



---

**PRESIDENT'S CABINET**  
**May 21, 2018, 9:00 a.m.\***  
**Administration Building**  
**3<sup>rd</sup> Floor Conference Room**

---

\*The 5/21/18 Cabinet Meeting was combined with the 5/9/18 Budget/Strategic Plan meeting.

Present: Dr. Dana Hoyt, Dr. Dick Eglsaer, Dr. Carlos Hernandez, Dr. Heather Thielemann,  
Mr. Frank Holmes, Mr. Frank Parker, Mr. Bobby Williams, Mr. Mark Adams,  
Ms. Kathy Gilcrease

**MINUTES**

1. Approval of Minutes from the April 2, 2018 Cabinet Meeting

Minutes from the April 2, 2018 Cabinet meeting were recommended for approval.

2. TPEG Report – Hoyt

Dr. Hoyt reviewed with Cabinet the TPEG Report. Dr. Hoyt and Dr. Hernandez stated SHSU needs to do an analysis of the formulas used to determine awards. [REDACTED]

[REDACTED] Dr. Thielemann will obtain the formulas for Dr. Hoyt and Dr. Hernandez.

3. HR Policy B-1 – Employee Leaves – Hernandez

Dr. Hernandez reviewed with Cabinet the suggested changes to HR Policy B-1 – Employee Leaves. Dr. Hernandez stated he had disbursed this policy in advance for review prior to meeting. Dr. Eglsaer stated he thinks Faculty Senate is in agreement with changes. He will check with the Chair and let Dr. Hernandez know. Otherwise, there were no other suggested changes.

4. Executive Summary – Hernandez

Dr. Hernandez disbursed a handout for his executive summary.

Highlights mentioned:

- Offense reports are disbursed and compared to previous years.
- Emergency Management conducted an Active Threat along with City personnel.
- [REDACTED]
- A vendor was identified to convert microfiche files into electronic files.
- New fuel pumps will be installed 5/14/18.

- Construction of the Art Complex is moving along with [REDACTED] mobilized in April.
- LSC Addition and LSC Phase II Renovations are moving along as scheduled.
- Merit entries should be made May 15 – May 31.
- Tapingo Mobile App will be available Fall 2018 for faculty, staff, students to phone in orders ahead for pick up for several dining services.
- [REDACTED]
- Chrome River is now active effective April 2018.
- [REDACTED]
- [REDACTED]

## 5. Executive Summary – Adams

Mr. Adams disbursed a handout for his executive summary.

Highlights mentioned:

- Judith Lewis was selected as the Associate VP of IT [REDACTED]
- SHSU Web 2.0 project should be completed and launched 6/1/18. This will be mainly graphic changes.
- Ellucion Workflow is in the process of implantation.
- DUO Two Factor Authentication for faculty/staff is in stages of development. Cabinet had several questions for Mr. Adams. He will research options and report back to Cabinet.

Other Items:

- Dr. Hoyt stated the FYI item was the final report for the SGA Safety Walk indicating all concerns have been addressed.

## Budget/Strategic Plan

Dr. Hoyt and Dr. Hernandez reviewed with each division requests for budget changes for FY19. There were adjustments made requesting certain items be self-funded using fund balance, changes deferred to future budget cycles, etc. Dr. Hernandez will incorporate changes and present the updated copy to Dr. Hoyt. After she reviews, final changes will be determined.



---

**PRESIDENT'S CABINET**  
**February 20, 2018, 9:00 a.m.**  
**Administration Building**  
**3<sup>rd</sup> Floor Conference Room**

---

Present: Dr. Dana Hoyt, Dr. Dick Eglsaer, Dr. Carlos Hernandez, Dr. Heather Thielemann,  
Mr. Frank Holmes, Mr. Frank Parker, Mr. Bobby Williams, Mr. Mark Adams,  
Ms. Kathy Gilcrease

**MINUTES**

1. Approval of Minutes from the February 5, 2018 Cabinet Meeting

Minutes from the February 5, 2018 Cabinet meeting were recommended for approval.

2. Space Changes – Hoyt

Dr. Hoyt discussed the purchase of the property at the corner of [REDACTED] Street. The [REDACTED] or the [REDACTED] is under consideration to be moved to this location. The University Bookstore will remain in the LSC. It was proposed to move the [REDACTED] office into the [REDACTED] office space. Dr Hoyt stated this would be a consideration if [REDACTED] funds become available.

