

Executive Cabinet Meeting Notes

Tuesday, August 27, 2024

9:00 a.m.

Present: Ben Telesca, VP for Student Affairs; Dr. Suzanne Harris, Dean of Students; 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; April Aultman Becker, AVP Institutional Effectiveness; Dr. Laura Payne, Dean; Michelle Lancaster, Director of Academic Affairs; Bonnie Albright, VP for Finance and Operation; Dr. Barbara Tucker, Dean; Dr. Louis Harveson, Associate Provost of Research and Development; Janice Espinoza-Valenzuela, recorder

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

Absent: Dr. Bonnie Warnock, Dean; Paul Herring, Vice President of Advancement

Start Time: 9:01 a.m.

RGC Viewbook

- Betse provided a copy of the RGC viewbook and mentioned it was not the final product.
- Most of the info is the same as the viewbook for Alpine, but more specific to RGC since RGC does not have residential living, athletics/rodeo.
- Dr. Canteñs mentioned that this is the first time he has seen something dedicated to RGC.
- Isis Cardenas, publicist in RGC, and Bobby Greeson worked very hard on it.

a4 Marketing

- Phase 7 of the online graduate program marketing.
- We will switch out programs and add more generalized ad about the affordability and award-winning programs, full-time faculty.

Annual Report

- Betse showed the group a copy of the Annual Report and mentioned the artwork on the cover was done by SRSU faculty member Ramon Deanda.
- The report will be in everyone's mailboxes soon.

RN to BSN Advertising

- The program was advertised on Facebook and Minerva was hoping to enroll at least 9 from the advertisement. The program enrolled 13.
- Minerva will do a survey of the 13 to see what prompted them to enroll.

Enrollment Comparison Report

- Headcount only report received from April and Greg, since we are currently having problems with the Enrollment Comparison Report.
- Natalie-straight, new, first-time numbers: 225 enrolled. Of those 10 are rodeo, 101 are athletes and 114 with no affiliation.
 - Transfer students: 264 new transfers. Of those numbers Alpine has 140 and 124 for RGC
 - 9 rodeo transfer students, 47 athletes and 84 have no affiliation

- Presidential Plus-final count award as of today is: 9 full scholarships, 5 partial scholarships. Average award for the full scholarship is \$5,354.00
- For the Nursing Scholarship, there were 7 fully awarded and the average award was \$7,714.00.
- Between new students and transfer-148 athletes. We expected that number to be less this year. Great news is the increase in no affiliation students.
- The size of the new student class is 489 to include new first time and new transfer students.
 - FTIC 225. Last year it was 223, new first time in college.
 - Transfer comparison-total of 189 last year and 264 this year.
 - Increase in graduate programs growth of 1.3% and undergraduates are down 1% across all campuses.
- Overall including dual enrollment, we are up almost 21% institution wide. For Alpine almost 32%. Undergraduate up 1 1/2%. Looks like we have 16 additional students. We still have students arriving and registering for classes.
- Dual credit. 495 students compared to 54 students last year, which gives us an 870% growth.
- Dr. Garza mentioned that the RGC head count is lower than what they want. The goal for transfer students was 110 and they have 123, which means that they are transferring from the junior college.
 - Graduate programs about 10%. This should include RN to BSN enrollment.
 - In total enrollment numbers, RGC is down 24 students. Not a huge number in terms of headcount, but it is a significant number in terms of percentage.
- How does this look in SCH? We are having trouble with the structure reports that give us this information.
- To give us a sense of SCH, the last report received on 8/17 shows 488 dual credit students. Total enrollment was 2,279 and our current headcount is 2,500. On 8/17, the SCH were 19,000, more than the previous year. 17% increase in Alpine and 6% behind in SCH.
 - Natalie ran a report today that shows 21,000 SCH. On 8/17, the SCH was 19,000 so we have a growth of 2,000 hours as of that day and today.

