

## Executive Cabinet Meeting Notes

Tuesday, November 12, 2024

9:00 a.m.

**Present:** Dr. Carlos Hernandez, President; Ben Telesca, VP for Student Affairs; Dr. Suzanne Harris, Dean of Students; Dr. Bonnie Warnock, Dean; Natalie Sandoval, Executive Director of Enrollment Management; Betse Esparza, Director of University Communications; Dr. Eric Funasaki, Dean; Dr. Barbara Tucker, Dean; April Aultman Becker, AVP Institutional Effectiveness; Michelle Lancaster, Director of Academic Affairs; Bonnie Albright, VP for Finance and Operations; Dr. Laura Payne, Dean; Amanda Workman, Athletic Director; Dr. Bernardo Canteñas, Executive Vice President and Provost; Dr. Louis Harveson, Associate Provost of Research and Development; Dr. John Klingemann, Interim VP of Advancement; Dr. Dean Culpepper, Dean; Janice Espinoza-Valenzuela, recorder

**Special Guests:** Dr. Kathy Stein, Dr. Jeanne Qvarnstrom and Mrs. Kayla Waggoner

**Remote:** Dr. Jorge Garza, VP for Administrative Services and COO; Dr. Sarah (Sally) Roche, Dean; Dr. Sumantra Sengupta, Dean

**Absent:** None

**Start Time:** 9:01 a.m.

### Excelencia Seal Presentation

- President presented a mug to the members of the Seal of Excelencia Team: Kayla Waggoner, Kathy Stein, Jeanne Qvarnstrom, Ben Telesca, Suzanne Harris, April Aultman Becker and Natalie Sandoval.
- The seal represents not only advancement of Latino student success, but all student success.
- Ben and the team certified with the Lopez Foundation-SRSU invited to apply for scholarship program.

### Introduction of Dr. John Klingeman and Dr. Dean Culpepper

#### Approval of Policies discussed at 10/22/24 meeting

- APM 5.12-Return to Work Policy
- APM 5.23-Moving Expense Policy
- APM 7.12-Administrator Access Policy
  - Having received no comments or edits, EC has approved all policies to move forward.

#### Discussion of APM-5.19-Energy Conservation Days

- We don't leverage these days, but HR suggested we keep this policy, in case we should go back to having energy conservation days.
- Please review by November 20 and we will discuss at next EC meeting.
- President forwarded two other policies for review and edits that are due November 20.

#### Web Page Listing Surplus Items-

- Dr. Warnock proposed a website listing surplus items
- Focusing on getting spaces that are usable.
- In 2019, used Facebook to advertise items that they weren't using. 75% of the sale value went back to unit and 25% stayed at the university surplus fund.
- Proposes that she speak to Chuy and Vince: Can we put pictures of things on Facebook?
- Set up SRSU surplus webpage. At the beginning post pictures of sale items, close the bids at the middle of the month and collect payments at the end of month.

- Dr. Igo suggested that we give some items to school districts, ex. braising rod for welding.
- Is there a requirement for notice? Dr. Warnock said they can get an auctioneer or an arm's length site that shows items for sale. This proves that we posted items for a fair chance to purchase.
- Bonnie Albright does not have problem with this, as long as it follows policy.
- Would be a bid online-person would email their bid to the specific email address. Link to surplus policy.
- President's recommendation-there are companies that do this for a small commission-We should look into this. We don't have manpower to keep up with website.
- Keeping track of sources to execute source of funds back.
- Received more buy in from departments because they are receiving money for their departments.
- Bonnie Albright will check on companies that can do this with an auctioneer.
- Are we limited to the number of surplus sales we can have? Not aware of it.

### **Bonnie Albright**

- Jacob resigned, currently without a CIO
- Darren as ISO and Samir in CIO position working on SAAS mainly.
- Lamar University getting in shared service-Patrick Stewart will be the CIO-be on campus on December 2<sup>nd</sup>.
- Janice to schedule meeting with EC that week.
- Taylor Stephenson, Banner support. He will be here to see what we need.
- Bonnie will speak with her staff to give them this info.
- Patrick will assist in analyzing the positions that we will need at SRSU.
- We need to make sure we support.

