# NOTES

## PRESIDENT’S CABINET

**July 24, 2012**

1:00 p.m. – 3:00 p.m.

**Student Center**

**Bayer Conference Room**

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<tr>
<th><strong>Meeting Called by:</strong></th>
<th>President Dennis Brown</th>
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<td><strong>Type of Meeting:</strong></td>
<td>Weekly</td>
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<td><strong>Facilitator:</strong></td>
<td>President Dennis Brown</td>
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<td><strong>Note taker:</strong></td>
<td>Mary Litton</td>
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**Present:**

- Dr. Jeff Thies, Steve Evans, Donna Zuniga, Dr. Carolyn Lightfoot
- Dr. Cathy Kemper, Mary Ann Amelang, Dr. Donnetta Suchon, Dr. David Jaroszewski
- Assembly representatives: Al Zucha, Rosetta Mourer, Becky Hill for Paula Lee, Student Government Association, Lesley Bobo

## Information Sharing - All

Dr. Cathy Kemper - Some colleges in low income neighborhoods have a center where computers are available for those who don't have access to a home computer, asked for feedback.

Dr. Lightfoot - commented about a 2002 Tiff Infrastructure grant that was awarded to Lee College for the Chambers County Broad Band Network for broadcasting wireless throughout rural locations. Students who don't have a computer can utilize computers in libraries because of this.

Al Zucha, representing Faculty Assembly cited two areas of faculty concerns: salary increases and a proposed $2.00 increase in tuition, both proposed in the current budget FY2013.

Discussion ensued, with reference to differential pricing and weekend classes.

Dr. Brown - Down side of budget: Reported contact hours are down with a projected loss in revenue for coming year of $644,000. A decrease in enrollment or fewer students taking fewer classes is the suspected reason.

Fewer students taking fewer classes also translates to a loss of tuition and fees. Up side of budget: without raising the tax rate, property values are up.

Rosetta Mourer, representing Staff Assembly asked why 3% vs. the asked for 4% for a proposed salary increase? Discussion ensued and Dr. Brown offered that if it were not for the anticipated additional funds from the Foreign Trade Zone Agreement and the increase in tax value revenues this year, a raise would not have been possible.

VP Evans concluded by saying there is a climate of uncertainty with regard to future state appropriations and declining enrollment.

Dr. Cathy Kemper - A presentation on career and technical education visioning was presented at the recent GCCISD School Board meeting. Suzanne Heinrich of GCCISD has agreed to share the presentation with the College.

Discussion ensued about the role of the College with industry and business over the next 8 – 10 years.

## Upcoming Meetings and Events - All

- **Reinventing Instruction & Learning Conference** – Austin Oct 3 – 4, 2012
- **Annual Texas Workforce Conference** – Dallas Nov 28-30, 2012

Representation on the part of the College is encouraged and recommended.
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**Retirement Reception** – Tentative date discussed, the afternoon of Monday, August 20. Time to be determined and an All User “save the date” will be sent to the campus community. Mary Ann Amelang offered to assist the president’s office staff in preparation for this event.

**Meningitis Vaccines** – Friday, July 13th was the first round offered. Dr. Suchon reported it went very well. Becky Hill with the Purchasing Department was credited for facilitating the least expense cost for the required immunization for fall enrollment at a price of $85 vs. $125-$139.

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**Recruitment/Persistence/Graduation - Dr. Dennis Brown**

Previously presented in a handout and discussed at the Board of Regents meeting in July, Dr. Brown met with the Student Success Alliance to further address recruitment, persistence and graduation. The goal, to increase enrollment numbers and contact hours while also helping to increase the level of education in the area that the College serves. Current data on persistence reflects that a lot of students enroll at Lee College but do not remain and complete. Graduation and Momentum points were discussed. Collective brainstorming with the PC in regard to what is currently being done, what we need to know and what we could be doing better in the three areas contributed to the report.

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**Budget –State of Affairs - Mr. Steve Evans**

Steve Evans, in the interest of the assembly representatives, commented that at the July 12th Board of Regents Budget Workshop, a salary increase of 3% for staff and administrative was submitted in the first pass of the proposed budget FY2012-13. For faculty, this represents one step and 1%.

**Internal Auditor** – Following up on the recent request from a regent for consideration to hire an internal auditor, Evans surveyed a majority of community colleges in the Gulf Coast area and those of comparable size and submitted his findings in an email to Dr. Brown. The question of an internal management auditor vs. an internal financial auditor was raised. Discussion ensued.