Email for Retirees

- When people retire, SRSU lets them keep their email address. The problem is all the business associated with that email and making sure it is forwarded from a previous employee to the new employee or office.
- Bonnie would prefer it if we don't do that, and we assign someone else that is in the office to that email until we hire a new person to that position.
- Retirees have access to email with designated quotas and personal websites. We have retiree accounts created on as requested basis.
- Huge Risk-Problematic from a representation standpoint and being a mouthpiece for the campus when information changes.
- Some retirees will let them know.
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- Work with OIT to have access to their email box.
- Maybe an automatic response? Maybe for staff and set the response to expire in 60 days.
- Termination form when someone leaves. The form says that you are a retiree.
- APM 7.18 policy needs to be changed. Does the policy specifically state that retirees are entitled or provided an email address? April will search for the information.
- An alternative: different for faculty vs. staff-continuing to give email credential doesn't mean that they get to keep their existing email address. It could be a similar, but not identical email address, especially where staff are concerned. Moreover, for positions that have some security issues associated with it.

- In the interim, we may be able to deprovision it as an as needed basis and replace it with alternate credentials.
- As we have employees that leave the university, then their business credentials need to be decommissioned and if they want to retain an email, they can get a replacement email address.
- The other area we experience security interest is in the shared drives that individuals have. Successors don't have access to that work product.
- 7.04 also gives info on email.
- Dr. Harris read a portion of the APM 7.18 policy where it states that communication is provided to retirees.
- We need to rethink policy and if necessary, add additional language that gives us more authority to recover communications and avoid security issues.

Dr. Sumantra Sengupta

- More students on the grad side to enroll

Dr. Jorge Garza

- Keep pushing for enrollment.
- Had successful 2nd Annual Sul Ross Fest.
- Soccer game on September 8th.
- Contractors came to the building a week ago. Successful and moving forward with bids.

Dr. Sarah Roche

- Same as others-students working on enrollment
- Sul Ross Fest was fun.
- Dr. Hernandez mentioned that Jorge, Sally and others in Eagle Pass collaborated with the county and city to make sure that it was a bigger event that it was last year
 - Incorporated a 5K run. Had a strong turn out from media. It was a great example of what we need to continue to do. It doesn't come together easily; it takes a lot of work from everyone.

Dr. Bernie Canteñs

- Two candidates for the Dean of Health Sciences will be coming for on-campus interviews. There were three candidates, but one withdrew due to family illness and maybe Alpine was not the right fit.
 - One candidate will be on campus on September 2nd and 3rd and the other coming September 12th & 13th.
 - Itineraries are completed for those interviews.
- The first faculty meeting and reception will be on September 5th. The reception will be held at the library.
- Dr. Hernandez mentioned that the Faculty Senate met last week.
 - Change to their by-laws. Membership is for all faculty members across the university.
 - New name: Sul Ross Faculty Assembly-The vote was unanimous to include all campuses.
 - Dr. Jessica Velasco will send a notification that reflects a slate of faculty to serve on different committees. This reminded him that we will need to look at committees and committee membership and update that. He asked April to work on this
- Numbers on courses: There are 852 courses, 84% from Alpine, 15% for RGC.
 - Alpine 56% of the courses are face-to-face, which is a decrease.
 - 10% online synchronous

- We have hybrid courses now, which is defined as online and face-to-face courses. We called it cross listing, not hybrid, per Dr. Payne.
- Dr. Roche mentioned that her English composition course meets twice a week. She meets with them on Tuesdays and then meets via Blackboard on Thursdays. Is this considered hybrid? We used to call it WebX or Split Web.
- Recollection from last year was that there were no hybrid categories. They were not recorded as hybrid.
- 37% of courses are online synchronous at RGC. Face to face is still 15% at RGC. Before it was all asynchronous.
- Dr. Roche commented that in Alpine we need the courses to be face-to-face for freshman and sophomores. There are no freshmen or sophomores at RGC, and the students there really want online synchronous courses.

