PRESIDENT'S CABINET MEETING
Chapman Conference Room
Friday, December 19, 2008
9:00 a.m. – 12:00 p.m.

ABSENT: Eliot Chenaux

1. Policy Changes – JN
2. Proposed Tuition & Fee Increases - JN
3. Athletic Updates (S. Street to present) – FK
5. San Antonio SACS Debriefing - AB
6. Institutional Advancement Calendar of Events (attachment) - TH
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Tuesday, December 16, 2008
2:30 p.m.

1. Graphics Program (M. Collins to present) – TH

2. Athletic Updates (S. Street to present) – FK

3. Update on Uniform GPA (attachment) – FK

4. Funding Amount for UC Expansion – JN & EC

5. Diversity Committee Update – EC

6. TAMU-CC Member Rule for Naming of Buildings & Other Facilities (attachment) - TH

7. Institutional Advancement Calendar of Events (attachment) - TH
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Thursday, December 11, 2008
12:00 noon – 5 p.m.

1. SACS Update (R. Nelsen, C. Shupala & S. Wolff-Murphy to be present) – MS
   • QEP
   • Compliance Report

2. Enrollment Update (M. Dechant to be present) – FK

3. Utilities Infrastructure Needs (L. Fischbach to be present) – JN

4. Budget Accountability (K. Funk-Baxter to present) – JN

5. Plan for Administration of the MAPP - PO

6. Approval of November 3rd and 14th PC Minutes – MS

7. Institutional Advancement Calendar of Events (attachment) - TH
PRESIDENT'S CABINET MEETING  
Chapman Conference Room  
Monday, October 13, 2008

ATTENDING: Anantha Babbili, Trent Hill, Flavius Killebrew, Jody Nelsen, Paul Orser, Mary Sherwood

ABSENT: Eliot Chenaux

GUEST: Scott Street

Athletics Report
Scott Street reported that:

- He has been meeting with people in the community and on campus.
- The Intercollegiate Athletics Council met.
- The 10 year celebration went well.
- Basketball begins in one month and the Islander Invasion is Saturday.
- Two reports are being worked on. The EADA is due October 31 and final numbers for the APR report will be available in four to six weeks. He said that the APR for baseball has improved, but that basketball is a concern.
- He is meeting today with all coaches regarding academics, class attendance, etc.
- He is not filling the assistant AD for external at this time as there is some restructuring and changing of positions.
- Allowed ads not being used for athletics will be used for university spots.
- He is working on revenue production.
- Facilities: working on need for additional space besides what is in the new Wellness Building.
- Personnel: Hired ticket manager and a new track coach.
- Street distributed a description of elements that will be used in evaluation of coaches.
- Street shared a new organization chart. All head coaches will report to him.
- There is one scheduling issue with the American Bank Center on January 24th for the UTSA game because of the Shrine Circus. It has been taken to the commissioner for resolution.
- He continues to work with the Compliance Group.
- System internal audit has been in contact and will be on campus in November for preliminary work on the annual audit. He reported that the policies and procedures manual will be done by December and will go off the audit.
- Fundraising: He is getting coaches to work through him and it is now being coordinated.
- There was discussion of NCAA funding for academics and who controls the account.
- Lazenby is reviewing past records and any secondary violations that Secord had not reported are being reported.
Change of Institutional Peer Group

The letter from the Coordinating Board has been received making it official that we will be moved from the Comprehensive University Peer Group to the Doctoral University Peer Group. Others in the group include A&M-Kingsville, A&M-Commerce, Texas Woman’s University, Texas State-San Marcos and Sam Houston State University. Orser reported that he is meeting Friday at the Coordinating Board regarding excellence accountability measures for the peer groups.

Graphic Identity Update
Hill shared examples of letterhead, business cards and envelopes with the new logo. There was discussion about introducing it to campus.

Burglaries around Miramar
Residents of Miramar were notified about recent burglaries, and the notification resulted in apprehension of a suspect because a student notified UPD of a suspicious individual.

Next Phase of Housing
Chenaux reported that Camden has agreed that the next phase of housing is needed. Orser is working on the numbers. There was discussion about the terms of the contract. Nelsen will follow up on that aspect.

Parking
Nelsen said she has asked for a five year parking plan including spaces needed and the cost, but that she thinks it is necessary to expand the Hammerhead lot for next fall. *There was discussion and it was agreed that expansion is needed.*

Miscellaneous
- Nelsen shared a report on athletic revenues and expenses in the Southland Conference.
- Knull will represent us at a meeting in Houston regarding the survey of earned doctorates and issues with including minorities because of FERPA issues.
- There was discussion of the terms of the lease with the city on the Ennis Joslin property.
- Steven Tallant, the new A&M-Kingsville president will be on campus this afternoon, and PC members will meet with him briefly at 4 p.m. in Chapman.
- Killebrew will be at the Mexican American Legislative Caucus meeting in Austin tomorrow.
- Students are gathering signatures for a petition regarding privatized activities on campus, such as the bookstore and food services. *Chenaux will follow up regarding their concerns*. There was also a discussion regarding the cost of text books and the need to continue efforts to hold costs down for students. *Babbi will discuss with the deans and with Faculty Senate.*
- *Nelsen said she will bring the HEF requests to the next PC for discussion.*
- Killebrew noted that everyone should stay focused on the issues identified at the PC Retreat. *Sherwood will redistribute the list of action items.*
• Babbili gave a short report SACS compliance report and the QEP. Nelsen asked for due
dates for the narrative deadlines. **Babbili will provide the deadlines.**
• Babbili said he is working with the colleges regarding strategic planning and WEAVE
Online. Bridgette Hardin is coming to dean’s council once a month.
• Nelsen said the dates have moved up for the College of Business. Programming is
underway and there have been a few changes requested by faculty. There is discussion of
second floor connections with Corpus Christi Hall and the Library. This is being
investigated.
• Orser said the Chancellor’s IT Council is having presentations on finance and HR
systems that would take the place of FAMIS and BPP. These are scheduled October 20-
22. There is discussion of whether the systems should be centrally located in College
Station (as they are now) or housed on each campus. It was agreed that there are
advantages to having the systems run from College Station.
• Orser said the record should reflect that he is “beginning to feel optimistic” about
BANNER! He also said the new version of WEAVE Online has been installed and that
Bridgette Hardin is doing training on campus. He will have her come to PC.
• Orser distributed preliminary information on the Coordinating Board’s efforts to revise
the space utilization reports and model.
• Killebrew brought up the System’s records retention initiative. **It is now headed by Chris
Shipala, who will be asked to come to PC with a report.** Nelsen said other universities
have a “compliance” person who deals with all types of compliance issues and a
compliance committee that reviews potential risks.
PRESIDENT’S CABINET MEETING  
Chapman Conference Room  
Monday, October 6, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen, Mary Sherwood

ABSENT: Paul Orser

GUEST: Margaret Dechant

Enrollment Management Update
Dechant provided information about fall enrollment as of Friday, October 3. Headcount was 9,006, an increase of 5 percent, and SCH was 102,444, an increase of 5.7 percent. First time in college enrollment increased by 11 percent, while doctoral enrollment increased by 22 percent. All target recruiting areas increased except for Laredo, which was down by only one student.

There was discussion about competitors as identified by overlap in submission of SAT scores and applications. The top two competitors are UT-San Antonio and Texas State University.

Dechant also provided information about registration and recruitment initiatives for spring 2009.

Customer service issues and training were discussed. Training will now be continuous. Also, a help desk has been established in the center of the Round Building to help students find what they need and signage is being improved.

Other updates:
- Early registration will begin November 11.
- Michael Rendon, the new registrar is in place.
- Dr. Christopher Fleming, the new director of admissions, will begin October 13.
- The Strategic Enrollment Management Council is being reconvened.

Camp Administration
Nelsen distributed: 1) a list of camps with sponsors, dates and whether they are managed by University Outreach and 2) a summary of what Outreach will do at no charge and the responsibilities of camp directors. The risks associated with camps not being run through the university were discussed. Fees charged to the camps by the university were also discussed. It was agreed that they should be reasonable. Camp directors should understand that it is necessary for some fees to be charged to them and build them into the cost of the camp. It was agreed that all camps should be run through University Outreach. Nelsen will do a statement for distribution to campus.

On-line collection of camp fees from participants was also discussed. Nelsen said it is needed, and that there is a one-time cost to set up the system and a smaller annual fee. It was agreed that
the money should be found because there is too much risk without the online collection system. It would also be useful for many others on campus who need to collect fees or donations.

**Final LAR Presentation**
The presentation given to the Legislative Budget Board and the Governor’s Office of Budget and Planning was distributed. Nelsen noted that the deadline for revisions to the LAR is coming up, and that she will get with Orser.