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**Survey of Institutional Implementation of Cost Efficiencies – Mr. Steve Evans**

Summary: A 42 page survey from Governor Perry, for the purpose of gathering information on cost efficiency efforts underway at many higher education institutions in Texas in order to showcase and potentially replicated at other institution and/or implemented system-wide, regionally, or state wide is due by August 1.

A good faith effort on the part of the College is insured.

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**Britt-Hodgin Second Chance Scholarship Committee – Dean Donna Zuniga**

Nominations for the scholarship selection committee are requested. The committee will also assist with criteria for scholarship selection. Media coverage for the new scholarship will be in an upcoming article in the Courier in September.

Johnette Hodgin will join John Britt for the fall Professional Development Day program when plans for the scholarship will be announced. Information about
the scholarship and how to contribute will be provided at that time.

**PACE Employee Survey Request – Mr. Al Zucha**

Al Zucha inquired when and how the cabinet will address and identify priorities for change, earmarked by staff, faculty and administrators. The top two are:

1) How is information shared at the institution?
2) Is the institution appropriately organized?

Dr. Brown said a formal review has not been conducted and will schedule a time and process to do so. Also, mentioned, Chats with the President as another data point in addition to minutes or notes from the PC meetings that will begin to be disseminated on a regular basis effective immediately. Additionally, the College Update from Dr. Brown to faculty and staff will be distributed on a more regular basis.

**Coordinating Board Committee Nominations: State Wide Policy Committees - Dr. Dennis Brown**

- **Undergraduate Education Advisory Committee** – nomination due August 31. Drs. Kemper and Suchon will coordinate a process for identifying a representative.
- **Apply Texas Committee** – nomination due August 17. Drs. Suchon and Lightfoot will coordinate a process for identifying a representative.
- **Academic Course Guide Manual Committee** – nomination due in August 31
- **Learning Technology Advisory Committee** – (formerly the Distance Ed Advisory Committee) (DEAC) – nomination due August 17. Dr. Kemper will coordinate a process for identifying a representative.

One nomination per committee is requested. **Note: a nomination does not necessarily mean a selection.** No one currently from the College is on a committee.

**Submitting LAR’s BUD’s and AFR’s to THECB – Mr. Steve Evans**

- **Legislative Appropriations Request (LAR)** – Due August 16, 2012
- **Budget (BUD)** – December, 2012
- **Annual Financial Reports (AFR)** – Due January 1, 2013

**New Employee Welcome from President (1st Week) – Dr. Dennis Brown**

Dr. Brown discussed his plan to meet new employees on a 1:1 basis, for an official Lee College welcome. The ideal time would be the first week on the job, in addition to a quarterly meet and welcome plan. Cabinet members will coordinate with president’s staff when there is a new hire.

Becky Hill, representing Administrative Staff, asked for future consideration when welcoming a new employee, that a staff, faculty or administrative assembly representative of that employee’s constituency be part of the welcome party.

**New Job Position Process/Clarification – Dr. Dennis Brown**

Dr. Brown further explained the intended use of the **New Position Form**, recently created for PC’s use when a position becomes vacant or a new position is needed. Use of the form will continue on an ongoing basis. Cabinet members will submit a completed form for review and discussion at meetings.

All positions will be addressed by the PC. The process begins with a form submittal. Other questions regarding use of the form for LOA’s converting to
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<th><strong>New Faculty Orientation/Ongoing Professional - Dr. Cathy Kemper Development</strong></th>
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<td>Starting this fall, deans will co-chair the Faculty Development Committee. Professional development opportunities will continue to be offered every month for new hires. A focus on veteran faculty with emphasis on “front burner” topics that need to be dealt with right away, i.e., high impact practices, workshops to identify for faculty to use in classrooms will be visited.</td>
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<th><strong>Texas Association of Business-Completion Rates - Dr. Dennis Brown</strong></th>
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<td>Dr. Brown will disseminate the document to PC. Discussion followed on how the rating numbers are calculated and where and what sources provide the data.</td>
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<th><strong>Data Dashboard - Dr. Dennis Brown</strong></th>
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<td>Dr. Brown discussed what data is needed on a regular basis and what current sources are used to obtain the data. Dr. Lightfoot commented that a PeopleSoft consultant is on campus at this time and is helping identify data issues in the software. Dr. Suchon is working with the consultant to query essential information useful for student retention and persistence and much more. Dr. Lightfoot will set up a Dashboard demonstration at the August 7th meeting.</td>
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<th><strong>Closing Comments</strong></th>
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<td>There will be no meeting next week. The next scheduled meeting of the PC is Tuesday, August 7th, 909 Decker Drive, Office of the President.</td>
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