

**EXECUTIVE TEAM  
MINUTES  
August 25, 2003  
8:15 a.m.**

**Present:** Elton Stuckly, Charles Reed, John Spradling, Pam Price,  
Dr. Tom Liston, Rob Wolaver, Carrie Gayeske,  
Dennis Meyers, and Kathy Podsednik.

**Guests:** Dr. Wayne Matthews, Director of Resource Development  
Dr. Darline Morris, Director of Institutional Effectiveness  
Dale Norwood, Director of Network Services  
Eliska Beaty, Director of Marketing and Communications

**Elton Stuckly**

Elton Stuckly called the meeting to order at 8:15 a.m.

**Dale Norwood**

Dale Norwood stated that the computer virus on the campus computers has been resolved, although, anyone with campus laptop problems connected to the virus should bring them to Network Services.

**Eliska Beaty**

Eliska Beaty displayed an example of complimentary advisory committee folders that will be provided by the Marketing and Communications Department. Limited amounts of additional folders are available for campus speakers and special guests, by request from the department.

**Rob Wolaver**

Rob Wolaver distributed the survey results of the *May 2003 Enrollment Strategy Focus Groups* conducted by the Baylor University Center for Community Research and Development. The survey was conducted to assess and improve enrollment strategies. The groups included single students age 18 to 21, single students age 22 to 28, students with children age 18 to 24, and students over the age of 28. The Executive Summary concluded that many students learned of TSTC from a friend or family member, suggested increased marketing of the school, all agreed to having a positive experience before enrolling or visiting the college, and suggested some admission process changes.

Several students noted they did not receive promotional materials, which was considered to have been incorrect addresses or moves by the individual.

**Action:** Charles Reed will provide the survey results of the *May 2003 Enrollment Strategy Focus Groups* conducted by the Baylor University Center for Community Research and Development at the upcoming Recruitment and Retention meeting.

### **Dennis Meyers**

Dennis Meyers reported that Ted Donovan, Research Assistant for Institutional Effectiveness and Research, provided presentations to the departments for new 2003-2005 Institutional Effectiveness Unit Action Plans. Unit Action Plan information has been provided by the Institutional Effectiveness and Research Department to the campus and is available on the website.

### **Pam Price**

Pam Price provided an update of the recent Purchasing Training meetings for the adoption of the *System Operating Standard (SOS) FA.1.16* delegating purchasing authority to the departments for goods and services under \$2,000.00 using Best Value Criteria and by receiving the Purchasing Training. The SOS was introduced by *Texas House Bill 1545*, which modified the *Education Code Section 51.9335* to allow institutions of Higher Education to make procurements based on Best Value Criteria. Exceptions include printing and binding, items made available for purchase from Texas Industries For The Blind and Handicapped Inc. (TIHB), and restricted expenditures as listed in the *2002 Purchase Policies and Procedures Guide*. Ms. Price discussed the approval process and the process to follow the completion of the requisition and purchase order, which included required approvals for all computer related purchases. Pam Price issued assurance that the Purchasing Department will continue to handle any purchase, even if it is under the \$2,000.00 limit, if assistance is needed to make the purchase. The Purchasing Department will continue to verify and monitor all purchases.

**Action:** Purchasing Training has been provided for the *System Operating Standard (SOS) FA.1.16* delegating purchasing authority to the departments for goods and services under \$2,000.00 using Best Value Criteria. The SOS was introduced by *Texas House Bill 1545*, which modified the *Education Code Section 51.9335* to allow institutions of Higher Education to make procurements based on mandated criteria. The Purchasing Department will continue to handle any purchase, even if under the \$2,000.00 limit, if assistance is needed for the purchase, and will continue to verify and monitor all purchases.

Pam Price reported on equipment to be purchased to comply with Waco's No Smoking Ordinance. Discussion of the location of three basic covered smoking shelters would cost \$4,200 each. Purchasing for placement of twenty smoking receptacles within twenty feet of the buildings would cost \$60.00 each. Ten all-weather benches to be placed by the smoking receptacles would cost \$400.00 each. The total cost of the equipment to comply with the no smoking ordinance is estimated at \$20,000.00. Existing smoking receptacles will be appropriately placed according to the ordinance and the existing campus gazebo would also be used as a covered smoking area. Discussion included the most accessible areas needed for designated smoking areas for students, faculty and staff. Areas for consideration of the covered smoking shelters would be at the Industrial Training Center, the James B. Connally Center and the Electronics Center.

