PRESIDENT'S CABINET MEETING
Chapman Conference Room
Thursday, December 14, 2006
2:00 p.m.

1. Web Presentation Project (*Marshall Collins to be present*) – TH

2. Lapel Pins – FK

3. CPUPC Member Survey of Priority Measures: Jan 8 Response Requested (*attachment*) - FK

4. Designated Tuition (*attachment*) - FK
PRESIDENT’S CABINET MEETING  
Harte Research Institute, Room 318B  
Monday, November 13, 2006

ATTENDING: Trent Hill, Alicia Jasso, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter, Virginia Wheeless

NOT ATTENDING: Eliot Chenaux

- Texas Public Employees Association Unsung Hero Awards Nomination  
  Lovitt will take to Staff Council.

- BEAMS Project  
  Wheeless will follow up with Chenaux.

- Responsible Computing Rule  
  Minor wording change approved.

- Financial Aid Proposal  
  Virginia brought a proposal on financial aid eligibility that puts us in line with other institutions and that she believes will help retention. She will look at effect on graduate students of change in required completion rate. It was approved.

- CB Attachments from Regent/CB Board Training  
  - Public/Private Benefits of Higher Education by Burkhardt.  
    - Hill brought up having Burkhardt speak here. Hill will inquire about cost.
  - Closing the Gaps  
    - There was discussion about the enrollment facts in this report.
  - Texas Higher Education Finance  
    - There was discussion about institutional enhancement funding and HEAF funding as well as the proposal for incentive funding from the CPUPC Lt. Gov. task force.

- Preparation for Legislative Session  
  - Need to schedule legislative data review as well as review of surveys and other academic data before end of year. (Jasso)
  - Need to schedule briefings for legislators and legislative staff (Jasso).

- Preparation for Budget  
  - Plans on fees/designated tuition will be due to System in January.
  - There was discussion about distance learning and various fee models. Lovitt will get information.
  - There was discussion about priority setting for next year’s budget. Killebrew said each division needs to generate thoughts about priorities.
• Timely Graduation Pilot
  o There was discussion about possible proposals. Paul is running some numbers that will help focus.

• Participation Forecast from CB and Closing the Gaps Targets
  o Paul will work with CB on getting forecast numbers in line. Due by Dec. 12.
  o Closing the Gaps Targets need to be discussed further. Due by Dec. 20.

• Developmental Ed Study
  o Paul is working on it with Kathy Funk-Baxter. Due by Nov. 17th.

• Momentum Strategic Plan
  o Killebrew noted we need to get back on track so we can focus energy and dollars and make the top items happen. Suggested we need task forces to follow up and create action plans.
  o There was discussion of strategic priorities including enrollment growth through recruitment and retention, diversifying undergraduate degree programs and tying to our location and expertise, diversifying graduate programs and tying to location and expertise, with only selected doctoral programs developed. There was discussion of the need to build some new programs with existing resources because of slowing funding and maximum being reached on tuition increases, and to build awareness of this reality.
  o Will need to tie budget priorities to this planning.

• Athletics
  o Teter reported on coming games and the military promotion and toy drive, which will help attract young audiences.
  o Discussed Stripes dedication set for Nov. 27. Conflicts with Ambassador Dinner. Brian will make Jerry Susser aware of conflict.
  o Meeting on football feasibility study will be this Thursday.
  o Working on time for baseball game with UT on March 6.
  o Discussed groundbreaking and beginning of construction for baseball improvements.

• Finance and Administration
  o Lovit reported there are still 16 employees who owe money to the university. the deadline to pay or get on a payment plan is Nov. 15th. After that date, cars will be towed.

• Institutional Advancement
  o Discussed coming meeting re feasibility study for capital campaign
PRESIDENT'S CABINET
October 9, 2006

PRESENT: Eliot Chenaux, Trent Hill, Alicia Jasso, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter, Virginia Wheeless

• Academic Calendar
  There was discussion of changes to the calendar. APPROVED

• Business Incubator
  Alicia will work with Greg Garcia to set up a meeting on requirements to set up a revenue neutral business incubator. Lauri Deviney may know who to work with at the Comptroller’s Office. The meeting should include Stanton, Moustafa, Kathy Funk-Baxter and Bob Lovitt, if he is available.

• Association of Texas Colleges and Universities
  o NY Times marketing rep there last week. Want to work with schools for grant from Kaufman Foundation. Possible foci: Entrepreneurship Day, learning styles and immigration issues. Virginia will talk to Moustafa and others to see if there is interest. Could be money for student newspaper.

• Senate Finance Hearing October 31
  Be considering questions that we want asked.

• Rule on Approving Rules
  Virginia brought proposed changes. The overall rule was discussed and it was thought to be too procedural. Virginia will bring it back after more consideration.

• Clinical Faculty/Instructor
  Virginia said instructors should teach 15 hours, visiting professors should be short-term, lecturer should be a longer term appointment or a revered scholar, and clinical faculty should have no promotion process.