3. Alumni Gardens Report – Hoyt

Dr. Hoyt discussed the Alumni Gardens Report with Cabinet. Mr. Holmes stated he did not think Option 2 was viable. Option 1 suggested expanding the gardens west toward the Dan Rather Building. It was mentioned to also expand east and use the old LSC loading dock. The problem with this option is a significant tree would need to be removed, and there would leveling problems to consider. Expanding the gardens west proposal would add approximately 500 bricks. Dr. Hoyt stated this would be fine as a temporary solution; however, a long-term plan needs to be considered.

[REDACTED]

5. Patent Report – Eglsaer

Dr. Eglsaer disbursed a summary of the Patent Report. Dr. Hoyt stated she just wanted Cabinet to review the current SHSU patents.



#### 6. Finance & Operations Travel Policy FO-TR-13 – Hernandez

Dr. Hernandez discussed TR-13 policy with Cabinet. He stated this policy establishes guidelines for approval of travel expenses and reimbursement to the university if the employee has overpaid (i.e. – over tipping). Cabinet recommended approval of this policy.

#### 7. Safety Walk Response – Hernandez

Dr. Hernandez reviewed with Cabinet the responses from his division to the “Safety Walk” report. The “Safety Walk” is sponsored by SGA and notes items on campus that will enhance safety. Dr. Hernandez stated all items have been addressed as of this date.

#### 8. Preliminary Projections FY2019 Budget - Hernandez

Dr. Hernandez discussed the preliminary projections for the FY2019 Budget. There has been a decline in the income from appropriations. There was a discussion regarding the [REDACTED]  
[REDACTED]  
[REDACTED]

#### 9. Executive Summary – Eglsaer

Mr. Eglsaer disbursed a handout for his executive summary.

Highlights mentioned:

- SACSCOC
  - Working with IT on web development
  - QEP committee to be formed to cover final topic
- Frontier Set
  - Improve developmental education with redesign of MATH 0333 (75% success rate)
  - Redesign of SAM Center to incorporate a professional advising model
  - Mandatory training for faculty teaching on-line classes
- Charter School
  - Reducing the number of locations from four to three
  - Skype partnership with schools in Coast Rica
  - Program marketing in place for the schools
  - Contact former [REDACTED] to tour campuses for possible funding options.
- DO Program
  - Grassroots luncheon held in Lufkin 2/19/18 with local county administrators
  - THECB assigned site review to a consultant
  - [REDACTED]  
[REDACTED]
  - Approval through COCA moving forward.
- RFI
  - Developing a checklist for students



## 10. Executive Summary – Holmes

Mr. Holmes disbursed a handout for his executive summary.

Highlights mentioned:

- Campaign - [REDACTED]
- [REDACTED]
- Meetings/Events:
  - Athletic committee meeting – 2/22
  - Let's Talk event - 3/22
  - Samuel Houston Society Dinner - 4/14
  - Life Member Dinner – 2/24
  - Austin Alumni Dinner – 2/27
  - San Antonio Alumni Reception – 2/28
  - Washington/Austin Counties Alumni Event – 3/29
  - Spring Ring Ceremony – 4/3 (700 rings)
  - Annual Founders Day – 4/21
- Alumni Life Member goal reached – 3,000 (3,005)
- Digital *Heritage* magazine with Donor Report
- Let's Talk event marketing – videos, Facebook, newspaper

## 11. Executive Summary - Parker

Mr. Parker disbursed a handout for his executive summary.

Highlights mentioned:

- Flyers/brochures for Black History Month, Financial Literacy Week, Diversity Leadership Conference were disbursed
- [REDACTED]
- Planning for Sexual Assault Awareness Month – Theme “Redefining Power”
- Alternative Spring Break activities:
  - Camp Summit in Dallas – students work with special needs individuals
  - Community Collaborations International – Biloxi Mississippi – students will work on several project along the Gulf Coast
- Event Management Coordinator (LSC) – [REDACTED] hired.
- LSC Expansion moving forward.
- SHSU Recreational Sports will be recognized at the NIRSA Creative Excellence Awards in the Social Media Category.
- [REDACTED], Senior Assistant Director for Intramurals and Club Sports, was selected to officiate a 3A Girls High School Basketball tournament.
- Student Activities promoting “March to the Grave” event – March 2.
- SHSU Program Council hosted the 4<sup>th</sup> Annual “Build-a-Bae” event – 400 students participated (very popular with the students).
- Brianna Beigel crowned Miss Sam Houston.
- SHSU Co-Ed Cheerleading Squad -1<sup>st</sup> place in partner stunt category at the National Championship.

