

SPC President's Cabinet Meeting - Action Items

Date: 09/08/09 (AMENDED)

**Present:** Paul Borrego, Maureen Cartledge, Mary Cottier, Burton Crow, Ruth Dalrymple, Ruben Izaguirre Julius Gordon, Matari Gunter, Ben Kraft, Adena Williams Loston, Christopher Pate, Mecca Salahuddin, Karen Sides, Phyllis Traylor, Jorge Trevino

**Absent:** Erick Akins

	#	Action	Resp. Party	Due Date	Notes
<b>Accountability and Transparency</b>		<p><b>Matari</b> talked about budget for advertising, did advertising banner, on the website. Radio spots will be on Texas Public Radio. – <b>Matari said next step is Radio, Media, Television.</b> Matari got budget last week. Plans for newspaper ads and, a media plan to get on TV WOAI, Express News, Primetimes – this week.</p> <p><b>Dr. Loston</b> talked about promoting the President lectures series, need to put more effort in advertising ahead of time.</p>	Matari	Sep 11	
		<p><b>Dr. Loston asked for a timeline for Big Read Advertising.</b> Matari said it would be finalized this week.</p>	Matari	Sep 11	
		<p><b>Lauri Humberson provided update on Big Read and a budget (handout).</b> Author will be paid from President lecture series.</p>			
		<p><b>Dr. Loston directed Mary to let the external communities know about the Big Read. Jorge – suggested sending something to the donors and alumni, such as invitation or flyers.</b></p>	Matari		
		<p><b>Dr. Loston reminded everyone of the Purpose of the Big Read - to get a critical mass to read.</b></p>			
		<p><b>Dr. Sides</b> will verify that SDEV courses are using the “Big Read” textbook. Dr. Loston wants more people from community involved.</p> <p><b>Big Reading meeting today at 12:30 in Dr. Crow’s Area.</b></p>	Dr. Sides	Sep 11	
		<p><b>Dr. Loston asked about Fridays department meetings.</b></p> <p><b>Dr. Loston</b> wants department strategic plans to map with the 4 shared goals of the district</p> <p><b>Dr. Loston</b> and cabinet discussed plans for September 29<sup>th</sup>, Employee Development Day. <b>Dr. Sides</b> proposed that the afternoon of September 29<sup>th</sup> can be used by departments to work on strategic plan and allocation requests.</p> <p><b>Dr. Loston</b> suggested revisiting the budget, to ensure people can understand it.</p>			

		<p><b>College Committees</b>  – Ruth talked about the committee information and committee chairs. Asked that the committee chairs discuss committee membership with members of their department/divisions.</p> <p><b>Dr. Loston</b> said next Tuesday, chairs of the committee will have to report on how they will proceed - Come back with names next week, representation is needed from all divisions.</p> <p><b>Ruth</b> will forward electronic list of people who have signed up for committees.</p> <p>Discussion of combining SPC Advisory and Community Advisory communities.</p> <p><b>Ruth</b> – Student accident insurance. FY I (handout)</p> <p><b>Fullbright</b> – Ruth suggested to table discussion until next year.</p> <p><b>Mecca</b>- provided report on Institutional Planning, Research and effectiveness.</p>	<p>Ruth</p> <p>Committee Chairs</p> <p>Ruth</p>	<p>Sep 15</p> <p>Sep 15</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Accountability and Transparency</b></p>		<p><b>Felipa</b> – provided copy of calendar events for Hispanic Heritage Month. Speaking requests for Dr. Loston have been sent to Kitty.</p> <p><b>Dr. Crockett-Bell</b> – Homecoming update (handouts provided).  <b>Dr. Loston</b> requested the barbeque be narrowed, and end earlier.</p> <p><b>Dr. Crow</b> -reported on Middle school activities (being held during homecoming activities) will attract approx 325 students. Parents will be invited to attend workshops on how to pay for college. Will discuss 4 – 5 \$500 scholarships with <b>Jorge</b>.</p> <p><b>Dr Loston charged</b> that the departments make sure a representative from each department be available on Saturday, October 17, 2009 – when middle school is visiting.</p>	<p>Dr. Crockett-Bell</p> <p>Deans and Department Heads</p>	<p>Oct 13</p>	
	<p>KPI's —</p>	<p><b>KPI Follow-UP—Dr. Ben Kraft</b>  Dr. Kraft announced twenty-three additional KPIs to look at for next year. Dr. Kraft sent requests to <b>Carlos Ayala</b> for clarification on the additional KPIs.</p> <p><b>Dr. Loston</b> asked if previous KPI's were benchmarked? Dr. Kraft said the KPIs were benchmarked to our sister institution. Which sister institution are we benchmarking against?</p> <p><b>Dr. Loston</b> needs written rationale for benchmarking decisions.  <b>Dr. Kraft</b> said he would go back and fill in benchmarking columns explaining benchmarked numbers. Explanations will be blue or red for ease of visibility.</p> <p><b>Jorge</b> – provided project report (handout)</p>	<p>Dr. Kraft</p> <p>Dr. Kraft</p> <p>Dr. Kraft</p>	<p>Sept 15</p> <p>Sept 15</p> <p>Sept 15</p>	