**System CEO Meeting**
Numerous topics addressed at the System CEO meeting were discussed. Items discussed include:

- **All incident command team members must receive NIMS training. Nelsen will set up a training session with Roy Coons.**
- **The system distributed a new regulation on emergency management. Nelsen will take care of having it reviewed.**
- The System announced a “Mission Military Friendly” project and wants a senior executive appointed as liaison. **Babbili will serve as the liaison. Sherwood will draft a letter to Chancellor McKinney.** McKinney also wants all universities to be designated “military friendly” by the Servicemembers Opportunity College, which A&M-Corpus Christi already is.
- Orientation for new executive staff at institutions was discussed. They will make available the book that is done for regents at a minimum.
- Required Criminal History rule was discussed. Only two institutions have completed and A&M-Corpus Christi is one.
- Combined executive TTVN meetings with System and possible agenda items were discussed.
- System is revising policy on building naming that will go to the December board meeting and we need to develop a rule. **Hill will work on developing the rule.**
- Biosafety committee is required. **Knall is forming the committee.**
- System teaching excellence awards: **Babbili is meeting with Margaret Lucero to resolve concerns.**
- Systemwide $30K free tuition and fees promise was discussed.
- Issues found in state audit of student fees at other institutions was discussed. **Nelsen has asked Kathy Funk-Baxter to do spot audits.**

**Minutes**
Minutes for September 15 meeting were approved.

**Legislative Visit**
The legislative visit that was postponed because of Hurricane Ike has been rescheduled for November 12-14. We will have legislators on campus from 10 a.m. to 11 a.m. (approximately) on November 13 for presentation and tour. Cabinet should plan to be present. The proposed schedule was distributed.
Policies
Policies adopted by the Board of Regents at the September meeting were distributed and discussed.

Naming of Nursing Health Sciences Building
Possible names were solicited from the College of Nursing and Health Sciences and from Kinesiology. Island Hall was suggested by both, and it was agreed that would be the name.

Miscellaneous
- OGC contacts list was discussed. Sherwood will send the revised list of OGC contacts for review before it is submitted.
- Chenaux reported that the Diabetes Walk will be October 11 and that we will have a good presence.
- Chenaux asked about the procedure for institutional memberships. There is a form to request. The list of memberships is reviewed annually. Nelsen will have Kathy Funk-Baxter pull the list for discussion at Cabinet.
- Nelsen has a draft of the mandatory training letter and will send it.
- Campus police have an active shooter training video for campus offices. An additional one for classrooms will be available. Nelsen will bring it to Cabinet, and it will be rolled out on campus.
- HEF requests are due October 8.
- Nelsen reported that the Chief, TxDot and the city got together again about the Ennis Joslin/Ocean intersection.
- Babbili reported that SACS preparations are on schedule. A letter from Killebrew to task force members has been sent.
- Babbili said Sherry Garrett from the College of Education will represent the university at CC Reads.
- Babbili said the Title V TRIO grant has been received and Guerra has given him a spending plan.
- Babbili raised the issue of staff members teaching during regular work hours and getting paid. Babbili and Nelsen will research the policy and deal with the issue.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, September 22, 2008
10:30 a.m.

(Absent: Dr. Killebrew)

1. System Strategic Plan Performance Measures – MS.

2. Institutional Advancement Calendar of Events (attachment) - TH
PRESIDENT'S CABINET MEETING  
Chapman Conference Room  
Monday, September 15, 2008

ATTENDING: Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen, Paul Orser, Mary Sherwood

ABSENT: Anantha Babbili

Hurricane IKE Update  
There was discussion of students from Houston/Galveston/East Texas who may be unable to return to campus immediately. A message to faculty requesting that they work with students in this situation was drafted and a message was drafted to be put on the web for students.

Thank you letters need to be sent to campus community for help with preparation, A&M International for taking evacuated students, Texas A&M University for buses, Aramark, and Padre Staples Mall for providing parking in their garage for boats, etc. Also, the chancellor needs to be made aware of the help provided by A&M International and Texas A&M.

Clarification of decision and implementation teams was discussed. The decision team will include: members of President’s Cabinet, the police chief, the assistant vice president for marketing and communications, the safety officer, the physical plant director and assistant vice president for technology.

The implementation team, in addition to the decision team, will include housing director, athletic director, the museum director, the vice president for special projects, additional physical plant representatives, and building coordinators. A debriefing with the larger group is needed. Also, Nelsen will review the building coordinators list as it should be someone who is readily available. It was agreed there should be training for building coordinators.

A variety of lessons learned was discussed (see attached). Orser said we need a plan for a hit and a plan for a miss.

The need for lodging for people required to stay, especially those who live on the island, was discussed. Nelsen suggested having a preparation team and a ride-out team, in which the ride-out team would go home and prepare their homes while the preparation team works on campus and then goes home to prepare there.

Chenaux suggested letters be sent from Killebrew to presidents at affected institutions in the Houston/Galveston/Southeast Texas area expressing concern and offering help. Sherwood will follow up.
Coordinating Board Academic Committee
The mechanical engineering preliminary authority request is on the agenda this Wednesday for the Coordinating Board’s Academic Excellence and Research Committee. Killebrew, Robert Nelsen, Frank Pezold, John Fernandez and Asad Salem will attend.

Business Building
A teleconference is being held this afternoon with the architects and the System office of Facilities, Planning and Construction.

System Strategic Plan Performance Measures
Cabinet plus Robert Nelsen and Harvey Knull will meet on September 22 (without Killebrew) to discuss input on the suggested measures.

Minutes
Minutes for September 3 and September 8 were approved with revisions.

Ennis Joslin/Ocean Drive Intersection
Concerns about the number of accidents at the Ennis Joslin/Ocean Drive intersection were discussed. Nelsen reported that responsibility for the intersection is a combination of Texas Department of Transportation and the City and that she will follow up.

Joint Nursing Doctorate
The joint doctorate in nursing with TWU was discussed. It will help in obtaining our own doctorally prepared nursing faculty and will build capacity to offer our own doctorate in nursing. The partnership is with TWU because no one in the A&M System offers a doctorate in nursing.

Miscellaneous
- Killebrew will be gone during the Board of Regents meeting with the Joint Command program and will have limited availability for communication.
- Orser reported on a space utilization meeting at the Coordinating Board. A recommendation is needed by late November/early December. He will bring to Cabinet when he has something.
- Hill reported that the State of the University lunch had a good turnout, despite preparations for Hurricane Ike.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, September 8, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen, Mary Sherwood

ABSENT: Paul Orser

GUEST: Scott Street

Athletic Update
Scott Street updated the Cabinet on his activities. They include:

- APR action plan for baseball is being reviewed. It was sent in by Secord without appropriate review.
- He is meeting with coaches one-on-one.
- He met with Mark Solis at the American Bank Center. There is a timing issue every year with the Shrine Circus and they will work out a plan for this in future.
- He met with Lee Goddard of the Caller-Times and Scott Howe of ESPN Radio.
- He held a kick-off meeting with coaches and staff.
- He is meeting frequently with Scott Lazenby, the compliance officer.
- He now has Lazenby signing off on recruiting travel before it takes place.
- In general, he is trying to create more checks and balances.
- He is working closely with Jennifer Baker, including on APR for baseball. He intends to include more life skills training for athletes. Jennifer will attend a conference on this in February.
- Mark Bohling and Bailey Wilson will be working with the Student Athlete Advisory Committee.
- He noted that a rule is needed with regard to scheduling games during finals and that he will develop one.
- In future, game contracts will not be signed without review by the coach.
- Josh Brown was hired from McNeese and media relations is now fully staffed.
- The External Relations/Marketing position has been reopened.
- They are ready to move on the ticket sales position.
- Marketing for basketball is being developed.
- He is working with Arthur Haas on sponsorships and gifts.
- He has toured the Wellness Center. He noted it’s very nice, but there are not enough offices, and he will be making a space request.
- He has met with Kem Wedgworth on the budget.
- He is working with Trent Hill and Debra Cortinas on a couple of personnel issues.
- He noted there is a need to work on the diversity of the staff and that there may be some issues with budget regarding gender equity.
- He’s working closely with the Compliance Group to provide materials they need.
- He is working on update to Athletic Policies and Procedures manual.
• The drug testing, crisis management and summer camp plans need to be revised.
• Coaches are to go to Jennifer and Scott and they will be the ones to contact HR, admission, registrar, faculty, etc.
• Lazenby is the liaison for judicial affairs.
• The new assistant compliance officer started today. He is from Marquette University.
• He said the way coaches treat marketing and fund raising needs to be coordinated better.
• He also said coaches need to get out in the community, and he is encouraging this.

Chenaux said there is a diabetes walk downtown and it would be good to have an Islander Athletics table. Chenaux will get dates to him. It was agreed that when requests are made regarding admission for athletes that they should be signed off on by Swint Friday (Faculty Athletic Representative), Jennifer Baker, Scott Lazenby and Scott Street before coming to the Provost.

Killebrew said that his number one concern is that processes and procedures be cleaned up and the checks and balances are in place. He also said that because of the attention we could lose ticket sales and sponsorships, and that we needed to work on this. In addition, he said there must be fiscal responsibility for the entire athletic budget and that deficits will not be tolerated. Killebrew also said he understands Lazenby was finding additional items that need to be reported. He said they should be reported fully all at once.

There was discussion about the Field House and the Wellness Center and scheduling. Jacque Hamilton is in charge of space and she will work with Mark Bohling from Athletics. All request from Athletics will be funneled through Bohling.

Presentation of LAR to LBB/GOBP
The presentation of the Legislative Appropriation Request to the Legislative Budget Board and Governor’s Office of Budget and Planning will be September 29. The instructions were reviewed. Killebrew said we should bring copies of the President’s Report to hand out. He also should we should look at which performance measures can be emphasized as well as look at items that we need to make the case are really base funding. Orser will follow up on the performance measures. Orser will work with Nelsen and Sherwood on the presentation.