• Dual Employment (Teaching)
  Virginia said this should be approved in advance every time.

• 60th Anniversary Planning
  Trent announced there would be a preliminary meeting Thursday and to send the names of anyone who should be involved.

• Computer Security Training
  Bob said an e-mail will go out today informing those who have not taken training that their computer access will be shut off.

• Employee Balances
Lovitt reported that balances are down to $11,000 from $16,000. He said they can wheel lock and impound vehicles for parking fines and that for tuition they must pay. He said they are going to an escalating scale for unpaid parking fines.

- **Budget Issues**
  Bob Lovitt and Virginia Wheeless will draft a letter describing the situation and with a list of actions that will be taken.

- **Classroom Scheduling Software**
  Paul said they are recommending ASTRA. The cost is $60,000 plus $9,000 annual maintenance.
PRESIDENT’S CABINET MEETING
Harte Research Institute, Room 318B
Wednesday, October 4, 2006 at 8:30 am

1. New Marketing and Communications Department (Marshall Collins to be present) – T.H.

2. Emergency Card with Telephone Numbers – E.C.

3. Policy 15.01.01.C1 – Externally Funded Grants and Contracts (attachment) – V.W.
PRESIDENT'S CABINET
October 4, 2006

ATTENDING: Eliot Chenaux, Trent Hill, Alicia Jasso, Flavius Killebrew, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter, Virginia Wheeless
GUEST: Marshall Collins

- Marketing and Communications Department
  Marshall Collins made a presentation on his plans for the Marketing and Communications Department. He presented a new org chart, focus points and plan for getting the website updated as soon as possible.

- Emergency Cards
  Eliot suggested there should be one for hurricanes/disasters that includes all the building coordinators, and a smaller one without the building coordinators included.

- Policy 15.01.01.C1 Externally Funded Grants and Contracts
  A change was approved for 5.3.1. The new wording includes a requirement that approvals for temporary salary supplements must be approved in writing in advancement of commencing work and that such approvals will be rare.

- Security Information Training
  Bob brought up non-compliance with security training and the measures to be taken. It was stated that computer access should be shut off for those who have not complied.

- Calendar
  Virginia distributed calendar information for discussion at next meeting.
PRESIDENT'S CABINET MEETING  
September 25, 2006

PRESENT: Eliot Chenaux, Trent Hill, Alicia Jasso, Flavius Killebrew, Paul Orser, Mary Sherwood, Brian Teter, Virginia Wheeless  
NOT ATTENDING: Bob Lovitt

- **Enrollment**  
  Various enrollment issues were discussed, including potential budget impact if target is not met, freshmen numbers, and the $100,000 grant from TG for scholarships that the Houston-based recruiter obtained. The fact that recruitment and retention is everyone’s job and how that is communicated and inculcated was discussed.

- **Rules**  
  Virginia asked VPs to look at rules that need to be updated. She asked if there is a faculty handbook committee or student or staff handbook committee. Dr. Killebrew said to task a group with reviewing rules to see if procedures are embedded. It was noted that the university needs an Intranet.

- **Scheduling**  
  There was discussion of why there are few Friday classes.

- **Mission and Table of Programs**  
  Virginia asked about the deadline for getting revised mission statement and table of programs to the Board of Regents. If the CB considers it at its April meeting, it will have to go to our December board of regents meeting.

- **Space**  
  Virginia noted we need a process for how space in vacated buildings is allocated/used.

- **Agenda Items**  
  There should be a standing PC agenda item to discuss BOR agenda items and brief Dr. Killebrew on any potential issues prior to the board meeting. Alicia will place on agenda.

- **Audit Report**  
  Dr. Killebrew said to send the audit report to PC. Our next major audit will be on contract and grant administration.

- **Athletics**  
  - Brian reported that a team will be here in mid-December for the football feasibility study and that there were about 500 responses to the football survey.  
  - Circle K event and dinner is Thursday-Friday.  
  - Conquer the Coast bike ride is coming up.

- **Participation in Local Events**  
  Eliot suggested we need to discuss at a future meeting what events we should attend.
• **Surveys and Data**  
  Virginia suggested we need to take a day and review responses to studies and surveys for implications for actions. The review should include more than PC members. **Should be done in January before the session starts and before budgeting.**

• **CIAP Grant**  
  Trent reported that they have all counties except Kleberg committed to the CIAP grant.

• **Capital Campaign**  
  Alexander Hass from Atlanta has been hired as consultant for capital campaign feasibility study. They will be starting interviews about October 1.

• **Three-Peat Rule**  
  Lack of clarity in three-peat rule was discussed in light of complaint by student. CB is supposed to be clarifying.