### Finance-

- Iris trained on Accounting.
- One person coming for Budget
- HR payroll person coming in RGC
- Hoping to be fully staffed in January.
- No one in Purchasing yet.
- We will still have electronic forms. We will give Finance the information that we want, such as items, and they will process the requisitions and travel requisitions.
- Centralized core team-we are to give Bonnie and President info if this does not work.
- In Banner, when an academic program wants to order something, then will the items still go through the approval process in Banner still? Laura asked-Bonnie said if it doesn't pass budget, then the requisition will get stopped there.
- If something get stopped at Budget, they will communicate the problem to the requesting department.
- As we build SaaS, then we will rebuild the hierarchy.
- When recruiting, we should have department, vice president and eventually President's office approval. You should not need to go back unless you are requesting more money for the individual.
- With new model-an accurate budget is very important. New consultant started this week. Retired and has agreed to work with us for the next 3 to 4 months. He will train our personnel on the budget. He will train the hierarchy of banner.
- He will work next to be sure the positions are being paid from the correct fund to give us an clean start for the new year.
- Once positions are correct in budget, then we can figure out what academies need.

- Fund-relatively clean, Org is a mess. We need to change what the org number reports to, not the actual org number. If we change the org number, then we lose the history of the org number.
- April-we are building the colleges to show the enrollment-. Samir said we can pull numbers.

### **Bernie Cantens**

- Friday is the Forum that Harveson has organized-all day event.
- 40 faculty presenting; 5-minute spot to speak about program and research and creative works.
- Begins at 8:00 and ends at 4:00 Dr. Hayek will be here. It will be held in the Espino.

### **Ben Telesca**

- Lopez Foundation application done.
- Friday, 11/15-filming a Chris Stapleton music video in Alpine.
- During Thanksgiving, there will be one UPD staff member. Please let him know if you will be around to assist in case of tproblems.
- New chiller installed.
- David Creek will begin later this week as the new Facilities Director

### **Amanda Workman**

- Athletics was unaware of a report that was due because someone no longer employed by SRSU was getting the emails to complete the report. We had 48 hours to turn in because they didn't get it. How can we make sure emails to former employees are forwarded to the appropriate person?
- We are supposed to enter the request to remove Banner cut off.
- Klingemann suggested that HR sends to all departments.
- Problem is that staff that leaves, still has access to emails.
- If retiree, they keep their email.
- Pauls departure-redirects emails to John. Also, his shared drive for that individual.
- Automatic payroll files-employment action form-no longer on payroll, they should by extension, lose access to everything. Banner access is actually cut off when HR adds an end date/termination date.
- Senior day-this last game for football.
- Basketball games this week.
- Dr. Woodley, UTPB president, will be here at the last football game. Bernie to receive her.

### **Bonnie Warnock**

- Rodeo finished: 3<sup>rd</sup> in the region- 12 students ranked in the top 15
- 1<sup>st</sup> place in tie down roping and steer roping.
- Women's not as strong, with Tammy Hutchins coming on, huge improvements with women expected
- Acceptance for animal science faculty-Dr. Padilla starting in spring or summer, depending on Visa
- In person interview for Computer Science in Eagle Pass this week.
- Meat Lab update-passed inspection-back as an inspected facility. We should receive paperwork from state this week.
- We should start harvest after thanksgiving. Should be fully stocked and open at the first of the spring semester. 3 steers on feed and 4 lambs on feed.

### **Natalie Sandoval**

- Last week, Julie and she met with Center Point for dual credit. Hoping to hear back from them by this week

- 3 other ISDs scheduling meetings. All looking to begin dual credit next fall
- New MOU going out soon
- Director of Financial Aid-Alicia Davis.
- Leandra Ramirez resigned effective yesterday.
- TACRO-has some staff there now.
- Working with Greg to get spring numbers for last 5 years.
- Lucio-Associate Director promotion
- Offer letters-something broken with Banner and EMP. Working to repair.