Other Topics
• Details of the lease agreement on the Ennis Joslin land as well as access and security issues were discussed. Nelsen will follow up with the System and the City on the lease agreement.
• Request for update to System Compact was distributed. Everyone should provide their numbers no later than November 1 to Sherwood.
• Action items from PC Retreat were reviewed. Killebrew said there should be periodic updates to PC on these items.
• Attorney General opinion on GPA calculation was distributed. Babbili will share with Dechant.
• System policy requires a list of people who may contact Office of General Counsel. Each PC member should provide a list for review at next meeting.
• Proposed change in Tuition Equalization Grant rules was distributed. Babbili will share with Dechant.
• Nominations for THECB student representatives were discussed. Babbili and Chenaux will work on this. Nominations are due November 1.
• Sherwood distributed information about Character First! and the Character Council, which is being organized by Joe Adame. There was discussion and Nelsen and Hill will look into for Finance and Administration and Institutional Advancement, and Babbili will discuss it with the Dean’s Council.
• Minutes for August 28th were approved.
• There will be an event for Congressman Ortiz on October 10. Anyone planning to attend should contact Sherwood.
• President’s Picnic will be at 4 p.m. on Tuesday.
• Rhonda Williamson, the director of the Women’s Center, has resigned, and there will be a reception for her.
• State of the University event is Wednesday at lunch. It is sold out.
• Nelsen reported that the server for the College of Business was compromised. Irby will work to bring it inside the firewall.
• Babbili reported that they hope to confirm the candidate for director of admissions today and that Wes Tunnell has resigned as director of the Center of Coastal Studies, but will continue at the Harte Research Institute. Babbili also reported that he will represent the university at the inauguration of Elsa Murano, president of Texas A&M University.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Wednesday, September 3, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen, Paul Orser, Mary Sherwood

GUEST: Margaret Dechant

Enrollment Report
Dechant distributed enrollment reports. Headcount enrollment was 9,145, an increase of 6.6 percent. Freshman enrollment was 1,387, up 28 percent from the previous fall. However, deregistration for non-payment has not yet taken place, and there are more than 500 who have not yet paid. Dechant said they are contacting those students. Nelsen asked if we have a late payment fee. Orser suggested that we track those who don’t pay on time to understand why, a targeted solution can be designed.

Retreat Topics and Information
- Orser will bring information regarding yield rates by geographic area.
- Other information to have includes 12th class day versus completers.
- Killebrew asked Babbili to come with information on advising, such as the number of advisees per adviser
- Killebrew also asked Babbili to give an update on the retention task force work.
- Orser will bring information for discussion regarding space issues.
- Killebrew said he wants to come away with five to seven strategic issues that will be the focus for PC for the coming year.

CC Reads
Sherwood asked if the university should be a participant in the CC Reads annual event. Babbili will follow up with the Dean of Education to see if reading faculty want to be involved. Babbili will be representing university at the opening event.

Mandatory Training
Nelsen asked about a timeframe for requiring annual mandatory training to be completed. It was agreed that the timeframe should be from mid-September to the end of October.

Distribution of Budgets
Nelsen said units report they are getting their budgets too late because we wait until merit increases are included. The timing of budgets in legislative and non-legislative years was discussed as well as the timing of performance reviews. Nelsen said budgets are now prepared twice, and it would be better to do this only once. Nelsen will come back with a formal proposal to a later PC meeting.
Institutional Risk Assessment
Nelsen distributed our matrix on institutional risk assessment and asked if anything major was missed or anything accomplished to lower risk that should be included. The risk assessment committee includes Nelsen, Killebrew and Funk-Baxter, but Killebrew said PC needs to review it periodically. Topics brought up included: housing contracts, student travel, international travel, decentralized summer camps. Killebrew said to think of it as things that may need the attention of audit, and to understand that audit is not “the enemy,” but can help us. Nelsen commented that risks that will prevent achieving strategic imperatives should be considered.

Other Topics
- The annual memo on outside employment was discussed. Nelsen will check on current practice regarding who distributes the memo, etc. and report to PC.
- Killebrew distributed report from interim legislative committee for review by PC.
- Killebrew noted there is also a report with regard to special items and it should be reviewed as we prepare for LBB/GOBP hearings on September 29. Nelsen will check with Lauri Deviney regarding any special instructions for the hearings.
- Accidents at the Ennis Joslin/Ocean Drive intersection were discussed. The traffic controls need to be reviewed. Nelsen will call the city manager.
- Sherwood gave a report on BoldFuture, and noted the first community meeting will be September 17th.
- Sherwood distributed legislative agendas from the city and county. A legislative visit to the city that the university will participate in is being planned for September 16-18.
- Killebrew thanked everyone for contributions to visit by Commissioner Paredes and Coordinating Board members about the mechanical engineering proposal for preliminary authority.
- Orser said he will be in Austin Monday for a meeting of the committee on space utilization.
- It was agreed that the informal PC meetings will be held over lunch after the Monday meetings rather than Friday mornings.
- Chenaux said the President’s Picnic will be on September 9, and asked if anyone could participate in a game. Everyone will check calendars and get back to him.
- Hill said the State of the University lunch, which raises money for scholarships, will be next week.
- Babbili reported that Robert Nelsen is here and that good applications have come in for the education dean position.
- Minutes for August 18, 2008, were approved.
PRESIDENT’S CABINET MEETING
Chapman Conference Room
Thursday, August 28, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen,
ABSENT: Paul Orser, Mary Sherwood

Meeting with THECB Commissioner
Killebrew reviewed the meeting with Commissioner of Higher Education Raymundo Paredes. There was consensus that the meeting was positive. The university was asked to address retention in the STEM Field and to examine the K-16 pipeline in math and sciences. Discussion ensued regarding the future of the ECDC focusing on math and science and looking at our QEP. It is hoped that the Coordinating Board will act on the engineering request for preliminary authority at the October meeting.

Classroom and Lab Utilization (attachment)
Killebrew wanted us to be aware of our report. Orser will be on the state committee that will evaluate how these numbers are calculated. Currently, the classroom and lab utilization is based on all classrooms and labs listed for a 24/7 period. This document and the space model are used to determine construction of new buildings.

FY 09 Compliance Certification
Discussion centered on difficulty of complying with their report. Ms. Nelsen expressed concern about electronic records and how difficult it is to monitor these. It was decided that Marshall Collins and Chris Shupala look into the procedures and suggest recommendations as necessary. The university needs to have a procedure in place and then we can look at implementing them.

Graphic Standards
Trent Hill submitted two proposals. Choice B was selected. Handout was distributed.

System Faculty Evaluation
Babbili handed out a final draft of the System Faculty Evaluation recommended by Academic Affairs. A small recommendation was made on number one. Babbili will send these five questions to Frank Ashley with the system. Babbili was asked to state some constructive criticism about a System Evaluation System. Concern was expressed about the validity of the questionnaire and the buy-in of Faculty Senates across the system.

HEF Allocations
HEF allocations were discussed; approximately $8.2 million is available. After initial allocation approximately $4.5 million is left. New allocation requests should be in by October 8. Every division except the President’s Office received an initial allocation. Nelsen was commended for her prompt disbursement of initial funds.
Housing
Chenaux reported on a plan to avoid any lines at move-in. He also handed out a draft letter to be co-signed by Camden and the university expressing an apology for the long waits. Nelsen recommended Kathy Funk-Baxter and Kem Miller for the committee.

Revised Student Employment Rule and Procedure (33.99.08.C1 and 33.99.08.C1.01)
This rule and procedure had been approved previously by PC and sent to the System, which has returned recommendations for revisions. The rule and procedure were approved as revised.

Miscellaneous
- Killebrew handed out a Corpus Christi Chamber of Commerce announcement about the Chamber of Commerce Bay Business Expo. Dr. Chenaux will share this with Career Services.
- Babbili gave a report about the Chair’s retreat. He stated it was a resounding success. The chairs commended the President and President’s Cabinet for their honesty, ethics, and stewardship. They believe the lines of communication have improved very much.
PRESIDENT'S CABINET MEETING  
Chapman Conference Room  
Monday, August 18, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen, Mary Sherwood

ABSENT: Paul Orser

Chenaux distributed university rules and procedures on use of facilities and campus visits by politicians, etc. and suggested that they be brought to the attention of the campus and that the annual memo regarding contact with elected officials be distributed. Sherwood will prepare the memo.

President Cabinet Additional Meeting
Chenaux suggested there be an additional informal meeting of the Cabinet. It was agreed the meeting would be on Fridays at 7:30 a.m. in the UC.

PC Retreat
Topics for the PC retreat scheduled for September 4-5 were discussed.

LBB Hearing
The hearing with the Legislative Budget Board and Governor's Office of Budget and Planning on our Legislative Appropriations Request (LAR) has been set for September 29 in College Station. It was agreed that new "bragging points" need to be included. Killebrew asked Orser, Nelsen and Sherwood to start on the presentation and be prepared for first review on September 8.

