

**President's Cabinet Meeting**  
**Minutes**  
**4:00 P.M.**  
**August 9, 2006**  
**Room 108 – President's Conference Room**

**Present:** Mr. Randall Wooten, Mrs. Cindy Leleko, Mrs. Deborah Sanders, Mrs. Suzanne Carter, Mrs. Jamie Todd, Mrs. Mittie Hutchins, Dr. Jeanne Wesley, Mr. Jeff Bell, Ms. Irene Cravey.

**Absent:** Ms. Annette Ellis, Mr. Dennis Burrer.

**Mr. Randy Wooten**

- 1. Rooms at the North Building:** Mr. Wooten greeted members of the cabinet and explained the primary reason for the meeting is to make assignments for use of vacant rooms at the North Building.

Ms. Irene Cravey stated the Panola Charter School will be occupying rooms 122 and 124 with open registration beginning tomorrow. This is an extended classroom for juniors and seniors attending Panola Charter School. These are non-traditional students/drop-outs from the immediate area, and if they “mess up” they are out. The stipend/sponsorship fee will cover all of their students attending classes at the North Building. It is anticipated that 25 students will enter this fall and an additional 25 in the spring. We may also look at charging for parking next year. She further stated that she is looking for partnership buy-in from the Dana Center, Houston, TX. Mr. Jimmy Wall may not be the principle for the Panola Charter School TSTC site as it may jeopardize his retirement; however, he is still writing the grant for the school.

There was extensive discussion regarding storage for designated areas such as the Business Office, Human Resources, Admissions, Financial Aid, etc. Listed below are the designated storage areas with the actions recommended:

Rooms 125, 127, and 129	Information Technology (Expansion)
Room 170	Information Technology (Storage)
Room 174	Human Resources (Storage)
Rooms 149 and 151	Admissions (Storage)

Rooms 169, 171, 155, and 152                      Business Office (Storage)  
It was noted that room 101 is not being used by Dr. Jeanne Wesley.

**Action 1: The Business Office will need two additional rooms (possibly rooms 149 and 151) for storage and Ms. Irene Cravey was asked to review the North Building map and select the two additional rooms as well as redo the current map.**

**Action 2: Mr. Wooten stated that meetings will be held in room 161 at the North Building once a week.**

#### **Announcements/Observations**

**Mrs. Suzanne Carter** announced that 130 students are signed up for Friday's Orientation/Registration session beginning at 12 noon.

**Meeting adjourned at 4:45 p.m.**