

President's Cabinet Meeting
Minutes
9:00 A.M.
June 27, 2007
Room 108 – President's Conference Room

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

Guest: Mr. Reggie Turner, Mr. O. L. Kelley, Mrs. Tommie McGuire, Mr. Bryan Maertins, and Mrs. Marty Cypert.

Review of Previous Minutes: The minutes from the previous meeting recorded by Mrs. Cindy Leleko dated June 6, 2007, were not reviewed as they were not available.

Mr. Wooten welcomed our guest to the meeting and shared with them the many congratulatory statements made by the Chancellor and other member colleges who participated in LEAP June 13-15, 2007. He presented each one of our guest along with Mrs. Cindy Leleko, Coordinator of LEAP, Ms. Annette Ellis, and Mr. Hubert Staten a TSTC President's Coin for their hard work and commended them for a job well done.

Mr. Jeff Bell

- 1. Security Issue:** Mr. Bell informed members of the cabinet regarding two incidents that happened on Friday at the reception desk. Gentlemen came in and requested a brochure of the College; and as the student worker entered the mailroom, he followed her which made her feel uncomfortable. The other was a couple who came in and made very uncomfortable statements to Ms. Angela White. It was suggested that some type of code word and/or panic button be used to alert the Human Resources Department and the Department of Public Safety when these instances occur.

Action: Mr. Jeff Bell was requested to select a committee that will include Mr. Dennis Burrer and Mr. Mario Cantu to research this issue and submit recommendations to the members of the Cabinet.

Mr. Randy Wooten

1. **LEAP:** Mr. Wooten reiterated his thanks to the LEAP committee and shared a congratulatory note from Placement Director, Ms. Julia Humphrey, from TSTC West Texas.
2. **Response to Auditors:** Mr. Wooten stated that TSTC Marshall has had and still scheduled for several audits this year. He encouraged members of the cabinet cooperate with the auditors' efforts.
3. **Law Enforcement and Firefighters Appreciation Dinner – September 18, 2007:** It was the consensus of the cabinet members that TSTC Marshall serve as an Active Sponsor for this event.
4. **Membership to Council for Higher Education Accreditation (CHEA):** Members of the cabinet referenced a letter from the Council for Higher Education Accreditation in their packets regarding membership services. It was noted that none of the other colleges in the System are members of this organization.

Action: Mrs. Mittie Hutchins was requested to research the advantages for this membership and report back to the cabinet.

5. **New Programs:** Mr. Wooten requested a report of new programs. Ms. Cravey recited the following:
 - **Hispanic Outreach Class scheduled to begin next month and last for six weeks. The class is targeting Hispanics who speak and read Spanish and will be used to level the playing field for Process Operations. We have applied for a grant in the amount of \$13,000.00 to support this effort.**
 - **Instructional Services has applied for a \$500,000.00 Megatronics Grant and should receive a response by July 7, 2007.**
 - **Currently in the process of separating the Bio-medical program from Process Operations and start putting on health occupation certificates. TSTC Marshall has been selected to provide in-house training for Marshall Regional Medical Center.**
 - **Fire Safety Program for Administrators.**
 - **Telecommunications Program will be phased out at the end of this fiscal year.**
 - **Running two classes at Hallsville High School.**
 - **Running classes at Linden-Kildare High School.**
 - **Early College High School is in progress; however, numbers are lower than expected. It appears that there are 50 applicants rather than the 200 we anticipated.**
 - **Faculty Development is in place and Mr. Mike Phillips and Mr. Mel Elliston are designing a development program for new program chairs.**

- **Mr. Wooten stated that he and Dr. Wesley visited the B. J. Hughes properties to house the Truck Driving School. Mr. Wooten requested to lease the property for \$1.00 per year with the option to purchase at a later date. Mrs. Michelle Honeycutt is researching this transaction.**
 - **The Motorcycle Program is still being researched.**
 - **The title of Professional Office Technology will be changed to Business Office Technology.**
- 6. Budget Narratives:** The following assignments were given to cabinet members to address the budget narratives email received from Dr. Gary Hendricks dated 6/26/07:
- 1. Attracting and Keeping the “best and brightest.” - Mr. Jeff Bell and Ms. Irene Cravey.**
 - 2. Ensuring operational vitality and efficiency. – Mrs. Mittie Hutchins, Mrs. Deborah Sanders, and Mr. Dennis Burrer.**
 - 3. Managing TSTC’s image and boosting enrollment. – Mrs. Suzanne Carter and Mrs. Irene Cravey**
 - 4. Developing TSTC’s role in support of Texas employers. – Dr. Jeanne Wesley, Mrs. Cindy Leleko, and Mr. George Kezerle**
 - 5. Promoting and developing a culture of teamwork. – Mr. Randy Wooten, Mrs. Suzanne Carter, and Ms. Annette Ellis**
 - 6. Striving for energy efficiencies as energy costs soar exponentially. – Mrs. Deborah Sanders and Mr. Bill Kemp**
 - 7. Mitigating organizational risk through disaster recovery, fraud prevention, and internal audit strategies. – Mr. Jeff Bell and Mr. Dennis Burrer**
 - 8. Positioning TSTC to more readily thrive in a global and competitively flat world economy. – Dr. Jeanne Wesley, Ms. Irene Cravey, Mrs. Suzanne Carter, Mr. Randy Wooten, and Mrs. Mittie Hutchins**
 - 9. Pursuing entrepreneurial strategies to create new revenue streams in support of TSTC’s mission. – Dr. Jeanne Wesley, Ms. Irene Cravey, Mrs. Mittie Hutchins, and Mrs. Deborah Sanders.**
 - 10. Retention – Mrs. April Graham and Mr. Randy Wooten**

Action: Each participant is to share their ideas with team members and email the final draft narrative paragraph to Mrs. Deborah Sanders and Mr. Randy Wooten by 9:00 a.m. July 3, 2007.

Announcements/Observations

Mr. Dennis Burrer referenced Mr. Don Rogers email regarding Helpdesk and announced that Ms. Wendy Neimeyer has been hired to fill that position and will begin work Monday, July 2, 2007.

Mrs. Suzanne Carter reported that we have received 240 applications for the fall semester. This number is up from 121 compared to last year. The Longview community is proposing scholarships for the economically disadvantaged students from their area. She also shared a copy of the postcard used for STeP Camp.

It was the consensus of the members of the cabinet that we make the graduate survey mandatory for students to graduate.

Mrs. Deborah Sanders announced that the budget deadline is tomorrow and expects publication by the middle of next month.

Mrs. April Graham reported that developmental math is at 28% on average grades. Required tutoring shows that 22% are making A's and 9% are making B's with C's and F's decreasing. They are tweaking the Accuplacer Test for incoming freshman. She further stated that program chairs are excited about the test and would like to use it during the recruiting process.

Mr. Randy Wooten stated he is going to request \$125,000.00 from the Chancellor this fiscal year. We have met our goal for the endowment matching fund for the Strengthening Institutions Grant with a surplus of \$6,000.00. The Board Meeting in July is pending as they have requested it be changed to August 2 & 3 or August 9 & 10. You will be informed when the date is finalized.

Meeting was adjourned at 10:36 a.m.