

**PRESIDENT'S CABINET MEETING**  
**November 5, 2019**  
**MINUTES**

**CALLED TO ORDER**

9:05 am

**ADJOURNED**

10:20 am

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tiffani Crosley; Cheryl Jones; Russell Lowery-Hart; Denese Skinner

**MEMBERS ABSENT**

Tamara Clunis; Mark White

**OTHERS PRESENT**

Joy Brenneman; Jeanette Nelson; Collin Witherspoon

**DISCUSSION:**

1. BUDGET PROCESS, VENA, AND TIMING	Crosley Nelson
<p>Dr. Lowery-Hart introduced the budget topic and Ms. Nelson and Ms. Crosley discussed the capabilities of the Vena system. Vena can provide detailed information that the Colleague pools do not; however, all data must be entered and maintained manually. This involves pulling and verifying the data, entering it into Vena, then sending the spreadsheets to the budget managers who input their information. Every change must be manually entered in to both Vena and Colleague, since the two systems do not integrate with one another. Once budgets have been approved, Ms. Nelson spends weeks entering the data into Vena. There have been discussions with Vena, and to fix this would require much additional programming, additional costs, and substantial time by the college's IT staff. Vena's initial solution was to teach the accountants to do the back end programming; however, Business Office staff are accountants, not programmers, and this was not a good resolution. There is one year left on the Vena contract with a cost of \$49,000. The college has spent over \$150,000 on this product so far.</p> <p>Ms. Nelson then discussed what the college already has available in Colleague that it is not in use currently. Colleague provides tracking and transparency and more functionality than Vena. She will check with Shane Hepler to be sure these functions will still be available in the migration to the new Colleague system. Switching back to Colleague could save the college \$50,000 plus per year and provide an audit trail that will note changes.</p> <p>Cabinet discussed the options of staying with Vena or switching back to Colleague and whether staying with Vena would provide a better process or product if programming could be done. Mr. White will review the Vena contract. He will also host a discussion with the Vena representative to discuss just what Vena can do, how much programming and cost would be required, whether the contract can be terminated early, and to perhaps negotiate a termination.</p> <p>Dr. Lowery-Hart noted that the next budgets should put a small amount of contingency back into individual budgets.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Continue to provide the 3-year averages.</li><li>• Ms. Nelson can set the budget timeline and open the budgets as soon as the audit is completed. She will set the timeline in December and start the budget process in January.</li></ul>	

- Ms. Nelson will meet with budget officers and provide templates and will send a memo along with the timeline noting that the college is working to simplify the process and provide adequate training.
- Ms. Nelson will ask Mr. White to join her on a conference call with Vena.

## **2. BRAGGING ON EMPLOYEES**

**Cabinet**

- Not covered

### **Action Items:**

- Notes to be sent by those indicated above.

## **3. OTHER DISCUSSION**

**Cabinet**

Mr. Witherspoon attended the beginning of the Cabinet meeting to inform Cabinet that the college does not have some of the employment data requested for the Aspen application. Dr. Lowery-Hart suggested that he check with San Jacinto College to see how they addressed this and to also get in touch with Kyle Ingham at Panhandle Regional Planning Commission. He could also check with Texas Workforce Commission or another one of the top 150 schools where he has contacts. He will also reach out to the technical support provided by Aspen for information or direction.

Cabinet ended early to attend the Grand Opening of the Underground in the basement of the Ware Student Commons.