Engineering Program Development
Raymund Paredes, Coordinating Board commissioner, will visit on August 27 for discussion of the mechanical engineering preliminary authority proposal. Sherwood and Orser are working with several people to develop the presentation. There will be a run-through of it before the end of the week. Killebrew asked that it be shared with Robert Nelsen for his comments. Killebrew also has a meeting scheduled on August 22 with A&M-Kingsville interim president Robert Strawser to discuss a proclamation.

Legislative Staff Visit
Several legislative staffers are scheduled to visit on August 28. We will review the LAR and the engineering presentation from the commissioner's visit. Orser will update the space model.

Legislator Visit to Corpus Christi
The City of Corpus Christi is organizing a visit by legislators to Corpus Christi September 16-18. They will be on campus September 17 during the morning and we will also present our legislative agenda to them on the morning of September 18. Sherwood distributed the tentative agenda.

President's Advisory Council
Killebrew noted that the membership of the President's Advisory Council needs to be reviewed and a meeting scheduled. Sherwood will provide a current list and follow up.

HEF Requests
Higher Education Fund requests were discussed. There will be preliminary requests in the fall, and then Babbili will talk to deans and put together a “wish list.”

September Board of Regents Meeting
Agenda items for the September board were discussed. Chenaux noted that the CSAB students will be making a presentation.

BoldFuture for the Coastal Bend
Sherwood gave an update on BoldFuture for the Coastal Bend. The consultant will be in town for the next three days, and the university will be hosting the Advisory Committee meeting tomorrow (August 19). Ambassador Orientation will be held on Del Mar’s West Campus August 20. The Community Profile and survey results will be shared with City Council on August 26 and with the San Patricio Economic Development Corporation on September 2. Confirmation of a date to present to the Nueces County Commissioner’s Court is pending.

Minutes
Minutes for August 11 were approved.

Miscellaneous
- Chenaux reported that the last orientation tomorrow and Wednesday are very full as the transfer orientation and Aloha Days at Camp Zephyr.
- New faculty orientation was discussed. It is run by Faculty Senate. **Babbili will get a agenda and share it. Killebrew should be on the agenda.**
- Hill said information requested by John Secord’s attorney is being gathered and there will be conference call meetings with the attorney general’s office this week.
- Hill reported that Carol Blackmar is the new Senior Women’s Administrator for Athletics.
- Enrollment was discussed. Nelsen asked whether Dechant or Orser does forecasting, noted that it was Institutional Research at UT-Dallas. It was agreed that daily enroll******** updates need to be sent to PC during enrollment periods. **Babbili will ask Dechant to be sure they are sent.**
- Babbili reported he is holding a retreat for department chairs Thursday and Friday. PC is invited to lunch on Friday. There is a possibility it could be postponed if the presenter is delayed by weather.
- Babbili said recommendations from deans for the course evaluation questions for the System will be in Wednesday or Thursday.
- Babbili asked for corrections to the organization chart.

Searches
- Babbili reported that the dean of education position is being readvertised and that a list was being finalized for the liberal arts dean.
- Babbili said that interviews for the admissions and registrar positions are done and that campus input is being consolidated.
- Kathy Winston’s position will be posted this week, Babbili said.
ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Jody Nelsen, Mary Sherwood

ABSENT: Paul Orser

GUESTS: Scott Street

Interim Athletic Director
There was discussion with Scott Street, interim athletic director. Killebrew informed Street about the e-discovery notice and the need for document preservation. He also stressed the need to be aboveboard in everything, to pay attention to following rules and procedures and to documentation, to look forward, and to stay focused on student athletes and doing what is right for them. Other topics included: ensuring coaches work appropriately with academic advisers, working with Tarpon Foundation members with Arthur Haas, pending contracts, appointment of a senior women's athletic administrator and scheduling for the new wellness center.

Faculty Course Evaluations for Chancellor's Program
Five questions are due by August 31 from the president/provost to the System. Babbili will circulate information to the deans and bring recommendations to PC on August 18.

Mission Statement and Objectives Revision
It was agreed to insert “federally designated” in front of Hispanic Serving Institution. Babbili will take the amended statement to Faculty Senate’s first meeting of the academic year.

The full statement would read: “Texas A&M University-Corpus Christi is an expanding, doctoral-granting, federally-designated Hispanic Serving Institution (HSI) dedicated to excellence in teaching, research, creative activity and service. The university’s location on the Gulf of Mexico and on the cultural border with Latin America shapes its focus and provides the foundation for gaining national prominence. Engaging undergraduate and graduate students in a challenging educational experience within a supportive environment is the hallmark of its commitment to closing historical educational gaps and preparing graduates for lifelong learning and responsible citizenship in the global community.”

It was also agreed to use the following for the second objective under excellence: “Achieve national prominence, especially in programs where the university’s location provides special advantages, and sustain programs that have achieved national prominence.”

Committees and Councils
Killebrew needs to appoint four faculty members to the Intercollegiate Athletics Council and one community member to the Diversity Committee. Babbili is waiting on recommendations from two of the deans for the Athletics Council. Yolanda Olivarez was suggested as the community member for the Diversity Committee. Chenaux will contact Olivarez.

Replacing Kathy Winston
There was discussion of the status of searching for a replacement for Kathy Winston, who retires at the end of August. It was agreed it is a critical position and that Winston has a wealth of knowledge regarding policies, regulations, rules and procedures; agenda items; and the catalog.
Robert Nelsen is reviewing the Position Description Questionnaire (PDQ) and the job will be posted ASAP.

**SACS Update**
Babbili brought a list showing which programs required notification to SACS of substantive changes. There were several on the list that raised questions. **Babbili will contact former Provost Sandra Harper** regarding some of the programs identified as needing notification.

Babbili also presented an update on the Readiness Audit, identifying potential issues. Discussion included: the MOU with A&M-Kingsville on the Ed.D. in Educational Leadership; clarity of enrollment management processes and availability of information on them for students; faculty credentials; direct measures of learning for the core curriculum; and a clear, easy-to-access complaint process. The latter was discussed, and Chenaux reported he had researched this topic and that Texas Tech has a good process. **It was agreed that a working group would be established to develop a complaint process. Sherwood will convene the group, and it will include Dave Billeaux, Chenaux, Scott Lazenby, Sam Ramirez, and Christina Holzheuser.**

**Scholarships**
Babbili said the deans are concerned about being behind competitively on scholarships. The timing on availability of funds from the new $5 million scholarship endowment from Mr. Atkins was discussed. It was also mentioned that it would be helpful to engage the deans in scholarship fund raising.

**Faculty Meeting**
Topics for the faculty meeting on August 25 were discussed. Suggestions and possible presenters include:

- New procedure for academic dishonest (Dave Billeaux to present)
- I-CARE and BITS (Behavioral Intervention Teams) for students with psychiatric problems (Chenaux)
- SACS Update (Babbili)
- New Academic Programs (Babbili)
- Engineering (Killebrew)
- Athletics (Killebrew)
- Scholarships (Hill)
- Facilities (Nelsen)

**PC Retreat**
Everyone will bring suggestions for retreat discussion topics to the next PC meeting.

**Minutes**
Minutes for July 28 and August 4 were approved.

**Governor’s Competitiveness Council Summit**
Killebrew reported on this meeting and said materials from it lay out the foundation of the governor’s budget plan. Criteria for judging bills is included, and should be built into our legislative presentations.
PRESIDENT’S CABINET MEETING  
Chapman Conference Room  
Monday, July 28, 2008

ATTENDING: Eliot Chenaux, Trent Hill, Flavius Killebrew, Bob Lovitt, Mary Sherwood, Brian Teter

ABSENT: Anantha Babbili, Paul Orser

Faculty Course Evaluations  
Tabled until Babbili returns.

Mission Statement Revisions  
Tabled until Babbili and Orser return.

Coordinating Board and Austin Updates

- Killebrew said Jody Nelsen will need to stay on top of the formula funding analysis, so we can challenge if need be.
- Commissioner Paredes said the incentive funding approved last legislative session is not likely to be disbursed before January 2009. We need to know impact when we meet with legislators in August or September.
- Paredes also said the governor wants more on student learning outcomes and accountability, despite the Voluntary System of Accountability (VSA).
- It has been proposed that a merit requirement be added for Texas Grants. The company that reviewed Texas financial aid made one suggestion and the commissioner has proposed another set of standards. Senator Rodney Ellis spoke to the Coordinating Board meeting via telephone about the proposals.
- Woody Hunt of El Paso has been selected to chair the Select Commission on Global Competitiveness established by HCR 159 of the 80th Legislature. Its purpose is to develop a “framework of state policy that encourages institutions of higher education to focus on their core missions, engage regional civic, business, and academic leaders to address local and statewide economic priorities, and establish globally recognized centers of excellence in education.” Hunt is a former UT regent.
- The Council of Public University Presidents and Chancellors (CPUPC) is discussing doing something as a group regarding reviews by the EPA.
- Chancellor McKinney will chair the State Affairs committee for CPUPC.
- A presentation given to the Senate Subcommittee on Higher Education by Paredes on “Criteria for Establishing National Research Universities” was discussed.
- Killebrew was elected chair of the Texas International Education Coalition (TIEC).

Athletic Council
Babbili should get recommendations of two or three names from each dean for faculty representatives.

Minutes for July 14
Minutes for the July 14 meeting were approved.

