

**PRESIDENT'S CABINET MEETING**  
**November 3, 2015**  
**MINUTES**

**MEMBERS PRESENT:**

Terry Berg, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

**MEMBER ABSENT:**

Bob Austin and Lee M. Colaw

**OTHERS PRESENT:**

Brenda Sadler

**Discussion:**

**COLLEAGUE REPORTING AND OPERATING ANALYTICS (CROA) REPORT ASSIGNMENTS -**

Crowley said there will be training conducted between now through February. There was a handout distributed regarding those who will be responsible for certain reports and areas. Vess said something needs to be done about faculty credential software in Colleague; it needs to be restructured to fit in with SACS reports.

**ASANA PROGRAM** – Cabinet members will help with input and tracking of the Asana Program. Project summaries can be added; conversations can be tracked; the five goals can be tracked; responsibilities can be uploaded; progress can be tracked; and responsibilities can be assigned. This program will cost \$1,500 the first year; \$500 each subsequent year. Lowery-Hart said this program will build accountability. There are software packages that will help with SACS compliance reports.

**CIVITAS** – Lowery-Hart spoke with Dr. Pat O'Brien, President of WTAMU, and his institution only purchased an alumni package and degree map. Civitas has overextended themselves and will not be able to deliver degree map for two years. They have offered us Inspire Advisor and Inspire Teacher; Austin, Crowley, and Vess will make a recommendation to Lowery-Hart after trying these two packages. A decision on whether to get out of the contract needs to be made soon. Some TACC members said they want the degree map program; they will wait for delivery.

**CAMPUS PRINTING PROCESS** – Green reminded Cabinet that contracts were signed recently with two printers: 1) Cenvéo will print our letterhead, envelopes, and business cards; 2) Zip Print will be used for daily usage; College Relations will oversee all of the printing requests. Berg said that letterhead and envelopes will go into inventory and will be ordered online similar to the way copier paper is ordered. The plan is to close the print shop after January 31. New procedures will start in December.

**POSITION JUSTIFICATIONS** – Vess told that there has only been one Occupational Therapy faculty all semester due to one resigning prior to the fall semester; two adjuncts were hired; she requested one full-time faculty be hired. Vess said that one ADN faculty member was recently terminated. The Department of Labor grant has lost two positions. Crowley suggested placing an internal person into one of the positions. These were approved.

**BRAGGING ON EMPLOYEES** – Vess bragged on Sarah Davis, administrative specialist, Planning Advancement, on the great job she did filling in for Cheryl Oldham while she was recovering from surgery. Green bragged on Karen Welch, senior content producer, Panhandle PBS, who was recently hired, for the great job she is doing; she is a great promoter through social media and networking.

**Announcements:**

- The annual college audit has been completed and there were only two findings; Lani Hall will present a report at the November 24 Board meeting.

Next regular meeting: November 24, 2015

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