Ms. Bonnie Albright

- Still moving on SaaS Banner project. We need to put some time in if we are asked to do something for SaaS.
 - Recirculating a list and was asked to put a main lead. Make sure it is someone that has good Banner knowledge, make sure that person is included.
 - Meeting Oct 1 in the afternoon for Ellucian to speak to us about what they see for Sul Ross State University.
 - Samir is trained to assist us with things that go wrong while we don't have Campus Works and we are limited in the hours we have with Ellucian. He doesn't know our environment. Is it Apex or Argos? Is it something automated or do we need to run it ourselves? If we can let him know as much as possible and he can figure out a solution.
- Michelle asked if the restrictions that Ellucian has put on some of the files/reports that she used to get from Campus Works were temporary. Bonnie mentioned that the case with enrollment and financial aid was that they need to be updated every semester. We were also not aware of the type of report used-some of us use Apex and some of us use Argos. Samir is trying to figure out where these reports exist and now, we know they need to be updated.
 - Michelle mentioned that there was a particular report that Campus Works provided Follett with student information that Ellucian said it was not in their work scope, so OIT is trying to figure out how to provide that report to Follett. It is a manual process and there are a couple of functions in Blackboard that can't happen if they don't have that file. Bonnie said that the last thing she heard from Samir was that the problem was resolved. She will verify with Samir.
- IT issue this weekend. Went down at 4:30 a.m. on Saturday. Got it back up it went down at 10:30 p.m. Got it back up at 3:00 a.m. Sunday it was stable. Server that the version was not upgraded.
- Dr. Harveson asked about the HR Employment Status report. What is the plan for accounting? Bonnie mentioned that we should contact Alicia.
 - Promoted Cynthia Hugill to Travel Analyst; Blanca did A/P and travel. They have moved travel away from that position and will be posting the A/P position.
 - Also changing the process. Instead of completing a requisition for travel, we will see an online form that will go to Cynthia. It is more of a budget approval. We will still submit the travel voucher after we travel. The department is filling out the form and Cynthia will process the requisition.
 - They have posted a Budget Analyst and a Purchasing Analyst.
 - They will have the specific business service where they do the work, so we don't have to train someone how to enter purchase orders every time there is turnover. We tell them what we want to purchase or where we want to travel.

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- Bonnie is asking us not to reach out to Cynthia yet, as she is training. Accounting will notify us when the process is complete.
- Natalie mentioned that Valeria is doing an amazing job. She met with the financial aid team to offer support for payment plans
 - They will have monthly meetings with Valeria and Alicia and Financial Aid.
 - If anyone sees something that needs to be done, please reach out to them.

Dr. Barbara Tucker

- Going forward with hiring EdD Director for the program.
- Leadership positions open at RGC.
- She can tell that enrollment is going up because she has a lot of graduate applications.
- They have had to increase the caps for classes to 20 for graduates and 35 for undergraduates.

Mrs. April Aultman Becker

- Rapping up assessments from summer; successful peer review and rolling out the best academic program awards.
- Missing about 10 academic assessment reports and a lot of administrative assessments.
- Wrapping up old academic program review-finishing up animal science, BS in education and relaunching new academic programs for this year, criminal justice, educational diagnostician.
- The Data Manager position has been posted. This position is a remote position, and the individual will work for Sul Ross and all 4 Lamar institutions.

Dr. Laura Payne

- When we moved to D2, she wondered how this was going to affect developmental ed. classes. Those students took TSIA and passed. May be shutting down one section of English dev ed., which is very good news.
 - Some of the dev ed math courses are also under-enrolled.
- She receives emails from students that are inquiring about graduate school. Her inbox is full. Not sure if she would be able to process. There are still students in the pipeline that have not registered.
 - Are we going to continue to enroll, admit them and register them beyond this first week? Depends on the program, subject matter and the individual applicant. We may have students that will not have a problem catching up on missing one week of classes. Some we may be doing them a disservice.
 - President will defer to Bernie and the deans.
- We can't apply a rule wholesale, and we need to look at each student individually.
- Dr. Hernandez would like to know, from April, a comparative analysis of dev ed courses from this year vs. the last 2 years. We were trying to attract a more academically prepared student with the scholarships. He would like to know how big a decline we have experienced in the dev ed population and how it translates into faculty mentoring.

Dr. Louis Harveson

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- The director's position for the West TX Water Center will be posted soon. We had a partial FTE to help assist with this position.

