

Present: Erick Akins, 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

	Action	Resp Party	Due Date	Notes
	<p>Dr. Loston introduced Dr. Lange to the cabinet. Dr. Leslie arrived.</p>			
Accountability & Transparency	<p>Marketing Update Matari- Provided update on advertising on Big Read, Homecoming and Hispanic Heritage Month.</p> <p>Dr. Loston charged Jorge to follow up with Dr. Crockett-Bell and provide a list of activities for Friday night's Homecoming activities.</p> <p>Matari provided information on district commercial - District is working on a TV commercial and requesting the following to participate: 3 former students, 3 current students, 3 professors. Cabinet suggested Faculty from the Center for Excellence, Culinary Arts, NISOD recipients, Health Care – Ada Jackson – former student, current faculty. Cabinet suggested Presidential Scholars, NSF Scholars, and students from the Student Leadership Institute (Kevin Schantz). Ruth and Dr. Lange charged by Dr. Loston to come up with faculty and students for this project.</p> <p>Matari asked cabinet to provide additional feedback on the Annual Report by 5:00 pm today, a final draft will be presented to Dr. Loston on Friday, September 18, 2009. Projected date to printer is September 30, 2009.</p> <p>Matari provided update on news conference scheduled for 8:00 a.m. Tuesday, September 22, 2009 at SWC. Erick will give speaking points to Dr. Loston and Dr. Leslie for news conference.</p>	<p>Jorge</p> <p>Dr. Lange & Ruth</p> <p>Matari</p> <p>Erick</p>	<p>Sep 22</p> <p>Sep 17</p> <p>Sep 18</p> <p>Sep 15</p>	

Leading and Learning

Dr. Loston talked about Chancellor’s update – Recognizing up and coming leaders who have completed the leadership training (ALAS).

Dr. Loston provided handout on H1N1 – stop the spread of the flu. If you are sick, go home. If a faculty member gets sick, make sure their classes are covered. Faculty needs to be mindful that students may be missing classes because of this.

Dr. Loston –Reported on the Staffing Management plan.

Ruth is still having discussions with Debbie Hamilton (NLV) about their staffing needs.

Dr. Loston – discussed draft of curriculum committee handout from Mary Kuntz and explained this was not the final document.

Dr. Loston- discussed financial aid form handout - numbers are coming from the federal government database. This is what the students will see, numbers reflect opportunities for improvement.

Dr. Leslie reported that even though district used a 4 year graduate rate, the numbers are still not good (FASFA Form handout). Reported numbers may cause people to rethink about coming to our college. Unsure what year the data came from, however indicates that Achieving the Dream is not having the expected impact.

Dr. Loston reported on the need to track full time part time faculty ratio 50/50 split. Need to ensure everyone is using the same methodology, for reporting class size, full time and part time faculty ratios.

Dr. Loston reported on release time. Staffing model based upon what the person should be doing.

Dr. Loston reported on Weekly Reports – will be sent from Deans (by Thursday of every week) to VPs. VPs will forward information to **Phyllis (by Monday)**.

Dr. Pate asked to invite Dr. McLaughlin to a cabinet meeting to explain release time. **Dr. Loston** charged **Paul** to deliver presentation to the cabinet about release time.

Dr. Leslie talked about release time, and paying people properly for extra work they are doing, release time may not be the proper methodology.

Paul reported that jobs being done by faculty at some campuses are being performed by professionals at other campuses, this could cause disparities with release time.

Deans & VPs

Paul

Sep 22

Strategic Initiative Priorities:

Dr. Leslie talked about moving soft money and part time positions to hard money to avoid laying people off.

Dr. Loston –reported on hiring people who are already in the district to fill vacant positions to meet the 75% goal, and how moving people from soft money and part time positions will not help us meet the 75% goal.

Dr. Loston – thanked Dean’s for providing information on strategic initiatives.

