

**President's Cabinet Meeting
Minutes
9:00 A.M.
May 10, 2006
Room 161 – North Building**

Present: Mrs. Mittie Hutchins, Mrs. Deborah Sanders, Ms. Annette Ellis, Mrs. Cindy Leleko, Mrs. Suzanne Carter, Mr. Dennis Burrer, Ms. Irene Cravey, Mr. Randy Wooten, Mr. Jeff Bell, and Mrs. Jamie Todd

Absent: Dr. Jeanne Wesley

Review of the Previous Minutes: The minutes from the previous meetings dated March 26, 2006, and April 5, 2006, were reviewed by members of the cabinet and approved. The following comments were noted with regard to action items, clarifications, and updates:

- Mrs. Hutchins stated that no contact has been made with Dr. Benberg other than to submit the college's correct name, address, and telephone number.
- The QEP training has been cancelled as Dr. Sharon Pate cannot leave her mother who is ill.
- The Intercultural Competence Training is still scheduled for Friday, May 12, 2006 from 8:00 a.m. – 5:00 p.m. in the TV room of the North Building.
- Mrs. Hutchins announced that they are still working on the Zogo Tech initiative; however, they were able to encumber the money needed to purchase 20 licenses along with the server and software (turn key package) in the amount of \$33,000.00 which is down considerably from the initial bid of \$55,000.00.
- Mrs. Todd reiterated that the System Office requested a maximum of seven accomplishments/achievements be reported to the Board of Regents by TSTC Marshall due to our size; however, we will continue to inquire as to whether we can submit more.
- Mr. Burrer relayed that the portals are up and going well. You can now place announcements on the portal.

Action: Mr. Burrer was requested to do a presentation on the use of the portals at the next President's Cabinet meeting scheduled for June 7, 2006.

Mrs. Mittie Hutchins

1. **Conserve Energy Request:** Mrs. Hutchins stated that she had shared with the President's Council members the need to conserve energy and wondered what was the outcome of the suggestions submitted by Dr. Hendricks to the Executive Cabinet during the Board of Regents Meeting. Mrs. Todd responded that the suggestions met with a positive reception; however, these same suggestions are to be passed on to the Vice President's meeting scheduled for May 22, 2006, for their input/comments/recommendations.

Mrs. Suzanne Carter

1. **Enrollment:** Mrs. Carter reported that 340 students have registered for the Summer session. There were some new students during the first two class days who had some extenuating circumstances that precluded their registering for some classes; however, with Ms. Irene Cravey's permissions, these issues were resolved.

Mrs. Carter requested clarification as to why TSTC Waco is allowing students to combine summer I and II to receive financial aid and holding the students financial aid check until the first class day of the second term in order to verify attendance and not be penalized by the Department of Education. During the discussion, it was determined that the only difference in TSTC Waco and TSTC Marshall's procedure is that Waco cuts the checks and hold them; however, Marshall does not. Other suggestions and items of concern deemed from the discussion are listed below:

- Telephone survey to find out reasons why more students do not participate in summer terms
- Compress courses to increase enrollment in summer classes
- Start all terms as 12 week rather than 15 week.
- Is it possible to award financial aid to students who participate in two fifteen (15) week and one twelve (12) week term? If so, how can it be done and stay in compliance with the Department of Education statutes?

Action: It was recommended that these questions and concerns be submitted to the next Vice President's Meeting in Waco, TX scheduled for May 22, 2006.

2. **Academic Calendar:** Mrs. Carter disseminated copies of the 2006-2007 Academic Calendar to members of the cabinet for their review. It was noted that the calendar reflects the day and time final grades are due to the Registrar's Office. Mrs. Carter expressed her concern as past experiences show that many faculty (adjuncts and full time) members do not submit final grades properly by the due date.

Action: It was requested that Ms. Irene Cravey make sure this information is disseminated to all faculty and these concerns are remedied.

3. **Scholarships:** Mrs. Carter announced that LEDCO has submitted fourteen (14) scholarships and ten (10) recipients have been selected. She will be attending to present awards at Hallsville High School tonight, and Mr. Mike Tivet is scheduled to make presentations on tomorrow. She further stated that TSTC Marshall received seven scholarships on last year; however, two of the recipients did not meet the GPA requirement. She is very pleased with the quality of students selected for this year. The scholarships are \$5,000.00 for 12 semester credit hours per student - per term for five terms in the Instrumentation, CAD, and Industrial Maintenance disciplines.

Mr. Randy Wooten

1. **Student Retention Issues:** Mr. Wooten articulated his plan for student retention as discussed with Mrs. Mittie Hutchins, Ms. Irene Cravey, and Dr. Jeanne Wesley, to members of the cabinet. The plan is taken from the model used by Parkland College in Chicago, Illinois. His plan has a two year timeline (with all faculty and staff on board) to increase enrollment and retain students. He pledges that the first dollars spent in the new budget is earmarked for the hiring of an Associate Dean of Student Success, Advisor (person who knows how everything works at the College and will work with testing), and Part-time Tutor/Coach. These positions along with the Developmental Education Department will create a nucleus environment for students that will ensure none of them will fall through the cracks. Mrs. Hutchins stated that students will be monitored from the time they walk in the door until they graduate; and especially those who send a “red flag” when they:
 - are first generation college students;
 - miss class;
 - drop a class or classes;
 - have grades below average;
 - fail their first exam.

