

President's Cabinet Meeting
Minutes
9:00 A.M.
March 14, 2007
Room 108 – President's Conference Room

Present: Mr. Dennis Burrer, Mr. Jeff Bell, Mrs. Deborah Sanders, Mrs. Suzanne Carter, Mrs. Mittie Hutchins, Dr. Jeanne Wesley, Mrs. Cindy Leleko, Mr. Randy Wooten, and Mrs. Jamie Todd

Absent: Ms. Annette Ellis and Ms. Irene Cravey.

Review of Previous Minutes: The minutes from the previous meeting dated March 7, 2007, were reviewed by members of the cabinet and approved with the following comments noted regarding action items, clarifications, and updates.

- Page one under Mr. Jeff Bell's Update on New Employee Evaluation Form, Mr. Bell requested that bullet one containing "One page" be changed to "Create an..."
- Page one under the same area, Mr. Bell requested that Action 1: be changed to "Mr. Bell will research performance models."

Mr. Jeff Bell

1. **Update on New Evaluation Forms:** Mr. Bell reported that he and Mr. Wooten are working on the Core Competencies for the new evaluation form.

Mrs. Mittie Hutchins

1. **Update on Action Items from Strategic Planning:** The following action was submitted regarding the Strategic Planning action items:
 - Tracking System for Marketing Dollars (radio or TV) – Mrs. Suzanne Carter stated that ENCORE Publications is in the process of evaluating the marketing dollars spent, and she is in the process of revamping the survey form that inquires where students' receive their information regarding TSTC.
 - Posting Minutes to MyTSTC - Mrs. Jamie Todd will be responsible for this action.

- Posting Activities to MyTSTC – Mrs. Jamie Todd will be responsible for this action.
- Posting Room Usage - Mrs. Jamie Todd will be the coordinator of this initiative.

Mrs. Suzanne Carter

1. **2007-2008 College Calendar:** Mrs. Carter referenced the copy of the 2007-2008 calendar in each cabinet member's packet explaining that form is only a draft. It has not been finalized as the dates for Spring Break have not been confirmed to date. She further stated that we normally have Spring Break at the same time as the Marshall Independent School District which is March 17-21, 2008. She also noted that Industry Career Day is scheduled for March 27, 2008. Mrs. Leleko requested that the date for Industry Career Day be changed to March 20, 2008 so as to not conflict with the Industry Career Day in Waco, TX.

Mr. Randy Wooten

1. **LEAP Update:** Mr. Wooten reported that the LEAP preparations are going well and requested that cabinet members encourage members in their department to volunteer for one of the five RUB projects listed by the System Office. Plans are for 100 participants in the LEAP sessions. He also expressed that it would be great to have TSTC Marshall participants in each of the five projects. Dr. McGregor confirmed that entertainment and a speaker have been secured. The following actions were derived from the LEAP discussion:

Action 1: Mr. Wooten requested that room 515 be used for the initial day, June 13th as well as the last day June 15, 2007.

Action 2: T-Shirt design was designated to Mrs. Tommie McGuire.

Action 3: Mrs. Todd is to secure five meeting rooms that will accommodate 20 people each.

2. **Workforce Invitation April 10, 2007 at the East Texas Council of Governments:** During the discussion of this event, it was determined that Mr. Randy Wooten and Dr. Jeanne Wesley would attend this event. Requests were sought for additional volunteers who were Mrs. Cindy Leleko and Mrs. Suzanne Carter.

Action: Additional volunteers must be confirmed with Mrs. Jamie Todd by Friday, March 15, 2007, so that an RSVP can be submitted.

3. **Suspenses:** Mr. Wooten encouraged cabinet members to meet requested deadlines so that information requested by System Office and outside entities can be responded to in a timely manner.

4. **Timeline for Waco Printing:** Pending

Announcements/Observations

Mr. Jeff Bell announced that the Administrative Assistant position has been reevaluated by the System Office, and Mr. Rich Morris has determined that this position is a non-exempt status. This means that each employee will have to post times worked and submit a time sheet monthly.

Action: Mr. Wooten requested that Mr. Bell check the results for the evaluation of Executive Assistant to the President as an exempt position.

Mrs. Deborah Sanders reported that budget spreadsheets have been sent out and the budget committee (Mr. Randy Wooten, Mrs. Deborah Sanders, Ms. Irene Cravey, Mrs. Suzanne Carter, and Mrs. Mittie Hutchins) will be reviewing departmental budgets beginning April 2, 2007.

Mrs. Suzanne Carter stated that they have 140 plus friends on My Space. Student activities has placed several events on the website. Student comments are placed there as well. One favorable one in particular, was from a graduate who now works at Huntsman in Odessa, TX. There are five students from Raines High School who will be enrolled in diesel. She further stated that there is a TSTC Marshall graduate who works there and is playing an integral part in encouraging students to attend TSTC Marshall.

Mrs. Mittie Hutchins reported that we are applying to the Board of Regents for approval of our new mission statement.

Action: Mrs. Todd will submit the minute order for approval by the Board of Regents.

Mrs. Hutchins expressed a need for a scantron to be used to evaluate End of Course Survey. She related that the use of a scantron would make the survey more solid.

Mrs. Jamie Todd confirmed participants who will be attending NISOD May 20-23, 2007 as Mr. Randy Wooten, Mr. Randy Wickersham, Mr. Bryan Maertins, Mr. Jason Beach, and Mr. Ron Case. Presenters for this meeting will be Mr. Bryan Maertins and Mr. Randy Wooten.

Mrs. Suzanne Carter announced that one of our students, Mr. Phillip Roark, will soon be deployed to Bagdad to serve a one year stint.

Dr. Jeanne Wesley announced that Mr. Jimmy Wall, Coordinator of Panola Charter School, had death in his family.

Mr. Randy Wooten announced that he has a 2:00 p.m. meeting today with the Mayor, Mr. Ed Smith, along with Mrs. Mittie Hutchins.

Meeting was adjourned at 10:13 a.m.

Minutes Recorded by Mrs. Jamie Todd, Administrative Assistant