

# Department Chair Meeting Minutes

Wednesday, April 28, 2004

The bimonthly department chair meeting was held on Wednesday, April 28, 2004, at 3:00 p.m. in the Food Service/Culinary Arts building. The agenda and copies of other handouts were distributed as needed.

Mr. Spradling turned the meeting over to the following individuals, discussed the following agenda items, or made the following announcements:

- 1. Registration and Financial Aid** - Jackie Adler addressed the group and stated that she has received confirmation from the Department of Education in regard to financial aid awards given to students who enroll in 12- and 16- week courses. She gave examples of how the student's aid allocation could be effected. Discussion ensued regarding ways to monitor class participation, attendance, and reporting no-shows. Ms. Adler indicated that there may be a way to monitor the awards through Colleague. Questions or suggestions should be forwarded to either Ms. Adler or Sandi Abshier.

**Dawn Khoury** – Distributed a handout and addressed the group in regard to upcoming due reporting dates for 8-, 12-, and 16-week terms. Ms. Khoury asked that no-shows be reported as soon as possible and discussed several alternatives for reporting. Ms. Khoury discussed the need for specific report data and pointed out Census Dates for each summer term. No Shows would now be noted through WebAdvisor during the first five days of class. Mid Term Rosters would only be run and kept as an audit trail for reporting purposes only. Discussion ensued.

- 2. Cost Savings** – Linda Koepf addressed the group and distributed a handout pertaining to a new Unit Action Plan. Ms. Koepf discussed the use of on-line journals as opposed to ordering hard copies. The journals are available through a website known as EBSCOHOST and according to Ms. Koepf, could possibly save the college \$10,000 to \$15,000 per year.

Ms. Koepf also announced that she will be traveling to Palacios and Fort Bend in an effort to bring their library materials up to SACS standards. She asked that any departments having extra copies of technical books or manuals in excess of their needs, be sent to her. These books and manuals will be used by TSTC students at both of these locations.

- 3. Human Resource Forms** – All personnel related paperwork must now be handed into the Human Resource Office on the first working day of the month. This includes Personnel Actions, Requisitions, ALP reports and leave slips.
- 4. Year-End Computer Purchases** – Mr. Spradling announced that the minimum number for computer purchases was not met and the discount is no longer available. Any computers that were submitted to be ordered have or will be canceled.
- 5. Revenue Split for External Training** – Mr. Spradling discussed several options being considered in regard to revenue sharing for external training. He stated that the 20 percent would still go to pay off the outstanding debt, and gave examples of other splits. He

discussed a 60/20/10/10, split, an possibly a 25/25/25/25 percent split. Mr. Spradling gave examples of each, answered questions, and discussion ensued. Suggestions or recommendations should be sent to cluster directors as soon as possible.

6. **New Commissioner of THECB** – Dr. Raymond Parades has been named the new commissioner of the Texas Higher Education Coordinating Board.
7. **New BOR Members** - Two new Regents have been appointed to serve and will be sworn in at 7:00 a.m. Friday, April 30, 2004. The ceremony will be held in the IDEAS Center. The two members are Ms. Nora Castenada who is from the Valley and Mr. James Martin from Sweetwater.
8. **NTS Customer Satisfaction Survey** – In the future, NTS will be sending out an electronic survey after service has been performed. It is a five-question survey and has been designed to assist NTS with their customer service activities.
9. **Camp TSTC** – Camp TSTC will be hosted on the Waco campus August 8<sup>th</sup> through 10<sup>th</sup>, 2004. Mr. Spradling stated that any member of the Transformation Team would be given first consideration for attending.
10. **Spending Cut Off** – Mr. Spradling reminded the group of the spending cut off for E & G and Perkins funds. All expenditures should be made or encumbered by June 1, 2004.
11. **FY '05 Budgets** – Mr. Spradling announced that the first round of the budgeting process for 2005 has begun. In most cases, the same dollar amount will be available for Perkins as was available last year. Specific needs should be forwarded to Sandy Pulliam ASAP.
12. **Online Book Information** - Mr. Spradling announced that approximately 1,235 courses have been scheduled as upcoming course offerings and very few have books noted. This process is now available online and he asked that faculty be reminded to try to get entries completed over the break.
13. **Open Parking Proposal** – Mr. Spradling announced that the Parking Committee had received a request from the Student Government Association to investigate open parking on the Waco campus. This suggestion has been reviewed and it has been determined that open parking will not be implemented.

**14. Miscellaneous:**

A reception and dinner will be held for the Board of Regents and guests, Thursday evening, April 29, 2004, beginning at 6:00 p.m. The event will be held in the newly remodeled ITC Building's breezeway.

There being no further general business, the meeting was adjourned at approximately 4:10 P.M.