cindy Leleko:

- The Wonderland of Lights crew wants us to help by stringing lights and also by providing students (for pay) with electrical experience to help with the lighting on the courthouse. Mittie stated that in the past we have manned the booth where T-shirts are sold downtown. Randy asked that Annette to follow-up with the students and that it would be OK for employees to volunteer for half a day during normal work hours. April is to pass this information on to Vanessa.
- Career Day Post Mortem received high marks, except that the students were not prepared. Suzanne said the feedback she received from the companies was that the students were prepared. Mittie asked Cindy for her personal opinion. Cindy said she was disappointed with the number of students. There were more businesses than students. Suzanne said the early college students showed up. It was discussed that there were posters and announcements on the PA system. Some teachers made it an assignment. April talked to the company representatives and got a good response. Suzanne said part of the problem is the students don't check e-mails. Randy said the next Career Day is in March, so a month before we will discuss strategy.
- Facility Room Temperature Controls-Cindy said room 515 was hot last night and room 140 was hot with the Halliburton people in it. Cindy feels that more people should have control of the thermostats. Randy said Cindy and Jana to be trained on use of the thermostats.
- It was also discussed to use a central calendar so anyone can find out where and when things are going on. Deborah said Halliburton people were showing up and they did not know where to send them. Randy said Dennis and Jana are to get together and come up with a plan for a master calendar.

- Independence Bowl sent a flyer asking TSTC to purchase tickets to donate to the armed forces.

Suzanne Carter:

- Announced that the recruitment calendar is on the “k” drive and is updated weekly.
- The \$500 scholarship was awarded at the Jamboree, with another \$500 scholarship to be awarded at Harvest Fest in Longview. The recipient of the first \$500 scholarship plans on attending a 4 year school.
- November 6th there will be 100+ 4th graders coming to the campus at 1:00 p.m. They will earn their TSTC bucks.
- November 14th Hallsville Junior High is bringing 300 students to tour the campus. Half of them will come in the morning and the other half will come in the afternoon. Due to other events we will be short staffed and will need help.
- VA Auditors will be here on November 8th in Room 140.
- On November 15, Will Thompson will present “This Ain’t Your Mama’s Classroom” as part of professional development.
- At the December graduation 45 degrees and certificates will be awarded.
- Suzanne will go to Eastman with 2 Marshall High graduates that are now Eastman employees.
- Suzanne has sent several e-mails, made a post on MyTSTC and put up flyers about the Staph Infection. Mittie spoke to the health dept. and at the local hospital about getting a speaker to come to the campus, but they said they are too busy. Cindy Leleko said to just show the pictures, it worked for her. Suzanne said what about Kezerle doing something?

Mittie Hutchins:

- Closing the Gaps; the gap has dropped significantly for African Americans and Hispanics. Hispanic enrollment has increased by 400%, but they are not graduating. Mittie passed out a handout with projections up to 2020. By December 4 we are to figure out where we want to be and the strategy to get there.
- Mittie contacted the man who owns the old daycare beside the campus. There are also 5 acres in front and 16 acres in the back. Someone else has already talked to him about buying it for multi unit housing. It will take months for Mittie to get details together. She needs to check with Headstart to see if there is funding available and do a survey to ensure there is a need for childcare.
- Flu shots Friday
- Please complete UAPs.
- Fat Friday was fun.

Randy Wooten:

- Randy went over the Excellence Awards again and reminded everyone that nominees are due at the end of Oct.
- Retention number is 105. (Most we can lose out of this class.) Suzanne Carter is supposed to tell us next week how many of those have we already lost.
- Randy will be attending NetNet on November 7th.
- The October 31st meeting will be moved to Tuesday, October 30th at 9:00 AM.
- The November 7th meeting will be moved to Tuesday, November 6th at 9:00 AM.
- Oil and Gas list, Randy spoke to Rusty and one of his staff is supposed to compile a list of local oil and gas companies. Once the list is together, we will set up a meeting with the companies on the list and work out a safety course for a degree or certification for the oil and gas courses.
- Rusty said the courses at Kilgore are not quite filling the niche.
- Will do a board meeting with Jeanne, Randy, Irene, Phil, Suzanne and Deborah.
- They liked the basket Tommy Dollar did for the disabled children at the silent auction.
- Student nominees by Nov. 1, follow up with Marty.
- Enrollment press release: Cindy wants to wait until next week, she has done several press releases lately and doesn't want to overwhelm people.
- Jeanne said the truck driving classes will start on the 29th. Randy said he will contact Gene.
- Oilfield course names-Rusty Howell is responsible.
- Chancellor's Letter-Tara will be here Friday and may have it.

April Graham:

- Read an article about needing to improve writing skills.
- The E-Port Folios have been posted, but all personal information has been removed. Photos should not be available to prospective employers and releases were not obtained from the students. Mittie and Dennis will get together talk about the e-portfolios.
- Retention Roundtable meeting in January.
- Program chairs meet Friday.

Dennis Burrer:

- There have been issues with MyLearning, which was corrupted over the weekend.
- Has been checking on a text messaging broadcast system. Randy said use it no more than once a month.

Deborah Sanders:

- They have put a lot of miles on the new Camry. Almost all of the vehicles stay on the road.
- CB reports are due.

Meeting adjourned at 10:41 a.m.