

**President's Cabinet Meeting
Minutes
9:00 A.M.
August 2, 2006
Room 161 – North Building**

Present: Mrs. Jamie Todd, Mr. Randy Wooten, Mrs. Cindy Leleko, Ms. Annette Ellis, Mrs. Suzanne Carter, Dr. Jeanne Wesley, Mrs. Mittie Hutchins, Ms. Irene Cravey, Mr. Jeff Bell.

Absent: Mrs. Deborah Sanders and Mr. Dennis Burrer.

Review of Previous Minutes: The minutes from the previous meetings dated July 5, and 10, 2006 were reviewed by members of the cabinet and approved. The following comment was noted with regard to action items, clarifications, and updates of the July 5, 2006 minutes:

- Mrs. Carter requested on page three the following statement be taken out of the minutes regarding enrollment: “however, the numbers give a skewed picture of the actual figures.” and end the sentence with flex entry.

Mrs. Jamie Todd

1. **Organizational Charts:** Members of the cabinet reviewed draft copies of organizational charts dated effective 8/1/06. After careful review, several changes were noted.

Action: Ms. Irene Cravey and Mrs. Todd are to collaborate on the changes to the Student Learning organizational charts.

Mr. Jeff Bell

1. **On-line Performance Review Process for Staff Employees FY 2007:** Mr. Bell disseminated copies of a Leadership Assessment instrument as an appraisal rated performance review process for all employees (staff and faculty). He further stated that as the result of a recent audit it was recommended that the institution begin using an instrument that gives a composite score for an individual's performance. There will be training next week on “How to Deliver Performance Appraisal Training.”

Action: Mr. Bell requested feedback regarding the use or non-use of the draft Leadership Assessment instrument as he would like to have something in place by FY 2008.

Announcements/Observations:

Mrs. Suzanne Carter announced that 100 students will be participating in orientation today at noon. The students will gather in room 515 of the library for approximately 40 minutes and break up into sections according to major and to taken to their advisors for the registration process. Once the registration is completed, students will go the Administration building to take care of any other necessary business. Mrs. Carter added that she is pleased with the numbers for this session.

Ms. Annette Ellis informed members of the cabinet that Mrs. Marty Cypert is beginning to revise the Student Handbook and requested input for corrections.

- August 3, 2006, SGA Open Forum.
- September 7, 2006, will be an art show in room 515 of the library.
- September 7, 2006, the Marshall Regional Arts Council will be on campus.
- October 2006, plans are to invite people from the community to share information with our students in the Women's Center located in Ms. Leleko's old office.

Mrs. Cindy Leleko is planning a 9-11 Fifth Year Anniversary ceremony. Details and time have not yet been confirmed.

Ms. Irene Cravey stated as a result of attending the luncheon July 13, 2006, featuring presenter Mr. Jerry Adair from Good Shepherd Health Systems, she attended a meeting at Good Shepherd during which a proposed Health Facility Management program and providing scholarships for students entering that profession was discussed. TSTC Marshall was also invited to serve on their health board.

Ms. Janet Fulks is a consultant that provides faculty development training. She will be back on campus in September 2006.

Ms. Annette Ellis is in charge of developing a website for Distance Learning students.

Essential/Critical Skills training will be conducted this fall using one of the dorm rooms as a classroom. Ms. Cravey requested feedback from members of the cabinet once the training is completed.

Ms. Cravey announced that the Panola Charter School will be occupying the TV room and the former Financial Aid area at the North Building with open registration beginning August 16, 2006. She anticipates 25 students registering in the fall and an

additional 25 in the spring. Mr. Jimmy Wall is the onsite person to monitor students.

Action: Mr. Jeff Bell requested that the language regarding liability be detailed in the Memorandum of Understanding (MOU).

Mrs. Jamie Todd informed members of the cabinet that the Marshall Independent School District will be conducting a workshop on campus August 29, 30, and 31, 8:00 a.m. until 4:00 p.m. each day.

Mrs. Mittie Hutchins reported that the Focus Report and Quality Enhancement Plan were placed in the mail on yesterday. The 95 page QEP as well as the Focus Report are on the website, and she instructed everyone to review the documents and “know your role.” September 19-21, 2006, is the scheduled time for the onsite team to visit the campus; however, the timeframe has been changed from two and a half days to only one and half days. Dr. Gould was very pleased with the in-depth material presented in the QEP, and Ms. Cravey feels that Dr. Gould will keep the onsite team focused and on task.

Dr. Jeanne Wesley shared the following:

- The Workforce and Economic Development area is currently working with nine industries in Harrison County.
- Will be sending out monthly calendars/weekly events/calling each industry once a week.
- September 1, 2006, will find out the results of the proposed funding for Capacity of Texas.
- September 1, 2006, will begin safety courses training for Crosby Lebus, and the company was referred to other TSTC Colleges for medical training.
- Dana Corporation has paid for training sessions received. They will start training again August 7, 2006 at TSTC Marshall; however, when equipment is received/established, the training will be conducted in Longview, TX.
- Working on a Self Sufficiency Grant that is due October 1, 2006. The grant is for dislocated workers for which 60 hours of training (20 hours each week) will be offered in areas such as basic math, cashier, customer service, and work readiness.
- DOL Grant was received to upgrade machines and set up an office site in Longview, TX.

Action: Dr. Wesley and Ms. Cravey are working on this initiative.

- AEP SWEPCO will be on campus for a half day meeting August 10, 2006.

Action: Dr. Wesley and Ms. Cravey will meet to work out the details of this meeting.

- Mr. Greg Wexler and friends will participate in an art show at the Visual Arts Center, August 10, 2006, 5:00 p.m. – 7:00 p.m.

Mr. Jeff Bell reminded members of the cabinet of the Blue Cross Blue Shield open enrollment that is in effect until August 17, 2006. He encouraged those persons with questions to contact Ms. Kathleen Peterson.

Mr. Randall Wooten thanked everyone for their hard work during the Board of Regents.

Action: Requested that Ms. Annette Ellis provide him with a report regarding unfurnished apartments.

The meeting was adjourned at 10:45 a.m.