• **Handouts Provided**
  - CPUPC summary of THECB Strategic Planning Committee meeting
  - Letter re Student Orientation from parent
  - THECB Affordability report
  - Stanton’s GR report to BOR
President's Cabinet Retreat
Start: 1 p.m. Sunday, August 20

6:30 p.m. (or sooner) Monday, August 21, 2006

(100 Main) Conference Center

*reserved for
President's Cabinet Retreat
Start: 1 p.m. Sunday, August 20
End: 5 p.m. (or sooner) Monday, August 21, 2006
Mustang Island Conference Center

Meals include dinner on Sunday, breakfast and lunch on Monday. Rooms are reserved for overnight stay. Dress is casual.

Topics

All in Context of Momentum 2015

I. Increase Student Enrollment (Paul Orser)
   - Retention
   - Recruitment

II. Faculty Needs (Bob Kirby)

III. Program Development (Bob Kirby and Virginia Wheeless)
   - Review wish list – what makes sense to go forward in next year, two, three?
   - Table of Programs update this fall

IV. Academic Excellence (Bob Kirby and Virginia Wheeless)
   - SACS Reaccreditation – what needs to happen in the next year?
     - What will process be to identify QEP?
   - Centers of Excellence/Programs for National Prominence
     - Review those already identified.
     - What are we doing to maintain, enhance?
     - Identify new areas, if any.
   - What are our plans for:
     - Center for Undergraduate Research
     - Honors Program
     - International Studies
     - American Democracy Project
     - Technology-mediated Instruction/distance learning

V. Facilities/Master Plan
   - Review draft report and timetable on master plan (Bob Lovitt)
   - Off-island expansion (Trent Hill and Bob Lovitt)
     - Review proposals and select elements to go forward
   - Additional housing (Bob Lovitt and Eliot Chenaux)

VI. Capital Campaign (Trent Hill)
   - Funding priorities identified
   - Feasibility study
   - Timeline
VII. Momentum 2015 (Paul and Mary)
  • Next Steps
  • Alignment with mission and goals

VIII. Administrative Reorganization (Paul Orser)

IX. Budget (Bob Lovitt)
  • Budget implications of above discussions and priorities
  • Review where we are in linking budgeting and planning

X. Legislative Agenda (Flavius Killebrew)
  • Review priorities
  • Ideas for proposal to Lt. Governor Dewhurst for higher ed legislative agenda

XI. Hurricane Preparedness

XII. Athletics
  • Current State
  • Staffing (attachment)
  • External Initiatives (attachment)
  • Upcoming Events (attachment)
  • Sports Schedules (attachment)
  • Facilities
  • Football Feasibility Study Update
  • Future Projects
PRESIDENT’S CABINET DISCUSSION ITEMS
August 16, 2006

ATTENDING: Eliot Chenaux, Trent Hill, Flavius Killebrew, Bob Kirby, Bob Lovitt, Paul Orser, Mary Sherwood, Brian Teter, and Virginia Wheless
VISITING: Margaret Dechant

• Enrollment Report
Margaret distributed the current enrollment report (see attached). Calls are being made to those who have registered and not paid and emergency loans offered.

Difficulties with students being advised was discussed. Eliot volunteered career services advisors to use for the short term.

President Killebrew asked Margaret and Virginia to put together a group to review advising once registration was over and to bring back a report to PC.

Eliot said the role of professional advisors needs to be defined and that customer service training was also needed. He also said that issues with students who are “clueless” need to be looked at.

Different methods of communicating with students such as text messages were discussed.

There was discussion of various recruiting events and Margaret was asked to send a list with dates and descriptions to PC. The role of the deans in orientation was discussed.

President Killebrew said $140,000 had been set aside for work-study and that Virginia should decide how to put out. Margaret will have to certify as eligible.

Paul reported that projections are now showing that 10,000 students by 2010 will be a stretch.

Bob Lovitt noted that we may not make budget unless there is a 3 percent increase in semester credit hours.

• Coming Dates of Importance
  o August 18: University Faculty Meeting and Silve Wave Award to be given.
  o August 24: BRAC Hearing here
    • Opportunities may hinge around HRI, deepwater port, warehouse space, a marine station concept.
  o September 6: ROTC Activation Ceremony
  o September 6: President’s Picnic from 4-6 p.m.
  o September 7: Southland Conference celebration
  o September 11: LBB/GOBP Hearing in College Station
  o September 13: State of the University Address
  o September 14: Senate Finance Higher Ed Hearing
  o Oct. 11-12: Mexican-American Legislative Caucus events
  o October 31: Senate Finance LAR Testimony
• Federal Initiatives Request  
  President Killebrew said to be sure deans get input/review

• Buildings and Plans  
  o Bob Lovitt reported that emergency operations center would be put on the third floor of the Wellness Center.  
  o Lovitt reported that there would be a preliminary final master plan by September 15.

• Geospatial Surveying Engineering  
  Kirby said working on draft of proposal.

• CIAP Grant  
  Trent reported that we were invited by Texas General Land Office to go forward with a $5 million / 5 year proposal for a CIAP grant. Science and Technology and Education will be involved.

• Athletics  
  Brian reported on the resignation of the tennis coach and assistant AD L. Duffy.