- Is this a faculty/staff position-Yes. Does he anticipate going the traditional faculty recruitment route. By this Dr. Hernandez means that we will post the position in the fall, interview in spring and start date in summer or next fall? Dr. Harveson hopes it is more accelerated. He hopes someone will start in the spring. He doesn't know the pool. It is published as a PhD or not. From the faculty perspective, if the water center's focus includes active program development, then we would be better served by a PhD. What percentage was institutional support ask to fund? Dr. Harveson said 25% since they have the Challenge Grant. After 3 years, there is discussion about what they can support going forward.
- PPOHA and we will hire two associates. Dr. Harveson is looking at the first three years.
- Working with the faculty of Humanities and Arts on a research forum. It is happening on November 15- All day event. Will get communication out soon.
- Traveling to DC in October as Chief Research Officer to network with agencies and organizations that we can work with or are currently working with. If we have grant info, we need to provide it to him so he can present.

Ms. Michelle Lancaster

- CIP code project-Alpine is finished. Working on RGC and is almost completed.
- Follett is open and running. Anyone having issues with textbooks, please see Jessica Womack (regional director), as she is on campus and is here to assist.
 - Dr. Hernandez asked who is tracking the opt-out number to accurately calculate what is due to Follett. Follett has a tech person on our account. She provides the weekly reports to Valeria and Terrie. Dr. Hernandez asked that she share the report with EC, so we can have a sense of participation.
 - These programs are built on a 20% opt-out rate. The vendor assumes 20%. The initial implementation usually experiences a higher opt out rate for returning students of 30, 40 or as much as 50%.
- She volunteered to be the IRB Administrator. If you have questions or proposals, please contact her.
- 5 more embedded associates approved and filed with THECB.
 - Dr. Hernandez asked if we were finished with all embedded associates. Yes, all 10 have been approved and filed with THECB.

Dr. Eric Funasaki

- July and August busy with grants
- Basic Needs Grant for \$900,000-Food pantry, transportation around the area and daycare. Piggybacked and submitted to the coordinating board.
- Grant submitted for the renovation of the kitchen in the community room for \$200,000
- NOYCE Track III Masters Teacher Fellow grant submitted today. 6 years for \$3 million-training teachers for Masters in STEM-they will receive a masters. \$10,000 extra stipend.
- President asked about the nursing application. Submitted on July 26 for \$3.3 million over 4 years. When will we hear back on it? Dr Funasaki is not sure when we will hear back on this grant application.
- PPOHA and Trio Grant-Eric hopes to hear back by mid-September. PPOHA, \$13 million for all campuses-incorporated PhD for Natural Sciences, Water Center, more for CBBS and Spanish for professions, Dual Credit included there for \$10 million and then \$3 million for RGC and education.
- Trio program -SSS July 15 for \$1.5 million over 5 years. Gear Up- was not renewed.

- President asked if it would not be renewed for the next 6 years. Dr. Funasaki explained that since they follow a cohort of students for 7 years, then we can resubmit next year to restart next fall. They are currently in year 7.
- It was denied by 1/3 of a point.
- Gear Up serves Alpine, Presidio, Fort Stockton, Eagle Pass. Will need to work with HR on staffing for Gear Up.