ROTC Scholarship Letter
A letter from the Army requesting additional scholarships be dedicated to ROTC students to help achieve our annual production mission of 14 officers was discussed. Hill is looking into it.

**Operation KEYS**
Sherwood handed out information on Operation KEYS (Keep Every Youth in School), a pilot project of CCISD, the Diocese of Corpus Christi and the City of Corpus Christi that is based on a successful model in Houston. There will be a walk on September 6 with CCISD personnel and community leaders to visit students who have not returned to school, and encourage them to attend. Volunteers are needed. Chenaux recommended talking to Denise Hill. Margaret Lucero was also suggested as someone who could organize student participation. Babbili should take to the deans. Sherwood will ask the organizers if it is alright for student athletes to participate. If successful, the project will be expanded next year to all of the ISDs in the city.

**Student Affairs**
Chenaux reported that he attended a student affairs retreat at which Sam Houston State University did a presentation on the success of their centralized advising system in improving retention. He also said issues that will be important this session include the push to allow concealed weapons on campus as well as another effort regarding insurance for students. The company that pushed this bill last time has hired a lobbyist and has gotten a state representative from Stephenville to support it.

**Calendar Items**
August 10 will be Islander Night at the Hooks game, which will be televised regionally.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, June 30, 2008

ATTENDING: Trent Hill, Flavius Killebrew, Paul Orser, Mary Sherwood, Brian Teter

ABSENT: Anantha Babbili, Eliot Chenaux, Bob Lovitt

Graphic Identity Second Phase
Options for text and placement were reviewed. Hill will convey recommendations to Collins.

Engineering Data
There was discussion of data on the proposed mechanical engineering bachelor’s degree.

Minutes
Minutes for the June 25 meeting were approved.

System Strategic Planning
Suggestions for imperatives and goals for the A&M System Strategic Plan were approved to send. Sherwood will send.

Special Items and TRBs
The special item and TRB requests were approved to send to the System. Sherwood will send.

THECB Agenda for July
The master’s and PhD in marine biology, which were approved by the committee, will be on the agenda for the full board.

Graduate Measures
Orser met with Harvey Knull and JoAnn Canales and they have a plan for reporting the required measures.

P-16 Regional Council
Sherwood reported on the status of P-16 Council work. The plan will be sent to the Coordinating Board as required. Frank Lucido is going to be the point person for the university. The Citizens for Education Excellence board will consider becoming the main P-16 entity at its July 28 meeting.

Gigliotti Retirement
Richard Gigliotti, dean of the College of Liberal Arts, has announced he will retire at the end of December. Hill will get the file on the last search to Killebrew.

Athletics
- Hill reported that the finalist for senior academic adviser is on campus today and that phone interviews with two candidates for the compliance officer will be held July 8, and that one will be brought to campus on July 14.
- Teter said Beth Chapman will conduct compliance seminars for Athletics and Admissions Tuesday and Wednesday.
- Teter said a search begins next week for the assistant athletic director for external.
• Teter said two companies will make presentations next week on helping with ticket sales and corporate sponsorships.

Space

• Orser said the Tutoring and Learning Center will be the anchor tenant in Glasscock, and he has asked for conceptual diagrams about their needs and functions.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, June 16, 2008

ATTENDING: Anantha Babbili, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood

ABSENT: Eliot Chenaux, Brian Teter

System Strategic Plan
The internal and external stakeholder feedback solicited by the System was discussed, as well as possible imperatives and goals. It was agreed that there should be imperatives that relate to collaboration in the System, efficiency/effectiveness/accountability, access and excellence, research and scholarship, and service/engagement. *Everyone will send Sherwood their input on marked up copy with strike-throughs and highlights. Input is due to Sherwood by Wednesday, June 25.*

Lone Star Report
The report of the summit for members of Texas university boards of regents with the governor that was facilitated by the Texas Public Policy Foundation was discussed. *Orser and Sherwood will review the outcomes and develop a report.*

Hurricane Preparation and Emergency Communication
Orser reported on hurricane preparation. Names for the Incident Command Structure were discussed as well as the report due to System Risk Management. Annual ID cards for those who will need to return to campus early in the event of evacuation and a major storm are being developed as well as the list of individuals that will need to return.

Communication systems for emergency situations were also discussed. It needs to be determined if the phone lights in all the classrooms have been tested, and signs for each classroom telling people what to do if the lights are blinking need to be developed and distributed. *Marshall Collins should work with Roy Coons on developing the signs and getting them distributed.*

Updates on P-16 Regional Council and Bold Future for the Coastal Bend
Sherwood gave brief updates on each of these projects. Discussions are underway with a local 501(c)3 to take over the P-16 Council. Its board meets on July 28. Charles Patton, one of the community co-chairs for Bold Future announced he is taking a job in Ohio. There was discussion of possible replacements for him.

NCAA
Hill reported that we have a good candidate for the compliance officer and the search is also proceeding on the academic adviser. Reports that need to be filed have been identified, and an extension was obtained on the one that was past due.

Engineering
Orser is collecting data for a fact sheet. Hill is working with John Fernandez to obtain the letters of support for internships and coops to go with the proposal. He is also following up with local industries on their commitments for financial support.

Registrar Search
Orser is to be involved in the selection and campus interviews. *Babili will be sure Dechant includes him.*

**Flight Patterns**
Killebrew talked to the base commander about the increased number of flights taking the right hand approach and coming over the island instead of the bay. He will check with their air control group.
PRESIDENT’S CABINET MEETING
Chapman Conference Room
Monday, May 12, 2008

ATTENDING: Ananthea Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter

GUEST: Humphrey Regis of North Carolina A&T University

Regents Meeting
Items on the agenda for next week’s board meeting include the master’s in communication and preliminary authority for the bachelor’s in mechanical engineering. The BAAS degree approved by the Regents in March is at the Coordinating Board. Babbili should contact Vanessa Davis, who is reviewing it. Killebrew asked about the status of the request from Kem Bennett on curriculum for mechanical engineering being sent to him ASAP. Babbili will follow up.

CFO Search
Last candidate is on campus today. The search committee will meet tomorrow and review university input and bring to Killebrew.

NCAA
Visitors from NCAA are on campus this week. A compliance person to fill in for Secord on a contract basis has been located. Teter also reported that the position will be split per System recommendation, with one person for compliance and one for academics. The latter will have a reporting relationship to the provost. As instructed by Killebrew, there is now a person in the Enrollment Management double checking admission requirement compliance.

Criminal History Background Checks
Chenaux brought up the System’s recently passed regulation on criminal history background checks that requires current employees to report arrests. He asked about the status of our rule. Babbili said it had been reviewed by Faculty Senate and the dean’s council and there were no comments. Killebrew asked him for a formal report.

Regional P-16 Council
Sherwood reported on the meeting held May 6. About 80 people representing PK-12, postsecondary education, the business sector and community organizations attended and five issues were identified for follow-up. She is meeting with JoAnn Hooks, the city’s education director, and Janice Sykora, executive director of Citizens for Educational Excellence, about their possible roles in sustaining the council.

Hill mentioned a Bill and Melinda Gates Foundation grant opportunity on high school dropouts.

Community Visioning
Sherwood reported that a news conference will be held Wednesday, May 14, announcing the kick-off event that will be held Tuesday, May 20. She encouraged everyone to attend and to RSVP.

Planning and Institutional Effectiveness
- Orser will attend the Voluntary System of Accountability (VSA) meeting in June in Austin.
• Orser said most of the data problems in BANNER are getting resolved.

**Academic Affairs**
• Babbili said the person he had hoped would take the position of interim dean for the College of Education is not able to do so. Babbili has a meeting on Wednesday to discuss other options and will report to Killebrew.
• Babbili said the person who works with Degree Navigator in BANNER is back from maternity leave and they will be working with it. Orser said he is not confident that the link regarding prerequisites is good.
• Signature lines on proposal routing forms were discussed. All forms should have a place for the provost and president, and it can be noted if they are not needed for the particular case.

**Institutional Advancement**
• Hill reported that the first annual stockholders meeting for Susser Holdings will take place on campus today and that students will have the opportunity to attend.

**Athletics**
• Teter noted Katrina Cooper, an assistant athletic director who is also the senior women’s administrator, is resigning May 30 because her husband will be transferred soon and she is almost due to deliver.

**Follow Up on Issues**
Killebrew stressed the importance of being deliberate in providing written documentation on assignments, especially where audit issues are involved.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, April 28, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood

ABSENT: Brian Teter

FY '09 Budget
Lovitt reported that the $10 increase in designated tuition will generate only $239,278 for new requests (beyond merit, equity, required tuition set-aside and prior commitments) and that we have $3.96 million in requests. Killebrew requested that everyone get their priorities in to Lovitt by Friday. Lovitt also reminded everyone that merit recommendations are due May 17.

Division Reports
Killebrew reminded everyone that division reports are due by May 1.

Programmatic Budget Review
Killebrew, Babbili, Lovitt and Funk-Baxter will present the programmatic budget review to Chancellor McKinney Tuesday in College Station.

P-16 Summit
Sherwood reported that the P-16 Summit will be held on campus Tuesday, May 6. The event will bring 75 to 80 K-12, higher education, business and community leaders together to brainstorm educational issues for the Regional P-16 Council to address as well as possible solutions. The event will also help to identify individuals willing to work with the council. The region covers from Beeville to Kingsville.

