

President's Cabinet Meeting
Minutes
9:00 A.M.
October 30, 2007
Room 108 – President's Conference Room

Present: Jason Beach, Randy Wooten, Deborah Sanders, Dennis Burrer, Cindy Leleko, April Graham, Sue Bramlett, LV McCary, Jeff Bell, Jeanne Wesley, Annette Ellis and Jana Hernandez.

Absent: Phil Yellott, Suzanne Carter, Irene Cravey, and Mittie Hutchins

- **Review of Previous Minutes:** Minutes from October 24, 2007 were read and approved.

Dennis Burrer:

- Dennis presented samples of calendars using a projector and slides. Randy said to use the calendar for main events, not every small internal meeting. The month at a glance style calendar was chosen. Dennis will put it on the "T" drive and I will send out an e-mail.

Jason Beach:

- Mittie wanted him to present at cabinet meeting the fact that the doors are being locked sometimes as early as 5:00 pm. She asked if the guards could lock the doors at 6:00 pm? Jeff said yes, it was not a problem.

Randy Wooten:

- 2008 Longview Partnership Annual Banquet, Thursday, Jan. 17, 2008. Randy asked if we could afford a table? Cindy said that we could not afford to get a table. Randy discussed that he will not be able to attend. Jeanne and Cindy will take care of it.
- Excellence Award nominees have to be turned in to the President's office by Monday.
- The deadline for the write-ups for the Excellence Award nominees is Nov. 15.
- Randy will ask Suzanne for another Retention update next week.
- Business/Education follow-up after discussions. We get fired up about new ideas, then so many rules and "no, you can't do that" responses keep new ideas from

being implemented. There are legal ways around the rules and these need to be discovered and discussed as much as the new ideas themselves.

- Oil and gas courses – Randy got a list from Rusty Howell. We will set up a meeting with all of the companies on the list.
- Update letter to President's Advisory Council – today.
- Chancellor's letter – no word from Tara.
- AEP linesman course – has been discussed with Keith Honey, still waiting to hear back from him.
- Child care center – Randy talked to Cliff.
- Student nominees have to be turned in by Nov. 1. Annette says she has one ready and one on the way.
- Enrollment Press Release – Cindy said she will do it next week, because she has had several press releases lately.
- Wedding Reception for Randy – invitees (Jan. 5, 2008 wedding date)
- Call the representative from channel 19 in Longview and invite him to cover the first student driving the truck in the driving school. Randy said he would give him a ride in the airplane.

Cindy Leleko:

- We got good PR from the PJ party at the library.

Jeanne Wesley:

- We have Marshall and Longview newspaper ads about the truck driving school. She is meeting with General Dynamics to discuss electronic training for them.
- TSTC Marshall is one of 3 college partnerships in Texas trained in how to use hybrid training. Jeanne and Irene have done it. It is totally paid for with grants.

Jeff Bell:

- Jeff sent an e-mail with contact info of HR for Roadway Trucking to LV and Jeanne.
- Prepaid Legal is presenting a seminar regarding identity theft in room 515 on Oct. 31.

L.V. McCary:

They are moving ahead on the addition.

Meeting adjourned at 9:50 a.m.