Dr. Leslie reported enrollment is up 12% - 60,000 students for the district. Dr. Leslie thanked SPC for their contribution. Looking at ways to improve financial aid. Looking at ways to improve service to students. Ultimately

	<p>trying to move toward a debit card, already being done at other institutions.</p> <p>Dr. Leslie reported that CE should have a true cost model. Indicated we could charge a whole lot more for CE training. Need to move toward a full cost recovery model, instead of looking at an instructor cost recovery model.</p> <p>Dr. Leslie – talked about the view book being the replacement for the college catalog. View book is the marketing tool now. Attractive and low cost replacement for catalog, and will be available to all the counselors.</p> <p>Dr. Loston – staffing management plan – discussed FTEs by Occupational Category handout. Linda Boyer Owens has created a database which includes each position.</p> <p>Dr. Leslie compared faculty at NVC and SPC, may need to increase full time faculty at NVC. Challenge to grow NLC, cannot keep sustaining faculty at the older colleges. Looking at possible early retirement incentives.</p> <p>Dr. Loston charged that everyone should have an organization chart.</p> <p>Dr. Leslie charged that Weekly Reports need to include strategies to increase cost savings.</p> <p>Dr. Kraft – reported on KPIs.</p> <p>Dr. Loston talked about who was responsible for KPIs. Discussed individuals who have ownership for reaching KPI goal. Dr. Loston used KPI #32 as an example and charged Dr. Lange to meet with her staff to identify initiatives established to reach the KPI goals. Each VP will have ownership of their perspective KPIs and it will become part of the strategic plan.</p> <p>Employee Development Day (Sep 29) – update by Dr. Sides</p>	Deans & VPs		
	<p>Committee Report – Ruth – only 80 people have signed up so far. List is sorted by volunteer’s first choice. Ruth suggested that people report volunteers. Information will be pushed back to committee chairs by Monday.</p> <p>Dr. Loston – handed out SPC Standing Committee website page for cabinet members to update.</p>	Committee Chairs & Ruth	Sep 21	

Student Engagement	<p>Jorge – Reported on his meeting with Erick .ARRA Summary of Fund Opportunities (hand out)– drivers of these grants are deans and program directors. Jorge will work with departments in researching these grants. Identified possible health professions grants. Provided handouts and web links on ARRA funds specifically for Texas. Jorge is willing to work with departments, and will develop strategic plan with Erick.</p>	Jorge		
	<p>Dr. Loston charged Deans and VPs to go through the ARRA document to look at ways to apply for grants.</p>			
	<p>Dr. Loston charged everyone to make a connection with Jorge about these grant opportunities to report at September 22 meeting.</p>	Deans & VPs	Sep 22	
	<p>Jorge reported on Funding the Greater Texas Foundation Day Care Scholarship – It can be awarded to a student (provided handout). Asked for Mary Cottier to provide a name.</p>	Jorge & Mary	Sep 22	
	<p>Jorege reported on Port San Antonio grant (provided handout)</p>			
	<p>Dr. Loston charged Erick to get with Jorge to meet the players involved with Port San Antonio.</p>	Jorge & Erick	Sep 22	
	<p>Jorge reported on the Frank Bryant Scholarship Fund – update. Dr. Pate can use this information for next semester.</p>			
	<p>Dr. Crow – provided update on enrollment management.</p>			
	<p>Dr. Leslie summary comments – Congratulations for doing a good job with enrollment. In January, SPC will no longer be in NLV mix. Team resubmitted accreditation documents to SACs for NLV. Performance will need to be showed to garner resources from government. Dr. Kraft asked a question about the KPIs, Dr. Cleary reported a shorter list will be coming out, however, Dr. Leslie wants focus to continue on long list of KPIs. Jorge asked if there will be problems supporting positions with grants. Dr. Leslie suggested talking to Diane Snyder.</p>			
	<p>Dr. Izaguirre & Julius -6 students to meet with Representative Castro . They will brief Dr. Lange, Jorge reported that names have been forwarded to district.</p>	Jorge Attendees		
<p>Dr. Loston asked for a table for people to attend event recognizing Milton Lee and Ruth Jones McClendon – Dr. Izaguirre, Maureen, Dr. Kraft, Ruth, Julius, Dr. Crow, Jorge, Paul, Dr. Sides and Erick.</p>				
<p>NAACP poster contest reception will be held in the atrium, October 22, 2009.</p>				
<p>Discussion about this being our last semester working with NLV. Dr. Loston said we need to be part of how students will be notified. Financial aid students can be affected.</p>				
<p>Dr. Loston talked about application deadlines for the grants presented by Jorge.</p>				
<p>Dr. Loston charged Ruth with meeting with Debbie Hamilton on how the transition is going to be made for St. Philip’s students attending North Lake View.</p>	Ruth	Sep 22		
<p>Dr. Loston made the announcement about AT&T awarding the college a \$100,000 grant, and charged the cabinet to come up with ideas of promoting the award. .</p>				