Mrs. Hutchins continued that this plan transfers responsibility back to the department, interface recruiters with faculty, and will free up time for recruiters to “hit the road” and bring in more students. It will also cause the CASE, Retention, and Institutional Effectiveness Committees to combine in a joint effort to work toward student success.

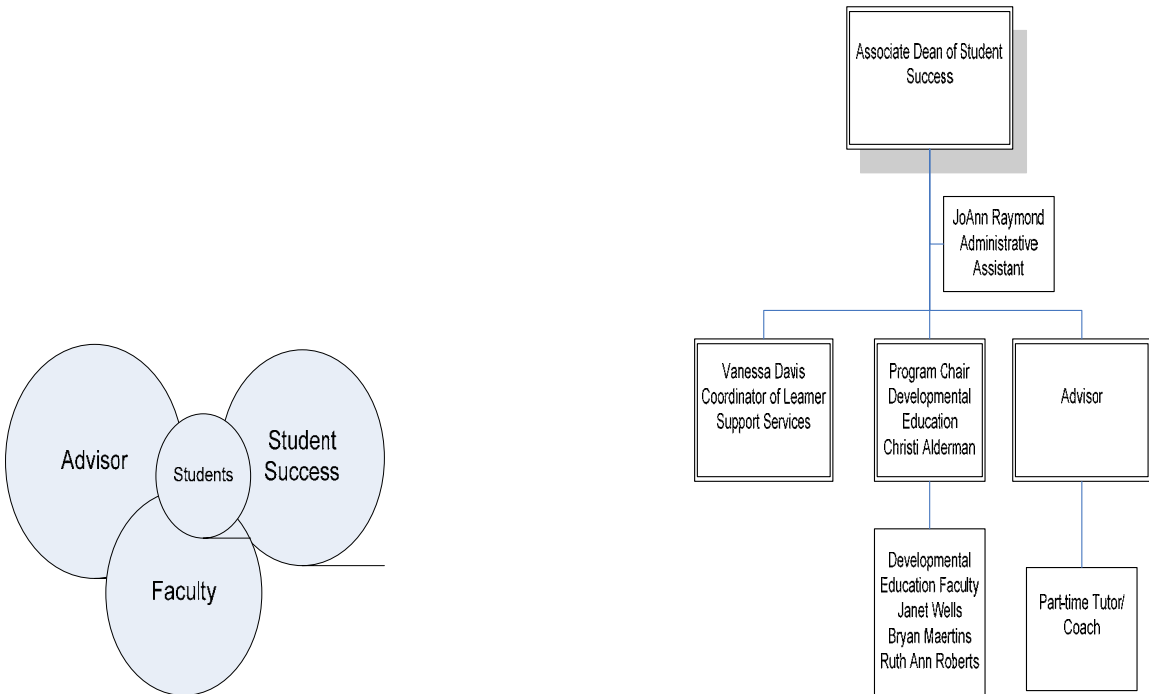
Plans are to also go to an online Myers Briggs Aptitude Testing module rather than using Accuplacer.

Action 1: It was requested that Mrs. Vanessa Davis be contacted regarding allocated monies for child care.

Action 2: Ms. Irene Cravey and Mrs. Mittie Hutchins will assist Mr. Wooten in writing the plan for this initiative to be submitted to the Board of Regents for approval.

Action 3: The plan will be evaluated after its first year of completion.

Diagram



Announcements/Observations

Mr. Dennis Burrer announced that my.tstc.edu is up and operational. He is encouraging using it for college calendar, placing announcements, minutes, statistics, etc. The GroupWise and network login passwords form a unified login. If you have problems with your password, there will be a system to help you retrieve it. The password will consist of 6-9 alpha numeric characters that will link GroupWise with the unified password this week. Incorporation of the network login will come later. The my.tstc.edu portal will allow login over the web to your computer drives so that you can access work files from home etc.

Ms. Annette Ellis relayed that there are 60 students in housing this summer; however, Wiley College is anticipating a large enrollment in the fall and the overflow will be

housed once again at TSTC Marshall. We are still receiving book donations for our new library.

Mrs. Mittie Hutchins informed members of the cabinet that the consultant scheduled May 19, 2006, for the QEP Training has cancelled due to her mother being ill; however, she did send her outline of suggestions. Ms. Cravey and Mrs. Hutchins are working on the QEP. The site team wants an oral report and conference call with someone designated to ask questions. Mrs. Hutchins further stated that she is concerned with compliance statements regarding Institutional Effectiveness, Library, and Faculty Credentialing. Once the report comes back, TSTC Marshall will have one month to address the findings.

The Spring into Step Health Fair will be held in the 200 Commons area of the South Building May 24, 2006.

Mrs. Suzanne Carter announced that Orientation Meeting will be held tomorrow at 1:30 p.m. in room 444 of the South Building.

Mr. Randy Wooten announced the following:

- The name for the new building is Admissions and Administration Building.
- Met with Mr. Mike Harder on yesterday and talked about mutual interest in TSTC Marshall and TSTC Corporate College as well as lending his support to that effort.
- When the North Building is vacated, Panola Charter school will move into some of the empty spaces. Panola Charter students attend career technology classes four hours each day and wants TSTC Marshall as the provider. Plans are to:
 1. Start with 100 students
 2. Use two classrooms
 3. Provide their own IT support
 4. Set fees which are in progress.

The meeting was adjourned at 10:59 a.m.

Minutes Recorded by: Mrs. Jamie Todd, Administrative Assistant