- [REDACTED] (Student Legal & Mediation Services) elected treasurer of the Alternative Dispute Resolution Section of the State Bar of Texas.
- LendEdu ranked SHSU Student Money Management Center 5<sup>th</sup> out of 50 collegiate programs.

Other Items:

- [REDACTED]
- Dr. Hoyt stated the next President Circle meeting will be Saturday, 4/14/18. One topic will be the value of a Bachelor's degree. Dr. Hoyt stated she will also use a version of this topic for the next roundtable discussion.
- Thursday, May 17 was the date suggested for the Cabinet End of the Year dinner. Members will check their availability.



---

**PRESIDENT'S CABINET**  
**March 5, 2018, 9:00 a.m.**  
**Administration Building**  
**3<sup>rd</sup> Floor Conference Room**

---

Present: Dr. Dana Hoyt, Dr. Dick Eglsaer, Dr. Carlos Hernandez, Dr. Heather Thielemann,  
Mr. Frank Holmes, Mr. Frank Parker, Mr. Bobby Williams, Mr. Mark Adams,  
Ms. Kathy Gilcrease

**MINUTES**

1. Approval of Minutes from the February 20, 2018 Cabinet Meeting

Minutes from the February 20, 2018 Cabinet meeting were recommended for approval.

2. Review Proposed Changes to TSUS Rules & Regs - Hoyt

Dr. Hoyt stated there were no suggested changes to the TSUS Rules & Regs submitted to her.

[REDACTED]

3. "Great Colleges" Survey - Hoyt

Dr. Hoyt reviewed a report submitted by Dave Hammonds regarding the "Great Colleges" survey. The report did not reveal any consistent trends. Mr. Holmes will ask Kris Ruiz to work on a new marketing campaign for the survey to spark new interest.

4. Budget Retreat – Hoyt

Dr. Hoyt will develop a template for the budget proposals to be used at the April 2, 3 Cabinet/CAD budget meeting. All funds will need to be reported such as the Distance Learning Fee. The Distance Learning Fee represents [REDACTED] of SHSU's total revenue. Dr. Hoyt stated she would not only like individuals to look at last year and the upcoming year, but carry it into future years. She wants individuals to consider the changes to the infrastructure needed for the budget requests (i.e. office space, renovations).

5. Executive Summary – Hernandez

Dr. Hernandez disbursed a handout for his executive summary.  
Highlights mentioned:

- UPD Officer [REDACTED] completed the Conroe Policy Academy.



- SHSU Parking and Transportation received two nominations for an award from Texas Parking and Transportation Association.
  - Matt McDaniel – distinguished service award
  - Implementation of parking equipment and technology.
- Parking permit renewals will begin in April.
- The upcoming construction completions and new projects implementations will net -100 spaces.
- The HR Evergreen Consulting group sessions were well attended with the final report expected by the end of March.
- SHSU received a check from Entergy for [REDACTED] for implementing energy efficient proposals.
- Construction fences for the Art Complex will be in place in April
- LSC Addition is 50% complete. The renovations to the current LSC is in the beginning stages.
- The new Parking Garage that will be in the footprint of the Randal, Vick and Spivey houses is well on the way.
- Budget hearings are ongoing in the Colleges and Departments.
- The LSC food options will be closed during the upcoming renovations. Alternative food choices will be Old Main Market, General's Market, South Paw, and a couple of food trucks in the CHSS drop off/pick up circle.
- SHSU will host the HUB vender show 3/29/18 at the Walker County Storm Shelter/Veterans Complex.
- Training for Chrome River (travel software) is complete with go live date 4/7/18.
- Payroll is attempting to convert to all electronic forms/check.

## 6. Executive Summary – Adams

Mr. Adams disbursed a handout for his executive summary.

Highlights mentioned:

- A search is currently underway for the replacement of [REDACTED]
- Adobe surprised users with a change to software. IT has made adjustments and is now license compliant.
- IT is maintaining the departmental goal of 95% customer satisfaction for survey responses.
- Service desk assistance has increased 16% mainly due to changes to Adobe software.
- Email Encryption is a new feature to improve security. To activate this option type (encrypt) in the subject or body of the email.
- Another security service that will be launched soon is the two-factor logins.
- The annual property audits are on schedule. IT is working with property office to remind campus of guidelines around management of State property.



