

Executive Cabinet Meeting Notes

Friday, October 11, 2024

9:00 a.m.

Present: Dr. Carlos Hernandez, President; Ben Telesca, VP for Student Affairs; Amanda Workman, Athletic Director; Natalie Sandoval, Executive Director of Enrollment Management; Betse Esparza, Director of University Communications; Dr. Eric Funasaki, Dean; Dr. Bernardo Canteñs, Executive Vice President and Provost; Michelle Lancaster, Director of Academic Affairs; Bonnie Albright, VP for Finance and Operation; Dr. Laura Payne, Dean; Dr. Bonnie Warnock, Dean; April Aultman Becker, AVP Institutional Effectiveness; Janice Espinoza-Valenzuela, recorder

Remote: Dr. Jorge Garza, VP for Administrative Services and COO; Dr. Sarah (Sally) Roche, Dean; Dr. Suzanne Harris, Dean of Students; Dr. Sumantra Sengupta, Dean; Dr. Louis Harveson, Associate Provost of Research and Development

Absent: Paul Herring, Vice President of Advancement, Dr. Barbara Tucker, Dean

Start Time: 9:02 a.m.

House in Eagle Pass

- Dr. Hernandez shared that the 3-bedroom home in Eagle Pass was leased a year ago in December to address the high costs of hotels in the area. Nearing the lease period, asked Dr. Garza for assistance to renew for an additional year. How effective has it been?
- Report provided by Dr. Garza and Marcela
 - \$18,000 to \$19,000 cost avoidance, but do not have numbers for October through December.
 - Cost to lease is \$27,000
- Automated reservation processes and contact information will be developed. We will encourage travelers to use this option when available.
- Hotel overages may no longer be approved if house was available and traveler elected not to use it.

APM 2.01-Use of University Property

- Policy relates to using or borrowing equipment for non-university events or activities.
- The only change will be the dates.

APM 5.01-Employee Assistance Program

- Deleting the policy itself but moving the program details to the staff benefits webpage.
- It is a benefit program like the health and dental insurance that does not need a standalone policy.

Commencement Speakers

- Janice sent listing of recommended speakers and a list of past speakers.
- Janice will send out revised recommendation list for EC vote.

Sully Shelf

- Michelle presented and provided a one-page document.
 - 2,131 students served; 283 unique titles; 850 physical units; 6,950 digital units; 88.5% student participation.
- Percentage of opt outs is very low, which is impressive
- Savings vs. retail price around \$218,000 for one semester.
- Good for the university and good for our students.

Concert

- \$58,000 in tables sold, but not fully paid yet. We are waiting for a FOAP for table sales.
- Ticket sales are doing well too. \$6,800 in cash a couple days ago, per Amanda.
- The concert has been paid in full and the food is being donated. Any additional sales will be profit that will go to the construction for baseball and softball fields.
- \$5,000, \$2,500 and \$1,000 tables (10 tables each)

Performance Evaluations

- Dr. Warnock and Betse Esparza to lead separate efforts that will propose changes to faculty and staff evaluation tools and processes, respectively.

Workflow and Banner Access

- Dr. Payne shared her workflow questions since moving to Ellucian for gaining access for department chairs, new admins in Native Banner, Apex, etc.
 - Formally, workflow was processed by deans, then to Registrar and then to Campus Works.
- Bonnie Albright said supervisor goes to Apex to request access; data owners then process: Student, Finance, HR. Once approved a ticket is created and goes to IT (Samir will set up).
- Dr. Payne requested an email from Bonnie with this process.
- Dr. Warnock asked how we get admins to be able to access FOAPs.
 - Bonnie mentioned that we should call her or Alicia for now.
 - President asked we create an automated Apex process with a form that people can use for FOAPs that they need access to.

April Aultman Becker

- Shared that they implemented new way to evaluate course and faculty; first 8-week survey through Watermark. 42 percent response rate; up from 11 percent.

Dr. Jorge Garza

- Shared that they have a new contact at Laughlin Airforce Base. They will be able to meet with them about continuing education programs available at SRSU.

Bonnie Albright

- Shared new project manager with SAAS. Pushing out contract.
- Issue with communications connecting with Banner and Sam Houston.
 - They are working on it. Sam Houston tested their connections and Samir from Beaumont tested his connection with Sul Ross. They cannot log into Banner right now.
- Payroll-adjuncts and overloads that weren't paid on October 1 have been paid.
 - Several after the due date will be paid on the next payroll.

Amanda Workman

- An Athletic Business Coordinator has been hired after a year of not having one.

Dr. Bernie Cantens

- Kathy Stein won the Outstanding Service award and Martin Urbina won the Outstanding Scholars award.

Adjourned: 11:10 a.m.