

PRESIDENT'S CABINET MEETING
September 15, 2015
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

OTHERS PRESENT:

Bruce Cotgreave, Terry Hawthorne, and Brenda Sadler

Discussion:

ENERGY ISSUES AND COMMUNICATION – Bruce Cotgreave, Physical Plant Director, and Terry Hawthorne, Energy Management Coordinator, distributed an Energy Policy and Guidelines. Cotgreave said after the Cabinet meeting he and Hawthorne would distribute the guidelines again and offer to meet with any group to help communicate the plan. Forrester said the Director for Corporate Engagement, yet to be hired, will schedule training and work with Pamela Madden on room scheduling to assist in saving energy and money. Madden runs an R25 form for locking and unlocking of classrooms which is entered each day; 85% of the problem are the rooms being used and not being on the schedule. Hawthorne distributed the Energy Conservation Policy and stated that the goal of the policy is to conserve energy and natural resources while exercising sound financial management. In October 2014, we saved 10.2% in cost avoidance. The total cost savings in 2014-2015 was \$233,666. Vess reported some facilities have problems with HVAC issues which have impacted holding class because of either being too hot or too cold. Cotgreave discussed some issues with C Building on West Campus and that his employees are paying close attention to the temperature and trying to get ahead of phone calls to adjust temperatures. He said room scheduling is not only for use of the room, but also for safety issues and correct temperature. Forrester said that a lot can be fixed through communication and training to address the energy issues.

GENERAL ASSEMBLY RECAP – Lowery-Hart spoke of the positive emails he received after General Assembly; a lot more employees got to attend who have not been able to in the past; General Assembly focus was streamlined; we were able to infuse the student voice; and the live feed was well received. Austin remarked that the greeter video which was shown, showed people who were not involved what a great program it was and how they missed out. The WOW challenge seemed to be a huge success and made people work as a team to complete the task given. Vess bragged on Frank Sobey, English Department Chair, for his anti-commitment spoof during General Assembly. Crowley bragged on IT staff for helping employees scan their ID before entering General Assembly. Colaw said there were 556 in attendance of General Assembly.

PUBLIC INFORMATION REQUESTS – Forrester spoke of a letter received by a community person requesting public information. She emailed Cabinet and Mark White, attorney.

HIRING PROCESSES AND LAWS – Forrester distributed a handout on “how to hire.” She reported that legally an employee may not begin work before the 310 is completed and sent to the Human Resources Department. A 310 form also needs to be typed when an employee is terminated. Forrester spoke of I-9 forms and other legal forms to complete. She wants to keep hiring and terminating legal to avoid fines.

BUDGET – Lowery-Hart and Berg met with the Finance Committee of the Board of Regents last week. The committee was briefed on the five-year budget projections and the possibilities of position eliminations. There was confidential retirement eligibility plans discussed as well. A meeting will be set next week to discuss the plans and the Strategic Plan.

NO EXCUSES 2020 – Lowery-Hart distributed a handout revealing the institutional goals, definition, action for impact, tasks, deadline, and primary lead. Cabinet was requested to send Crowley which secondary support leads to include making this happen.

HSI STEM GRANT REQUEST – Crowley asked Cabinet for approval for a contract with RMA to develop the new HSI STEM grant proposal. If we decide to go for an individual grant we will be awarded approximately \$800,000 per year and if we decide to apply for a cooperative application with WTAMU, the estimated award is \$1 million per year.

POSITION JUSTIFICATIONS – Vess requested a Coordinator for Intervention position in Criminal Justice; she cut the Associate Director of Criminal Justice position. Berg moved; seconded by Green. Vess asked for three grant funded positions: AEL position; Data Management Specialist; and a full-time faculty for the Accelerated Texas Grant. Crowley moved; seconded by Forrester.

BRAGGING ON EMPLOYEES – The following were bragged on for their part in General Assembly: Sarah Bruce, Systems Analyst, IT, who wrote the scanner program; Kyle Arrant, Senior Broadcast Engineering Technical Specialist, and Chris Hays, General Manager, Panhandle PBS, for their work on the videos. Vess bragged on Toni Gray, Dean of Continuing Education, for her work on the Downtown Campus and work on General Assembly. Lowery-Hart bragged on Bruce Cotgreave, Director of Physical Plant and David Ziegler, Assistant Director for their people's responsibilities in the moving of offices. Forrester bragged on Dee Partin, Senior Payroll Specialist, for her hard work in payroll.

Next regular meeting: October 20, 2015

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