Community Visioning
Sherwood reported that consultant Steven Ames will be in town May 19-21 and that the first community visioning event will be held May 20 at 5:30 p.m. in the Watergarden Room at the American Bank Center. She also said that Charles Patton, president of AEP Texas, and Joe Adame of Adame Realtors have agreed to be community co-chairs for the project along with Killebrew and Chris Adler of Del Mar College as institutional co-chairs.

CFO Search
Orser handed out a tentative schedule for the four CFO candidates, who arrive Sunday, May 4, Tuesday, May 6, Thursday, May 8, and Sunday, May 11. Suggestions were made for alterations. Orser will distribute the final schedule.

Student Affairs Report
Chenaux said that the Late Night Breakfast will be Tuesday, May 6, at 9 p.m. He also reported that the representatives for the Chancellor's Student Advisory Board will be Eric Rohne, the new student government president, and Eileen Suarez.

Institutional Advancement
Hill said David Snowden lecture on the nun study on aging will be this evening at 6:30 p.m. He also said that Charlie Wilson, former Congressman and subject of the movie, "Charlie Wilson's War," has agreed to speak on October 22. A proposal is being developed to support an on-going speaker series.
Academic Affairs
Babbili said he is finalizing recommendations for the search for the College of Education dean, and will be bringing those forward. He also said a trip to Texarkana is being planned to visit a public school program that is linked closely with the new engineering program at A&M-Texarkana.

Austin Update
The recent Coordinating Board meeting was discussed. The commissioner has recommended funding on completed hours rather than attempted hours. Killebrew indicated there needs to be a serious discussion of the drop policy. Babbili will initiate the discussion.

The Council of Public University Presidents and Chancellors also met. Jesse Rogers of Midwestern State will replace Mark Yudof as chair. UT’s general counsel made a presentation on potential areas for conflicts of interest, including debit cards, credit card affinity programs, bookstores, etc. Lovitt will ask Kathy Funk-Baxter to do a report on all our programs to ensure that they benefit students.

Early Warning Systems
Chenaux brought up the need to communicate to students how important it is to use their Islander e-mail accounts, since these are how early warning messages will be sent. Faculty need to be aware of how important this is and use the Islander accounts for classes. Chenaux will talk about this at the May 7 Faculty-Staff Meeting and again at the fall meeting. There was also discussion of an article in the Chronicle of Higher Education regarding the use of sirens on campus. It was agreed this needs to be looked into.

Academic Dishonesty Procedures
Chenaux reported that new procedures for dealing with academic dishonesty have been developed and approved by Faculty Senate and the Office of General Counsel. Student Affairs will be responsible for the process, which is parallel to the grade appeal process and includes faculty. This should also be mentioned at the faculty meeting in the fall.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, March 10, 2008

ATTENDING: Anantha Babbili, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary
Sherwood, Brian Teter

ABSENT: Eliot Chenaux

System Internal and NCAA Audit
There was discussion of the visit this week by System internal auditors and a NCAA
representative. Killebrew emphasized that proper procedures must always be followed, and that
we must always investigate any possibilities of rule infractions, take care of any issues
immediately and report any infractions immediately. Killebrew suggested there be ongoing
training on NCAA rules and that the message needs to be absolutely clear that we do not break
rules.

Deed Signing
There will be a ceremonial signing of the deed for the South Guth land at 2 p.m. today with
Mayor Garrett and other dignitaries.

Out-of-State/Foreign Tuition
The Coordinating Board has set out-of-state and international student tuition at $331 per
semester credit hour.

TAMUS Rule Numbering
The A&M System Office has announced a change in the way it numbers member rules. Kathy
Winston has expressed a concern about this in relation to SACS reaccreditation process. Babbili
will check with her to determine her concern.

Accreditation Costs
Killebrew said that costs for accreditation must be part of the budgeting process. He said
reasonable estimates of these should be requested in the budget process to minimize budget
surprises.

Harte Research Institute Director Search Update
The first candidate is on campus today. The other three will be interviewed on campus by the end
of March.

CFO Search Update
The committee will meet with the search firm on March 25 to review the most viable 8 to 10
candidates, who will have been pre-screened by the firm. The firm has reported that the pool
looks good and is diverse. Airport interviews will be April 14-15 in Houston. Campus interviews
will be the first week of May.
Room Scheduling Software
Orser reported that the new room scheduling software has worked very well for the summer and fall course schedule. He distributed a "bottle-necks" report on classroom usage that the software can generate and discussed the implications for scheduling and growth.

Voluntary System of Accountability (VSA)
Orser reported on the work being done on the VSA by his shop. He said it will need to be tied to our website. Some aspects will be implemented over the next 90 days. There was discussion of the testing requirement for student learning outcomes and of general education outcomes. Killebrew asked Orser and Babbili to collaborate on making a recommendation to Cabinet on the testing requirements.

Programmatic Budget Review (PBR)
Instructions from the System for the PBR have been received. Lovitt will call a meeting to get the process started and develop a first draft for review with Killebrew.

Insurance Waiting Period and Adjuncts
Lovitt said there is an issue with the 90-day waiting period for insurance for adjuncts who are more than 50 percent time, but who don’t teach in the summer. Sherwood said that she thought Texas A&M University had developed a procedure to deal with the issue. There was also discussion of what constitutes 50 percent time for adjuncts.

Business Building
Lovitt reported that architect selection for the business building will occur next Tuesday.

BOR Agenda
Items on the agenda at the March board meeting include approval of preliminary design for the nursing building, the Ph.D. in marine biology, the bachelor of applied arts and sciences degree and the master’s in communication.

SACS Reaffirmation Preparations
Babbili reported that the QEP identification committee should have topics to recommend in four to six weeks. Killebrew reminded him to bring them to Cabinet for discussion. There was discussion of areas that have been issues in other reviews and that we are reviewing carefully. These include faculty credentials, student learning outcomes and deferred maintenance issues. The status of review of the revised mission statement was also discussed. Sherwood and Orser said it has been endorsed by the Staff Advisory Council. Babbili will check on Faculty Senate and Student Government Association.

Provost’s Report
Babbili also reported that:
- The second round of recommendations for the President’s Excellence Fund for Research will be in today;
- The retention committee will be meeting again this week and that the contract with Smart Thinking for the 24-7 tutoring is almost ready;
• He has a draft mission from the Chairs Council and will be bringing it to Killebrew for his input;
• The space request form is on the web;
• He will be working with Killebrew on the sustainability committee;
• He has asked Marshall Collins to demonstrate the early warning/emergency communication system to the dean's council and will have a discussion of what role the deans play. Killebrew commented that he has talked to Hill and Collins about getting the committee on emergency planning together to develop a well articulated plan and laying it out so that everyone knows their roles and responsibilities in different situations.

Enrollment Management Searches
The status of searches in enrollment management was discussed. There was concern expressed about the registrar and admissions position being a combined one because the skills required are so disparate. Killebrew asked Babbili to work with Dechant to analyze the staffing in enrollment management and determine the gaps.

Minutes
Minutes for January 7, January 18, January 30, February 11, February 25, and March 5 were approved.

Calendar
• Student Regent Cassie Daniel will visit campus Thursday, March 13. PC will meet with her at 8:30 a.m.
• Teter said there will be a ribbon cutting for John Chapman on Sunday, March 30, at the baseball field.
• Teter asked about dates for homecoming next year. He and Hill will work on establishing a date.
ATTENDING: Anantha Babbili, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter

ABSENT: Eliot Chenaux

GUESTS: Ann DeGaish for Chenaux, Chris Shupala

**Master Plan Phase II** (*Presentation by Broaddus & Associates via Internet*)
There was discussion with Broaddus concerning the implications of closing or not closing Nile Drive under various scenarios of development. Broaddus will be meeting next week with city and others.

**SACS Budget**
Babbili and Shupala presented a preliminary budget plan for the SACS reaffirmation process. There was discussion of the plan and the proposed software for management of the documentation on the web. Orser noted that there are alternatives that require more work but cost less.

**Campus Emergency Notification Plan**
There was discussion of the campus emergency notification system and of the campus crisis communication plan generally. Marshall Collins is the “owner” of the emergency notification system. Hill reported that Collins is working on data integrity of e-mail and phone numbers, messages, and developing a marketing plan. Orser said crisis planning and communication is something that cannot work in organizational silos, but must be developed and implemented across all organizational areas. Collins has a user group and there needs to be a representative on it from each of the vice president’s areas. *Hill will let each vice president know what type of person is needed on the user group.*

Orser said one approach for developing the messages and message trees for the notification system would be to get all the areas together – police, safety office, student affairs, university relations, academic affairs – and look at issues that have actually occurred in the past 24 months. DeGaish noted that the first orientation for students beginning in summer will be the first or second weekend of May, and that we should be ready to provide information to students at that time. Sherwood said a comprehensive crisis plan is a broader issue than just the emergency notification system, and that it needs to detail responsibility for response and communication in a variety of situations.

**HRI Search**
Hill reported that finalists were selected in airport interviews and that they are working on a schedule for campus visits.
Request from House Select Committee on Higher & Public Education Finance
There may be hearings in San Antonio at which President Killebrew could testify. Even if he
does not testify, there is an opportunity for written testimony. Lovitt, Orser and Sherwood will
get together to develop it.

