

President's Cabinet Meeting
Minutes
9:00 A.M.
July 11, 2007
Room 108 – President's Conference Room

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

Absent: Ms. Annette Ellis, Mr. Jeff Bell, and Mr. Dennis Burrer.

Guest: Mr. Ron Case, Mr. Mike Phillips, Mrs. Mary Dorris, Mr. Trae Elmore, Mr. Maurice Warren, Mr. Jason Beach, Mr. Robert Smith, and Ms. Kathy Edgmon.

Mrs. Mittie Hutchins thanked all of our guest for their tireless work with SACS, and Mr. Wooten presented each one with a TSTC President's Coin. Ms. Ellis was requested to see Mr. Wooten for her coin.

Review of Previous Minutes: The minutes from the previous meeting dated June 27, 2007, was reviewed by members of the cabinet and approved with the following comments noted regarding action items, clarifications, and updates.

- Mr. Wooten stated that Mr. Ponder gave permission for TSTC Marshall to use the B. J. Hughes properties for the Truck Driving School.
- Mr. Wooten will email the final budget narratives to members of the cabinet.
- Mr. Wooten confirmed that TSTC Marshall received the requested \$125,000.00 from the System Office.

Mr. Randy Wooten

1. **Items for Board Meeting Presentation:** Mrs. Cindy Leleko gave a brief update on plans for the Board Meeting. She explained that most of the meetings will be held in room 515 and the Civic Center has been reserved for the dinner. Mr. Wooten requested that the meeting with Chancellor Segura and the presidents be changed from room 108 to his office.

Mr. Wooten requested input from members of the cabinet as to their thoughts of what should be included in the presentation. The following list was developed:

- Early College High School
- Success Center
- New Program Starts
- Hispanic Outreach
- College Connections
- Grant Applications
- STeP Camp
- Tutoring
- SACS
- Advertisement/Marketing
- Trading Cards

Action: All suggestions are due by 9:00 a.m. Wednesday, July 18, 2007.

2. **SACS Appreciation:** See comments regarding Mrs. Mittie Hutchins above.

Announcements/Observations

Mrs. Deborah Sanders stated that the budget information is in, and a printed copy is expected next week. Plans are to be finished with auditors by next week as well.

Mrs. April Graham shared that a Stress Management was conducted in the Success Center that turned out quite well. Mr. Mike Phillips provided pizza for everyone, and Ms. Leleko provided the sodas.

Mrs. Suzanne Carter reported that both Mrs. Susan Wingate and Mrs. Cathy Jameson are recovering well. The flex scheduling is working well. The August 3rd event will carry a live remote. There were over 5041 hits to our website. Since conducting the promotion advertising segment for Admissions and Records, the numbers have doubled from 82 to 163. Enrollment Management is scheduled to active the online chat system today.

Ms. Irene Cravey informed members of the cabinet that attendance in classes has been the best this year and believes that the break between regular session and the summer session made the difference. Ms. Cravey stated she would share statistics with Mrs. April Graham.

The Hispanic Outreach is really taking off. Plans are to have an Education Fair Sunday, July 22, 2007. Ms. Amanda Boyle will preface the Early College High School and Education Fair by sharing information concerning these events at St. Joseph's Catholic Church on Sunday. Another Education Fair is planned tentatively for the fall. Mr. Wooten acknowledge that he has already received his invitation.

A meeting is planned with Mrs. Debbie Deck, Longview Independent School District, regarding the continuation of current machining program. A meeting is also planned with the new superintendent of Longview ISD.

Ms. Cravey is currently working on Career Technology and African American Outreach initiatives to add diversity to our campus.

Dr. Jeanne Wesley shared the following:

- International Trucking contracts were sent out yesterday.
- The motorcycle delay is due to the need for a driving range. Currently, we are using the north building parking lot.
- The PCT courses end today at Marshall Regional Medical Center.
- Marshall Regional Medical Center has now merged with Good Shepherd.
- The Capacity Grant will provide training for local business and industry including Southwest Steel, Black and Decker, Marshall Pottery, and Harris Pottery.
- There is a \$246,000.00 Skills and Development Grant that will provide training for TieTek and Alcatel as well as other business and industry.
- Ground School will begin again August 1, 2007, and we are anticipating partnering with testing centers.

Mr. Randy Wooten acknowledged receipt of an invitation from the Longview Partnership to meet State Senator Kevin Eltife July 24, 2007 at noon.

Meeting adjourned at 10:25 a.m.