

President's Cabinet Meeting
Minutes
9:00 A.M.
March 28, 2007
Room 108 – President's Conference Room

Present: Mrs. Suzanne Carter, Mr. Randy Wooten, Mr. Dennis Burrer, Ms. Annette Ellis, Mrs. Deborah Sanders, Mr. Jeff Bell, and Mrs. Jamie Todd.

Absent: Mrs. Cindy Leleko, Dr. Jeanne Wesley, Ms. April Graham, Ms. Irene Cravey

Guest: Mrs. Tommie McGuire

Review of Previous Minutes: The minutes from the previous meeting dated March 14, 2007, were reviewed by members of the cabinet and approved.

Mrs. Tommie McGuire

1. **LEAP T-Shirts:** Mrs. McGuire shared her potential design for the LEAP T-Shirts with members of the cabinet. The T-Shirt will be mint green in color. The front will have a leap frog with a book in hand that reads "Get Ready" – Radical, Unconventional, and Bazaar; and the words RRRubbit (three times) are placed out to the side as well as the words 1st LEAP. On the back will be RUB with the words radical, unconventional, and bazaar. Mrs. McGuire asked for added suggestion from the group and the following were submitted:
 - RRRubbit be placed on the T-Shirt only two times instead of three.
 - Use the frog with a laptop instead of a book.

She encouraged getting the number of participants with their sizes so that she can submit this project for bids.

Mr. Randy Wooten

1. **Business and Industry Appreciation Luncheon:** Mr. Wooten requested the format in which this initiative had been administered in the past two years whether there was a committee etc. Mrs. Todd responded that Dr. Hendricks had asked her to submit the information for the College the past two years;

and on last year, she submitted articles for the Best Business (large), Best Boss, and Best Employee for which we received first place for the Best Boss, Best Employee, and second place for Best Business (large). These articles are reviewed by a panel of Chamber members and awards are awarded according to the best information submitted.

Action: Mr. Wooten requested that each cabinet member take a nomination form and submit it to Mrs. Todd by her determined due date.

2. **LEAP:** Mr. Wooten reported the following nominations for the RUB Project Teams:

Team One – Retention/Guaranteed Success

Mr. Harold McArthur
Ms. April Graham
Ms. Annette Ellis
Mr. Mike Tivet

Team Two – Stealth Marketing/Alternative Course Delivery/Second Life

Mr. Bryan Maertins
Mr. Randy Wickersham
Ms. Amanda Boyle
Mr. Phil Yellott
Mrs. Debra McIntosh
Mrs. Shinobu Weaver

Team Three – Corporate Solutions

Mrs. Vanessa Davis
Mr. Jason Beach
Mrs. Cindy Leleko
Ms. Venesia Adams

Team Four – For Profit Private Enterprise Champion

Mr. Wilson Jones
Mr. Wayne Dillon
Mr. Ron Case
Mrs. Deborah Sanders

Team 5 – Getting the Job Done Champion

Mrs. Michelle Honeycutt
Mr. Greg McDaniel
Mrs. Elaine Frazier
Mrs. Marty Cypert
Ms. Kathleen Peterson or Mr. Jeff Bell

Mrs. Darlene Boren

Action: Mrs. Todd was requested to send an email to have each nominated participant to confirm by end of business today whether they could serve on the designated team(s).

Announcements/Observations

Mr. Jeff Bell stated that he had researched the Sweetwater position for Executive Assistant to the President and found that it was too closely paralleled with the duties of an Assistant to the President. He will continue to check to see what the other campuses are doing with regard to Administrative Assistants.

Ms. Kathleen Peterson will be conducting a training Friday, March 30, 2007, for all Administrative Assistants explain the laws and why the position was changed to non-exempt status as well as training on filling out the spreadsheet.

Ms. Annette Ellis expressed her approval of the plans and procedures for emergency evacuation during bad weather as they worked very well during the tornado warning on yesterday. Contact was made with DPS and radio system for evacuation of dorms went very well.

Mrs. Deborah Sanders stated that dates for budget presentations have been set (April 2-13, 2007) and requested that Mrs. Todd send budget presentation appointment to members of the committee.

Mrs. Jamie Todd requested that Program Chair and Standing Committee Minutes be placed on the MyTSTC portal as well as the bookshelf.

Mrs. Suzanne Carter stated that the job fair she attended on yesterday was by far the best. Several persons for TSTC attended: Mr. Randy Wickersham, Mr. L. V. McCary, Mrs. Martha McKinley, and Dr. Jeanne Wesley. Information is still pending as to whether the Fleetwood Company will receive WIA funding to displaced workers.

There was a VA audit conducted on yesterday with no discrepancies found. Mrs. Carter was very complimentary of Ms. Robbins excellent work.

Mrs. Debra McIntosh has been selected as a Stem Cell donor.

Mr. Randy Wooten shared that he will be attending an aviation meeting at the airport today.

Meeting was adjourned at 10:05 a.m.

Minutes Recorded by Mrs. Jamie Todd, Administrative Assistant