

President's Cabinet Meeting
Minutes
9:00 A.M.
March 7, 2007
Room 108 – President's Conference Room

Present: Dr. Jeanne Wesley, Mrs. Mittie Hutchins, Mr. Dennis Burrer, Mr. Jeff Bell, Mrs. Deborah Sanders, Ms. Annette Ellis, Mr. Randy Wooten, and Mrs. Jamie Todd.

Absent: Mrs. Suzanne Carter, Mrs. Cindy Leleko, and Ms. Irene Cravey.

Review of the Previous Minutes: The minutes from the previous meeting dated January 31, 2007, were reviewed by members of the cabinet and the following comment noted with regard to action items, clarifications, and updates.

- Page 3 under Announcements/Observations for Mrs. Mittie Hutchins, it was requested that the sentence structure for sentence number two be changed to “According to present data analysis, it was determined that we did not need a SWAT analysis this year.”

Mr. Jeff Bell

1. **Update on New Employee Evaluation Form:** Mr. Bell determined that he like the Brazos River model as our new employee evaluation form. There was extensive discussion regarding this subject and the following suggestion submitted for consideration:

- **Create an evaluation that is simple and yet effective**
- **Establish the purpose/need for the form**
- **Areas need to be modified to fit the particular job position**
- **Capture performance and assign rating value system**
- **One time bonus given to persons receiving merit raise possibly from salary savings account.**

The following actions were also assigned:

Action 1: Mr. Bell will research performance models.

Action 2: Upon the completion of Action 1, it was requested that a group (members according to action item 1 on page 2 of the minutes dated January 31, 2007 are: Ms. Annette Ellis, Mrs. Suzanne Carter, Mr. Dennis Burrer, Mrs. Deborah Sanders, Ms. Irene Cravey, Mrs. Cindy Leleko, Mrs. Mittie Hutchins, Mr. Randy Wooten, and Dr.

Jeanne Wesley.) would conduct a separate meeting to discuss which models would best fit the College's need.

Mr. Randy Wooten

1. **Suspenses:** Mr. Wooten defined the word "suspenses" as when you are given a deadline, you need to honor it.

Action: Place this item on the agenda for the next meeting.

2. **LEAP:** Mr. Wooten reported that things are on track with housing for the LEAP project to be held on the TSTC Marshall campus June 13, 14, 15, 2007. He further stated that in his conversation with Dr. Lucy McGregor, she requested that provide entertainment during this session.

Action: Mr. Wooten requested that suggestions be submitted.

3. **CCSSE Pilot Survey:** Mr. Wooten referred to the disseminated copies of a letter from CCSSE in each cabinet members packet that requests the College's participation in a new survey called, the Survey of Entering Student Engagement (SENSE).

Action: Mr. Wooten requested that Mrs. Mittie Hutchins would accept this assignment as the deadline date is March 26, 2007.

4. **Timeline for Waco Printing:** Mr. Wooten expressed that he had submitted a draft of the trading cards but had not heard back from Waco printing regarding the timeline of completion and cost.

Action: Place of the agenda for the next meeting.

5. **Course Offerings at Panola and Kilgore College:** Mr. Wooten requested that new course offerings not be duplicated with those offered by local colleges. Mrs. Mittie Hutchins gave an overview of the courses offered at each in the Allied Health Programs.

Announcements/Observations

Mrs. Deborah Sanders: Stated Pitney Bowes machine is to provide capability to do bulk work. Budget Reports will be going out for scheduling of departmental budgets. Budget drafts and powerpoint presentations are acceptable.

Mrs. Mittie Hutchins: Wanted to check the status of Strategic Planning action items; however, those persons assigned were absent from the meeting.

Action 1: Present at the next meeting.

Action 2: Mrs. Todd and Mrs. Leleko will work out the details of responsibility for posting minutes and room usage to MyTSTC.

Dr. Jeanne Wesley: Shared the following:

- Turned in a Skills Grant last week.
- She is pulling together a consortium of machinist for companies in need of machinist.
- A variety of continuing education courses are being offered to Acatel, TieTek, and General Cable.
- Truck Drivers could not use the City Arena; therefore, a call is pending from the Woodlawn Arena.
- Motorcycle area needs the pavement painted, and she plans to turn in insurance forms today.

Action 1: It was requested that Mrs. Cindy Leleko write the grant to the Seqour Foundation.

Action 2: It was requested that recruiters check with local Texas Workforce Commission to see if we could assist workers from the Fleetwood Company that recently closed.

Ms. Annette Ellis: Shared the following:

- Announced the Flyers regarding free beer and sex caused quite a stir; however, this situation has since been corrected.
- She planning the following workshops to educate our students:
 - Lost in Transition
 - Fire Drills conducted each semester
 - Safety Training
 - Alcohol Intervention

Meeting adjourned at 10:25 a.m.

Minutes Recorded by Mrs. Jamie Todd, Administrative Assistant