Affordability Initiatives
It was agreed that financial aid would handle distribution of the summer scholarship money
($100,000) for new undergraduate students. Knull is handling it for graduate students
($150,000). The financial aid consultant who is looking at how we structure financial aid to be
sure we are using it most effectively will be here this week.

Academic Program Planning Form
Information on the form that was requested by the System was discussed. There was discussion
of programs on the list. Killebrew noted that we won’t have a lot of money for program start-ups
and that we will have to be very strategic in what we ask for.

Faculty Development Leave
There was discussion of the policy and possible funding for faculty development leaves. It was
agreed that before a process is held to identify candidates for development leave that there
should be a certification that funds are available.

Retention Efforts: Smart Thinking
Babbili presented a preliminary proposal for Smart Thinking, an on-line tutoring service that is
available 24-7. The timing of implementation was discussed and several questions about cost
were raised. Babbili will get a more detailed proposal.

CFO Search
Orser reported that the search firm said they are turning up good candidates. The firm will meet
with the search committee after spring break, with airport interviews about two weeks later and
campus interviews the last week of April or first week of May.

Miscellaneous
• Lovitt said the air handlers for Phase III of the Corpus Christi Hall air conditioning project
  will not fit in the current mechanical room. It was agreed that Room 121, a classroom, will be
  used for the additional space that is needed.
• Babbili reported that the Provost Council approved the MA in communication.
• There was discussion of the need for an adviser for international students and the source of
  funding.
ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Paul Orser, Mary Sherwood, Brian Teter

ABSENT: Bob Lovitt

**Classroom and Class Lab Utilization Report**
The classroom and class lab utilization report received from the Coordinating Board was distributed and discussed.

**Preparation for 81st Legislature**
The meeting last Tuesday (February 5) with the Governmental Relations staff from Austin was discussed. It was agreed at that meeting that the exceptional item for engineering would be our first priority. It will be combined with related items. While it’s unlikely that there will be tuition revenue bonds awarded next session, if we have a building that ties to statewide needs, we should have a proposal ready.

**Academic Program Development**
There was general discussion of academic programs being developed and those under discussion for development, especially since we will be asked to update our Table of Programs with the Board of Regents and Coordinating Board next year. Killebrew said it would be beneficial to have someone credible do a program needs assessment for this area. *Sherwood will look into consultants who do such work.*

**House Higher Education Committee Visit**
Solomon Ortiz Jr. is organizing a visit of the House Higher Education committee to Corpus Christi on April 9-10. There will be a dinner at the Art Museum on Thursday, April 9, and the members will be on campus the morning of Friday, April 10. They will visit the Port in the afternoon. *Sherwood and Orser will work on the campus presentation and tour. Hill is helping organize the dinner.*

**Harte Research Institute Search**
Hill reported that airport interviews will be held next week with eight candidates and that on-campus interviews with a smaller number of candidates will be held in mid-March.

**CFO Search**
Orser reported that the search firm is developing the pool of candidates and that airport interviews will probably be in late March with campus interviews in April.

**Voluntary System of Accountability**
Babbili reported that this was a big topic at the recent AASCU meeting of provosts. Orser said Gail Stuart is looking into the test options, such as the Measure of Academic Proficiency and Progress (MAPP) by ETS and ACT’s Collegiate Assessment of Academic Proficiency (CAAP).
ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood

ABSENT: Brian Teter

AMST Update
Joe Schenk presented an update on the Art Museum of South Texas. He reported that the Legorreta building has been transferred to the city, they are linking with the Lexington for packages and programs, and work is underway on the American Association of Museum’s reaccreditation. He also said bond issue possibilities he has recommended to the city include five items that total $2.05 million. Included are: air handling units for the Johnson Building ($750,000); a boiler ($500,000); replacement of obsolete lighting fixtures ($350,000); new loading dock doors ($150,000) and ramp for ADA compliance ($300,000).

Recycling
Lovitt reported that the recycling effort on campus had deteriorated and that a pilot project is underway with the Harte Research Institute, the Natural Resources Center and the Blucher Institute. Killebrew asked Lovitt to provide a periodic update on the recycling pilot project.

President’s Volunteer Service Award
Chenaux will check out this opportunity, which is an initiative of the President’s Council on Service and Civic Participation.

Diversity Committee
Chenaux brought a proposal for charge and membership on the committee, which was discussed. Suggested changes in wording of the charge will be e-mailed to Chenaux. It was agreed that the size of the committee would be reduced, with two rather than three representatives from each of several areas.

Update on Austin and College Station Meetings
Killebrew reported that CPUPC may meet with Rep. Morrison and Sen. Zaffarini on April 3 or 4. Commissioner Paredes has sent a formula funding proposal out that would tie funding to course completions. They are trying to get a run on the numbers to see the effects.

Rep. Dan Branch’s select committee on higher and public education finance will be meeting Feb. 25 or 26. Sherwood will find out the date of the meeting and if we should have someone there.

He said there is a “green buildings” meeting in Austin on April 30, and that Lovitt should have someone attend.
Sherwood reported that at the Coordinating Board meeting that the preliminary authority for the master's in communication passed. She also reported that the item on scholarships for top 10 percent students was tabled.

**Joint Marine Biology Doctorate**
Killebrew asked Sherwood and Babbitt to find out if we need to do any paperwork for the marine biology doctorate, or if A&M is handling.

**System Strategic Planning SWOT**
The strength, weaknesses, opportunities and threats document requested by the System offices for System strategic planning was distributed and discussed, and suggestions made for additions.

**BANNER**
Orser reported BANNER training is going well and that he is redoing some of the programming. He discussed the importance of the system to the university and strongly suggested that someone who understands user needs as well as the back end and has the capacity for vision and leadership needs to be found for this position.

**Harte Director Search**
Hill reported that airport interviews are scheduled in Houston for February 22-23.

**Nursing/Health Sciences Building**
Lovitt shared the plans for the building. Orser noted the need for 35 to 45 seat classrooms with moveable seats and said we need to think of what the campus needs as a whole when planning all buildings. *A name for the building was discussed and it was agreed that we should have a competition for a coastal-themed name. Sherwood will follow up.*

**Miscellaneous**
- Sherwood gave an update on the P-16 Council work and the Community Visioning project.
- Orser distributed a list of possible places to advertise the CFO search and asked for input on it.
- Chenaux said there had been some instances of students not being able to register. He also said there are some students not getting their refunds because they didn't take care of the Higher One card notifications who now need money to buy books. Lovitt will check with Kathy Funk-Baxter about the availability of short-term loans.
- Chenaux also said there had been a moratorium on new policies and rules at the System, which has been lifted. He asked if the three policies previously passed by PC and not forwarded to the System because of the moratorium need to come back. It was agreed they do not.
- Hill reported that the Lee House Welcome Center would be torn down to the slab and that a one-story building with entertainment space as well as offices for some development staff and alumni will be built. It will be designed so that an additional floor can be added.
- The governmental relations staff will be on campus next Tuesday to discuss preparations for the next legislative session. Possible exceptional items and tuition revenue bond projects will be reviewed.
• Babbili reported on the admitted student event in Houston. *Killebrew asked that Babbili put together a cost/benefit analysis and evaluate if these events are worthwhile.*

• Babbili reported that the Bachelor of Applied Arts and Sciences degree proposal is nearly finished.

• Babbili said he has established an informal department chairs council. The president will meet with them once a year and Babbili will meet with them at their request.

• Babbili said the Dean’s Council had discussed some internal pricing issues, such as for copying and the bookstore. Killebrew said to have Lovitt’s folks come visit with them.
PRESIDENT’S CABINET MEETING
Chapman Conference Room
Friday, January 18, 2008

ATTENDING: Anantha Babbili, Eliot Chenaux, Trent Hill, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter

Del Mar Inter-institutional Meeting
The meeting yesterday was discussed. Topics were the transfer guide, the BAAS degree, dual admission, and the academic calendar and possible conflicts with the new public school calendar.

Chancellor’s Century Council Meeting
The request to showcase the university at the Chancellor’s Century Council meeting was discussed, and it was decided that the PULSE!! project would be representative of the university.

Mexican American Legislative Leadership Foundation
A benefit event will be held January 30 in Houston. Trent will get information on the organization to Killebrew so a decision about attending and/or sponsoring can be made.

Community Visioning Project
The prospectus for the community visioning project that will be presented to City Council was distributed and discussed. Regional Leadership Forums that in the past brought in key speakers on important regional topics three times a year were brought up.

Chancellor’s IT Governance Committee
Orser said four subcommittees have been established and names are needed for membership by January 31. The committees and the suggested members are: 1) successor systems to BPP/FAMIS (Kathy Funk-Baxter and Debra Cortinas), 2) Web design and system maintenance (Marshall Collins); 3) telecom/TTVN (Chuck Irby) and 4) EPIC research software (Harvey Knull).

Emergency Communication
Flashers have now been installed on phones in all the classrooms to notify occupants to pick up the phone in case of an emergency. Orser said Marshall Collins is responsible for developing the scripted messages for the emergency phone system. Hill will report to the Cabinet on progress in completing the scripted messages and testing the system. Killebrew said a marketing rollout is needed for the emergency system so that everyone is aware of it.