#### **Eric Funasaki**

- Received \$7000 grant from the Office of Governor for 2 shields for UPD.
- Dr. Winn at RGC-faculty to research grant receipt
- Dr. Larson NSF grant to take students to Indonesia for research in conjunction with Odessa or Midland College collaboration
- TX State University - Archer Charitable Foundation-History in rural Areas and Dr. Dehart will be taking care of it; pays students to collect rural health interviews about living in far west Texas in order to produce report regarding our needs. Health sciences, history and psychology.

#### **John Klingemann**

- Still trying to meet everyone on campus-will be reaching out
- Standardization and structure for office of development. Will meet with different departments.
- Museum has an opening this weekend. Karina has done an excellent job in putting this exhibit together.

#### **Dean Culpepper**

- Meetings with departments
- Bernie wants him to present to this group
- **Betse Esparza**
- Where are we on signage for the bank-we are taking down the TransPecos bank signage down, per Ben

#### **Barbara Tucker**

- Feedback from EdD proposal-
- Outside of Texas reviewer excellent too. Hopefully ready to turn in to THECB in December
- TEA audits testing schools with surveys to teachers and principals. They also have a 5-year review. They have committee to include Mathew Marsh and Diana Rodriguez.
- Michelle-possible associate in Education-we can do it, but would it lead to a job for students?. It is just an off-ramp. Junior colleges are offering associates degrees. Goal is to have a pathway a bachelor's degree in Education.
- Laura asked if we should wait on General Studies associates degree or start working on it anytime.

#### **Michelle Lancaster**

- Promotion and tenure process underway. She would like to make changes to 3<sup>rd</sup> year for the faculty review process.
- Chair leadership program with Academic Impressions in February.
- New business programs hitting curriculum council-one in Space Commerce. Aerospace and Defense Management

- Curriculum council meeting on 11/22-anyone looking can see them in Curriculog

### **April Aultman Becker**

- Will be a meeting soon regarding Committees and Teams-
- SACS deadline to submit changes is April 1, trying to get them done in February. One is Computer Science.

### **Louis Harveson**

- Dec 4-science seminar-Drew Pettegrew presenting.
- Spent time with research agencies last couple of weeks.
- Hosting Commissioner Dawn Buckingham today in Alpine-Texas General Land Office purchase 353,000 acre land.
- Heading to Austin next week to go over earmarks
- Accepting applications for director of Water Center. Currently 7 applicants

### **Jorge Garza**

- 44% retention from last semester enrolled for next semester
- Dual credit meeting with Carrizo Springs -next Monday. Will promote teacher certification
- Building- a lot has been demolished and hopefully be ready by mid-January.
- David and TSI meeting this afternoon

### **Sally Roche**

- Humanities and Sciences is hiring faculty. Looking to hire 8 new faculty for the 6 new programs.

### **Sumantra Sengupta**

- Dr. Garza mentioned 364 Main Street-entrepreneur center. Art gallery and incubation center. We will be the exclusive partner. Next meeting in December.
- 2 paid internships for summer to work in Eagle Pass-getting \$5,000 for the summer and work on Eagle Pass projects. r

### **Suzanne Harris**

- Polls on student body- 280 on haunted house
- SACSCOC -review committee-
- December 5-midnight breakfast at 10:00 p.m. Please come help.

### **President Hernandez**

- BOR items of note
- Requesting approval with doctorate of education. Process will take 3 to 6 months. Hopefully late spring or early summer for roll out in spring of 2026
- Communication pieces-Sul Ross State University Eagle Pass name change to change Sul Ross International and will be effective immediately.
- Communication piece to all faculty, staff and constituents
- Lastly, this campus-requesting to move forward the construction of the Porter's building to the performing arts center theater for 100 people, choir, orchestra band space and will have a scene shop and costume shop and classrooms and practice space for musicians.

**Adjourned: 10:46 a.m.**