---

**PRESIDENT'S CABINET**  
**April 2, 2018, 9:00 a.m.**  
**Administration Building**  
**3<sup>rd</sup> Floor Conference Room**

---

Present: Dr. Dana Hoyt, Dr. Dick Eglsaer, Dr. Carlos Hernandez, Dr. Heather Thielemann,  
Mr. Frank Holmes, Mr. Frank Parker, Mr. Bobby Williams, Mr. Mark Adams,  
Ms. Kathy Gilcrease

**MINUTES**

1. Approval of Minutes from the March 5, 2018 Cabinet Meeting

Minutes from the March 5, 2018 Cabinet meeting were recommended for approval.

2. AASCU Excellence & Innovation Awards – Hoyt

Dr. Hoyt ask Cabinet if they had suggestions for the AASCU Excellence & Innovation Award. Last year, Sam Houston State University submitted the Sam Houston Leadership Academy with David Yebra as the instructor. The program won the award. [REDACTED]

[REDACTED] Provost Eglsaer will submit these two programs for this award.

3. Revisit Rental Policy Report – Hoyt

- Provide rental agreements and FY2017 Annual Income

4. Alumni Garden Follow-Up Report – Holmes

Mr. Holmes reviewed with Cabinet the Alumni Garden Follow-Up Report. Dr. Hoyt stated this report provided her with the details she needed. The proposal would provide for approximate 400 new pavers with a cost of [REDACTED]. The current cost of a paver is [REDACTED].

[REDACTED] Dr. Hoyt ask the group to be thinking of a long-term solution for expansion. It was suggested around the Administration building to replace the sidewalks, the historic quad area or near the Old Main area.

5. Tailgate Procedure Report – Williams

Mr. Williams discussed the Tailgate Procedure Report with Cabinet. He said the current tailgate policy was good so the group just made minor adjustments. He said the pricing would remain the same for fall 2018. The current security system with wristbands seem to be working well.

He said they would continue to review the policy-making changes to the parking areas as needed. In addition, he said the security would need to be outsourced as the event continues to grow.

[REDACTED]

## 6. Executive Summary – Thielemann

Dr. Thielemann disbursed a handout for his executive summary.

Highlights mentioned:

- The next Saturday@SAM is 4/7/18.
- There are approximately 40 scheduled camps (31 SHSU affiliated, 10 outside organizations).
- SAM@School is a new program to help students explore SHSU and higher education from their own classroom.
- ExCEL is a mini Saturday@SAM held 9:00 a.m. – 3:00 p.m. on specific dates for different programs/departments.
- Program Marketing is focusing on COE Charter Schools.
- Degree Program Campaigns have found new venues: Yearbooks, Houston Chronicle STEM, VYPE Magazine Ads, NPR Radio.
- Phase 2 of the Radis communication tool is 75% complete.
- Graduate Admissions applicants will receive an acceptance letter.
- There are changes in procedures to accommodate Transient applicants.
- There is a new admissions counselor onboard process.
- A new 5-year graduate admissions funnel report is being developed.
- [REDACTED]
- Spring 2018 SCH are up 2.62%.
- Orientation dates are set for the summer with 7 sessions scheduled for freshman.
- The Registrar's office is in the process of implementing new programs such as student planner, reserved seating, and time ticketing for Athletes.
- There are 2,417 candidates for spring commencement as of February 2018.
- Tableau Public Platform is an interactive fact book that will be launched April 2018.

## 7. Executive Summary – Williams

Mr. Williams disbursed a handout for his executive summary.

Highlights mentioned:

- Baseball is off to a good start, 20 – 7.
- Mem's Basketball finished the season with a 21-15 record and winning 14 of 16 home games. The team advanced to the semi-finals in the College Insider Tournament.
- Chis Galbreath (All-SLC First Team) and John Dewey (Honorable Mention) had an exceptional year.
- The Bowling team has been ranked in the Top 5 and are fifth seed in the NCAA Bowling Championship in April 2018.



- Football has three new coaches: Ryan Carty – Offensive Coordinator, John Lovett – Linebacker, Darnell Stapleton - Offense Line.
- Orange-White Game scheduled for 4/23/18.
- [REDACTED]
- Men's Golf Southland Conference Championship scheduled April 23-25, 2018 in McKinney.
- Men's Track and Field continues to be one of SHSU's premier teams.
- Tennis team off to a good start with a 10-4 (5-2) record.
- Revenue streams continue to grow with [REDACTED] for Bearkat Champions Fund and All Sport Auctions 2018 net revenue [REDACTED]