

To: President's Cabinet
From: Kelly R. Damphousse
Subject: President's Cabinet Meeting
January 14, 2026



Improve Operations and Enhance Infrastructure

Mr. Hall and Ms. Pantlik provided an update on plans to develop an official email signature generator aligned with the upcoming brand rollout. The tool will allow employees to create standardized, well-branded email signatures that ensure consistency in appearance and required information across the university.

Clear instructions will be developed for updating signatures on both computers and mobile devices. An informative campus-wide communication will be distributed alongside the brand launch outlining the new brand elements and providing step-by-step guidance for updating email signatures to reflect a clean, consistent, and professional university identity.

Mr. Algoe reviewed the Twice-Annual Salary Adjustment Policy. Cabinet members agreed to keep the policy in place as a best practice. The policy will be revised to clarify that Vice Presidents, in consultation with Human Resources, may approve exceptions. Mr. Algoe will communicate applicable deadlines annually to ensure clarity and consistency in implementation.

Advance Academic Excellence

Mr. Algoe outlined the need for a formalized process and defined timeline for program fee requests. He will develop a draft policy for Cabinet review and consideration.

President's Report

President Damphousse led a discussion on student retention. Dr. Hernandez reported that overall retention has increased, while the retention rate is down by less than one percent compared to last spring. Dr. Hernandez described current strategies for monitoring student engagement, a key indicator of retention, and outlined targeted interventions for students with low engagement. President Damphousse will convene a follow-up meeting to develop a comprehensive, cross-divisional approach to retention and identify next steps and opportunities for alignment.

New Business

Dr. Mandayam announced that Mushtaq Gunja, representing the Carnegie Classification Systems and the American Council on Education, will visit the San Marcos campus on January 23. During the visit, he will meet with faculty and senior leadership to discuss TXST's progress and positioning within the Carnegie R1 framework.

Dr. Mandayam provided a preliminary update on quarterly research expenditures.

Mr. Algoe presented a preliminary timeline for major construction projects.

Dr. Hernandez discussed preliminary results from a recent housing demand study and noted that the consultants will present final results to the President's Cabinet at a future meeting.

Provost Aswath provided an update on Phase I of the curriculum review process, reporting that 640 courses have been reviewed.

KRD:ta

Posted to web at <http://cabinet.president.txstate.edu/> on January 29, 2026.