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

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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.