Ms. Natalie Sandoval

- The Director of Admissions, Director of Financial Aid and Operations Specialist positions have been posted. There have not been many applicants yet.
 - She is relinquishing the title of Financial Aid Director, but the person hired will report to her.
- Apply TX-meeting with Deans to make sure that we have all areas updated for Sul Ross.
- Spring recruitment-new students and transfer students. After certifying this semester, we will need to make sure we look at numbers strategically.
- Working with Dr. Garza and Ellucian with direct admissions. Wanting to automate this to be ready for next fall.
- Dual Credit Partnership-will work to schedule Dr. Hernandez and Dr. Garza to attend meetings and to partner with more schools
- Orientation on Friday-Successful because there were students that attended, but we only had about 52% of them show up. She tracked students down to see why they didn't go to the orientation and discovered that they wanted to move in instead of attending orientation.
 - We need to revamp the orientation and showcases.
 - Nydia sent out an email last month to see who would like to be on the committee.
 - Dr. Cantens mentioned that at other institutions, they have a drive-thru for all attendees and they must go through the drive-thru to check in.
 - Maybe have orientation on a Thursday and move in on Friday. We shouldn't have orientation and move in on the same day. Have a family day on Thursday.
 - We may need to make orientation mandatory.
 - President-120 students registered for new student orientation. Although they didn't participate, did they eventually check in. Yes, they called them.
 - NSO is beneficial to a larger student population than others, such as tracking FTIC and not transfer students.
 - Ben observed that possibly students are affected because orientation is occurring on a workday. Parents may not have the opportunity to take off from their jobs.
 - President asked Betse about the orientation her family attended for her recent high school graduate. She said it was for 2 full days and it was mandatory in June. Important for the student that it is mandatory.
 - Maybe have a big event for move in day. We need to look at an Acceptance Day. But for orientation, Natalie does not think that we are giving students the information we need to give them.
 - Betse mentioned that the move in day was one week before school started and suggested that we have move in day earlier for our students.
 - We need to look at the target population and we also need to have an event for RGC.
 - Dr. Payne attended a conference at Incarnate Word about nontraditional students that have families. It was a whole family event that included the mom and dad attending college, the children and even the grandparents. They spoke with the children and explained what was going

to happen since their mom or dad would be going to school. She suggested we should also make orientation a family affair.

Mrs. Amanda Workman

- Estimating 350 of 375 student athletes. Had a roster of 390 last year.
- Access to huddle projection truck
 - Screen received yesterday
- Drop day for non-payment. If we drop students taking 12 hours, then we will need to forfeit a game.
 - Division II, students need to be enrolled in 12 hours. If not, they cannot participate in athletics. We must continue to look at students to make sure they pay. We have a lot of football scholarships that need to be moved.
 - They need to pay 25%.
 - They fundraised money that is not physically in the account and that needs to be moved to football scholarship account and awarded to the appropriate student.
- Looks like the weather will cooperate for Thursday's game.
- President-if number is 350 athletes, then we retained approx. 200 athletes and approx. 150 new ones. This represents about 50 students. Positive outcome.
- President-one thing to consider- if possible is offering intercession courses, through close coordination and tracking degree plans. We may be able to offer target classes just for them. Amanda mentioned that we are not allowed to offer these courses to athletes only.

Dr. Suzanne Harris

- The student body is different than we have had. She has had very meaningful conversations with the students.
- They are participating at a much higher rate. Dr. Alegria had them singing the school song at Convocation.
- We had a couple events-Resource Fair where about 160 students attended.
 - Pool party-250 students attended last night.
 - Find your class with Katy Williams event-There was a line all away to the tree. The students are eager and ready to do things.

Mr. Ben Telesca

- Culture of the athletes is good.
- Can't stop after the first two weeks of classes
- Ben spoke with CJ and there will be 20 minutes of airtime with rodeo.
- Cattle drive moved to 6:00 in the evening, the Tuesday at the end of September.
- Tickets for BBQ for Thursday. Go pick up at Campus Activities.
- Lighting at Jackson Field-They are working on it-issues because of years of neglect. We will have one full side down. We had a short on one of the poles.
 - Three poles that will be completed. We should have sufficient light. They will be tested tomorrow.
 - Speakers are here. Isaac and he will be installing them at the press box.
- Criminal Court of Appeals-9/30 through 10/2. Wednesday, real cases will be heard here. We will be able to see the proceedings. Justices will answer questions.
 - Several workshops for our students to be engaged. We will be sending out the information to all very soon.
 - Reception on 9/30 at the museum and EC members are invited.

- 9 justices of the TX supreme court. They want to interact with our students. 3 of those justices will be retiring. They requested it to happen here.
- Delegation of Mongolians will be here. They are working to establish democracy and have been using the TX constitution as their example.

Other

- Dr. Warnock's father-in-law passed away. Services today.

Adjourned: 11:06 a.m.