

Chancellor's Cabinet Summary Notes

March 19, 2008
Slemp Honor Court Room

Members Present: Robin Benke, Gil Blackburn, Sheila Cox-Combs, Tami Ely, Sim Ewing, Keith Fowlkes, Roger Hagy, Gary Juhan, Rusty Necessary, Stephanie Perry, Marcia Quesenberry, Ray Spenilla, Rachel Tighe and Francene Meade (for Staff Council).

Members Absent: David Prior, Amelia Harris, and Sandra Jones

Parental Notification Policy: Juhan discussed a new parental notification policy that formalizes a long-time procedure at the College. The policy is within FERPA guidelines. Parents may be notified if their son or daughter commits alcohol or drug violations or if the health or safety of the student is in jeopardy.

AlertNOW: The Crisis Management Team is considering the purchase of an alert system called AlertNOW. Juhan said the system is similar to one used by Wise County Schools. Students and faculty could register up to five e-mail addresses and five phone numbers each year to receive campus alerts. As a voluntary system, it will be important to find a way to encourage annual enrollment and ensure easy web-based signup. The system will cost approximately \$6,000 per year and will complement the campus' new siren and web site notification systems.

Focused Topic: Internal Communication – Informal and Formal

Hagy led the discussion by first identifying major informal and formal communication avenues on campus (hand-out). Members discussed media convergence; uses of the College's Internet and Intranet sites and possible improvements; use of Facebook/My Space to reach students; availability of online survey tools for student and faculty research; the importance of face-to-face communication; and marketing communication.

Updates:

- Senior Salute & Career Day are today. (Cox-Combs)
- Outstanding Contribution Award nominations are due on Friday. (Perry)
- General Assembly has approved a limit of a 3% increase on tuition and mandatory fees for next year. Because of necessary fee increases for the SIS system and other priorities, this means that tuition will increase 1.8%. Since this is less than what was anticipated, next year's budget will be tight. (Ewing)
- A mandatory meeting for interested SIS vendors will be held tomorrow. (Fowlkes)
- Enrollment management is meeting its charge from Chancellor Prior to increase the applicant pool by 5%.(hand-out). All indicators are up and, even at this early

- date, exceed final numbers for the 2007 class. First orientation session is April 4 and 5. The final 360 preview day is scheduled for April 26. (Necessary)
- Faculty recruitment for vacant positions is continuing, though at a slower pace than normal. As the College continues to seek top faculty, getting our first choice is sometimes difficult. (Blackburn)
 - The process for evaluating teaching faculty is under review. Led by Kevin Jansen, a committee is reviewing the process in an attempt to streamline it while maintaining its integrity and usefulness. (Blackburn)
 - The Staff Council is hosting workshops and seminars for staff and faculty utilizing the College's resources. Rachel Tighe will be conducting an upcoming workshop on gender communication in the workplace. (Meade)
 - Juhan reported that the Crisis Management Team has defined what is considered an incident, crisis, and disaster and responses to each. If members are getting questions about the recent incident that has received much media attention, please send those inquiries to him. Juhan advocated coherence between the student handbook and faculty and staff manuals on safety issues. (Juhan)

The next Cabinet meeting is scheduled for April 7 at 8 a.m. in the Slemph Honor Court Room.