	<p><b>Dr. Loston</b> requested a summary on a proposal from Jorge. Dr. Loston wants Jorge to look at ARRA money and stimulus money for HBCUs, what Money is specially earmarked for HBCUs that we can potentially go after.</p>	Jorge	Sept 15	
	<p><b>Dr. Loston charged Jorge</b> to get with Sara, Cecilia and Erick, to look at all grant possibilities and share with cabinet, potential funding possibilities. Jorge should meet with Erick on Sept 14<sup>th</sup> and on Sept 22<sup>nd</sup>, and share findings with cabinet.</p>	Jorge	Sept 15& 23	
	<p><b>Volunteers to chair the Golf committee</b> - Dr. Kraft , Dr. Izaguirre, Paul, Jorge</p>			
	<p><b>Jorge</b> – provided student engagement report from Mary Kunz. Hotel and Restaurant organization donated money to scholarship fund.</p>			
	<p><b>Dr. Loston</b> asked about the Greater Texas Fund feedback, <b>charged Jorge</b> with researching possibility of dispersing funds for childcare, even though there are not enough funds to cover the entire semester for care.</p>	Jorge	Sept 15	
	<p><b>Dr. Loston asked about the Frank Bryant Nursing Scholarship funding?</b> Have any funds been dispersed? <b>Dr. Pate was charged</b> with getting engaged with this scholarship.</p>	Dr. Pate	Sept 15	
	<p><b>Dr. Loston</b> requested a meeting with <b>Jorge, Dr. Drum and Diane</b>, need to know how the money is being disbursed. A list of SPC students who are receiving scholarships.</p>	Jorge	Sept 15	
	<p><b>Sara Kirby</b> – reported on grants. Truck driver program is currently handled through a third party, and will move back to SPC, money is set aside so students can train with the third party vendor.</p>			
	<p><b>Dr. Loston charged Dr. Kraft and Sara</b> to meet with her today to discuss Title III 2004-2007 need to see where we are. Needs to be finalized today, and will also look at Title III 2007-2008, 2008-2009 and CCRAA 2008-2009 – four funding cycles for Title III, and one for CCRAA.</p>			
	<p><b>Dr. Loston asked</b> about Port of San Antonio how much have we spent. Who keeps the total of the grants, who’s the person in charge of the grants?</p>	Jorge	Sept 15	
	<p><b>Discussed National Science Foundation – Herb Pennick.</b></p>			
	<p><b>News conference in Health Science Sept 10, 3:30 pm Dr. Pate. Rm 115, Dr. Loston would like people to attend.</b></p>	Dr. Pate	Sept 12	
	<p><b>Sept 22<sup>nd</sup> News Conference at SWC 8:00 am Texas Apartment Association.</b></p>	Erick	Sept 10	
	<p><b>Matari - Draft of annual report</b> – work in progress, changes should be forwarded to Matari. Delivery date: next Tuesday. <b>Final publication date: Pending</b></p>	Matari	Sept 22	

		<p><b>Dr. Loston</b> -Chamber of Commerce (handout) request representative from health care, bio science, aerospace. Dr. Loston charged Deans and department chairs to attend. <b>Marueen and Dr. Pate if calendar permits it will be good to be there. Or send Department chairs (September 25, 2009).</b></p>	Dr. Pate & Maureen	Sept 15  Sept 15	
Student Empowerment		<p><b>Jorge</b> reported on the student focus group meeting with representative Castro at District. SPC will provide a 6 students meeting qualifications listed on handout– <b>Dr. Izaguirre and Julius will work together to identify the students .</b></p> <p><b>Dr. Crow has 3 people verifying the scores now</b> -Provided update on enrollment.</p>	Dr. Izaguirre And Julius	Sept 15	