Miscellaneous
- Babbili reported on meeting with Libby Averyt and possibilities of Scripps Foundation funding.
- Chenaux reported on the MLK Day march to be held January 22 and that the African American Cultural Society will host a convocation with a guest speaker on January 24.
- Homecoming events were discussed.
- Orser reported he is completed training materials for BANNER and will be conducting training for the next two weeks. Authority and responsibility for entering classes is shifting to the colleges.
- Hill said closing on the land donated by the city will be in mid-February and an event will be planned.
- Teter said he is meeting with Student Government Association next week on a proposed athletic fee increase.
- Lovitt will check on progress on the Wellness Center so that a topping off party can be planned. Killebrew suggested a beam be available for signatures.
PRESIDENT'S CABINET MEETING
Chapman Conference Room
Monday, January 7, 2008

ATTENDING: Anantha Babbili, Elliot Chenaux, Trent Hill, Flavious Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood

ABSENT: Brian Teter

GUESTS: Adolfo Benavides (for Moustafa Abdelsamad), Margaret Dechant, Bunny Forgione (for Mary Jane Hamilton), Richard Gigliotti, Dee Hopkins, Harvey Knull, Frank Pezold

Enrollment and BANNER Update
Dechant provided an enrollment update for the current semester and for fall 2008. She said that freshman applications for fall are up in all our target areas with outreach counselors and that admits are up, but that we are behind in processing. Staff is working overtime to catch up. She is training three more staff today for transcript evaluation.

Dechant also reported an offer has been made for the director of admissions position and the Houston counselor who resigned has been replaced. Two local recruiters said in exit interviews they left because they find the work too intense.

BANNER was also discussed, as Gary Cunningham is taking a position out of state at the end of January. Orser is going to help with the summer and fall class schedule. Orser said the lead person is creating courses in BANNER is also leaving. The responsibility will be returned to the departments. He is developing training and two people from each department will be required to attend or not be allowed to input courses. Orser said Coordinating Board reports are the other issue. He is going to reverse engineer so that people know the critical fields. It is very important these be entered correctly since a base funding year begins with the summer session. Orser also said BANNER will be better than what we had before, but that we just don’t know how to drive yet. He said the weak spot is the interface between the colleges and the back offices of the “round building.”

Legislative Planning
Killebrew said the governmental relations staff will be on campus on February 5 for preliminary discussions of legislative requests.

Killebrew said we don’t know if any tuition revenue bonds will be considered, but we need to be ready in case they are. Ideas mentioned were a fine arts complex, library expansion, a convocation center, a life sciences building, a university success center, and a facility for the university preparatory college. Expansion of the student center, which is needed, can’t be done from TRBs. Chenaux mentioned that Glasscock is constantly being repaired and that the restrooms are inadequate. He said a three or four story building could go on that site. Orser said we’ve been aggressive in obtaining grant funding, making the need for office space so critical that we’ve had no choice but to take some classrooms offline. The buildings currently under construction will add some office space, but Orser also noted that we have some old buildings
and the modular buildings, and thought needs to be given to how long they will be kept. He said we have real building succession issues. Killebrew said another consideration is the amount of power coming to the island, and when it will have to be increased. This is currently being studied.

Exceptional items were also discussed. Killebrew said chances are slim, but it doesn’t mean we shouldn’t try. Items that have been suggested in the past were discussed, including occupational therapy/physical therapy start-up, coastal architecture, the Medical Academy of South Texas, the Consortium for Mexican American Research, software development initiative, the science-math partnership and the business incubator. New ideas are for engineering and the joint Ph.D. in international business with TAMIU. Pezold mentioned the cold plasma engineering initiative we are being asked to participate in, which could fall under engineering as an area of specialization. It also has biomedical applications. Hopkins also mentioned funding for the Garcia Center. She said we did get Department of Justice funding, but it will not last forever.

*The deans are to submit their TRB and exceptional item suggestions in rough form to Babbili by January 25. Babbili will take them to Killebrew prior to February 5.*

**Budget**

Lovitt said the budget for next year is being worked on this spring and requirements for the Legislative Appropriation Request for the next biennium will also be worked on this spring. The hearing on proposed designated tuition will be held January 22 at 2:30 p.m. in the University Center Commons. The deans and all of the cabinet should be present. The chancellor is reviewing the presentation, which is due this week. Killebrew said the thing that would help most is an increase in enrollment and retention.

**Degree Programs**

Changing the Ed.D. in curriculum and instruction to a Ph.D. was discussed. Killebrew said we need to talk with Frank Ashley and the Coordinating Board. Also discussed was separating the joint Ed.D. in educational leadership from A&M-Kingsville. A&M-Kingsville has agreed, and this needs to be done before their education dean and provost leave.

Preliminary authority for the master’s in communication is on track. The request for the BAAS needs to get to Verna at the System ASAP so it can go to the March Board of Regents meeting. Fernandez and Asaad Salem are working on the cost estimates and program request for mechanical engineering.

There are also discussions underway with Texas Woman’s University about offering their Ph.D. in nursing practice as a collaborative degree here. Killebrew said we need to look into whether we can receive funding at the doctoral level for courses taught here and listing them as doctoral courses.

Benavides said three minors are being developed in entrepreneurship, management and European Union studies. A bachelor’s degree in international business is also under consideration.
Gigliotti said there is an effort to offer a joint master’s degree in Spanish with A&M-Kingsville and A&M International. He said it could be offered at no additional cost. Gigliotti also mentioned a Ph.D. in health psychology. He said we have planning authority in clinical psychology and this Ph.D. could be tied in with nursing and science, but that we are a long way from this because we need to strengthen the psychology faculty first. He also mentioned a bachelor’s in philosophy and ethics. He said we already have four philosophy faculty and 4.5 economics faculty, and that this degree could be for pre-law students.

Pezold mentioned a bachelor’s in atmospheric science is a possibility. He is working with the National Weather Service. Physics or medical physics as a joint degree is also a possibility. A marine resource management degree offered jointly with A&M-Galveston is also a possibility.

Hopkins said the early childhood master’s has been suspended, but that changes in it will make it viable. She also said a master’s in adult education could be a lead-in to the higher education cognate of the Ed.D. in educational leadership. The master’s in educational technology is not doing well, and could be retooled as more of an “instructional design” degree. She also said it might make more sense if it is done as an interdisciplinary degree with business and art under a different title.

Killebrew asked if it would be productive to get a consultant to look at program opportunities. Babbili will look into it.

**Encouraging Faculty to be Entrepreneurial**
There was discussion of encouraging faculty to be entrepreneurial in their outlook and mindset. It was remarked that sometimes there is a lot of rigidity and rules that make it difficult. Killebrew said if there are structural issues, we need to look at that. There was also discussion of what from Momentum 2015 will be stressed and what will not. Important criteria against which proposals should be evaluated are the “cultural border” and “border on the Gulf of Mexico” ideas in the newly developed mission statement as well as Closing the Gaps goals. Killebrew said the provost will provide leadership for the academic direction.

**South Guth Land Expansion**
The master planners will be here January 30 and will be several meetings on campus, with the city and with the neighborhood.

**Space Allocation Process**
Killebrew said the goal is to get as effective a use of our space as possible. In fall, Moody Sustainers, Glasscock and 2/3 of Classroom East will be vacated. The message needs to be clear that there will be no “land grabs” or “squatter’s rights.” Babbili and Lovitt will send a memo to the campus regarding process of requesting space. All large scale decisions will go to the Cabinet. For small one-by-one decisions, Orser will be responsible if the requests are reasonable and there’s no controversy. Otherwise, these will also come to President’s Cabinet.

**Retention/Student Success**
Babbili reported that the Task Force has identified all the current efforts and are reviewing best practices and looking at retention models. An issue is that there is not an administrative person
charged with student success and overseeing all the efforts. Chenaux recommended the task
force get back together and develop a staff position in the budget for next year. Killebrew agreed
this should be done. Orser also suggested that the person heading the retention efforts at UT-Pan
American should be brought to campus for discussions with the committee and faculty.

Gigliotti said faculty need to know that they have a responsibility to help students get help,
especially right after the first test. Returning to providing mid-term grades, as is done for
athletics, was suggested. There was discussion about the fact that our students are working more
than the national average and studying less than the national average. There is a need to identify
at-risk students and ensure they receive help.

Customer service in the “round building,” including being able to get the phone answered, was
brought up as an issue. Hill suggested that SCORE (Service Core of Retired Executives) could
be recruited to help.

**System Strategic Plan Survey**
Information for the System Strategic Plan is due January 31. Babbili will get feedback at the next
dean’s council meeting and provide to Sherwood.

**Capital Campaign**
Hill reported on the progress toward a capital campaign. Consultants will be here in mid-January
and the theme and timeline will be finalized. The focus is scholarships, professorships and
programmatic.

**CFO Search**
Orser reported he met with the search firm and set up the parameters. We should have a list by
March of the 8 to 10 most viable candidates. Airport interviews will be in late March or early
April, and then three to four candidates should be identified for campus visits.

**Announcements**
Chenaux said the MLK March will be at noon on January 22 and the African American Cultural
Society will host a convocation on January 23. He encouraged everyone to attend.