**Action: Pam Price will ask for suggestions from the Facilities Committee for placement of equipment to comply with Waco's No Smoking Ordinance. John Spradling will email the Faculty Senate for their ideas and ask the Cluster Directors for their suggestions for the designated smoking shelters around the campus. Charles Reed will contact the Student Government for their input of the most populated area to utilize for students to comply with the no smoking ordinance. All suggestions and ideas will be reported at the next Executive Team meeting.**

### **Charles Reed**

Charles Reed reported that Bill Mather, Account Supervisor, would handle student meal plan exemptions during he and Pam Price's absence to Camp TSTC.

### **Elton Stuckly**

Elton Stuckly distributed a handout regarding the meeting with Resource Development, Dr. Terry Conroy, Director of Educational Technology, and Travis Weaver, Manager of Employers' Customized Training of the Texas Workforce Commission, to finalize the contract for the funding of new positions and equipment to provide all of the on-line training for Family Dollar Stores statewide.

Mr. Stuckly distributed a handout from Dr. Barbara Selke-Kern, Executive Vice Chancellor, requesting information be sent to Dr. Larry Grulick, Associate Vice Chancellor for Instructional Support and Research, by September 8, 2003, to compile all campus responses to the Texas Higher Education Coordinating Board (THECB) Impact of FY 2004 Legislative Appropriations on Public Institutions of Higher Education.

**Action: Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, and Dr. Darline Morris will meet Thursday, September 4, 2003 to compile a campus response to be sent to Dr. Larry Grulick, Associate Vice Chancellor for Instructional**

**Support and Research, by September 8, 2003, who will compile all campus responses to the Texas Higher Education Coordinating Board (THECB) for the Impact of FY 2004 Legislative Appropriations on Public Institutions of Higher Education.**

Elton Stuckly provided information from the Texas General Land Office concerning the Texas Adopt-A-Beach program hosting its annual fall cleanup on Saturday, September 20, 2003. Information and posters are available for display on the campus for those interested in volunteering for this project.

Pam Price will make preparations for the Texas Higher Education Coordinating Board (THECB) Perkins Tech Prep Site Visit and Fiscal Audit on September 10, 2003 by Mary Mayes. All four Perkins Grants will be reviewed during the day and a half visits, along with additional THECB members who will be conducting a program audit for Tech Prep.

**Action: Dale Norwood will verify that Brenda Montemayor, Software Integration Specialist, has established proper identified tracking of Tech Prep for Texas Higher Education Coordinating Board (THECB) Perkins Tech Prep Site Visit and Fiscal Audit scheduled September 10, 2003. Pam Price will scheduled a meeting to prepare for information for the audit.**

Update of registration and student on-line services was discussed, with current operation functioning satisfactorily.

Carrie Gayeske reported approximately 22 retirees are confirmed at this time, with several employees still making a final decision for their retirement.

**Action: Carrie Gayeske will provide the President's Office the current list of 22 employees scheduled to retire.**

The size and durability of the new TSTC parking decals were discussed. The Public Safety Department should be notified if the decal is to be placed on a motorcycle, which can be cut to fit as small as a 2" by 2" area. Decals should be place on the rear of the vehicle on the driver's side and placed on the bumper or rear windshield.

**Action: Public Safety should be notified of TSTC parking decal placement and size restrictions on motorcycles.**

Elton Stuckly discussed an update of the process of registering for continuing education courses. Possible class cancellations due to the lack of registrants are referred to David Meine, Senior Instructor. In addition, proper information for students registering at the Ft. Bend Technical Center was discussed, with the need to establish more continuing education courses at the college.

**Action: Rob Wolaver will discuss the registration process for continuing education courses and registration for the Ft. Bend Technical Center with his staff to assure that correct information is being communicated the students.**

Discussion ensued regarding the need to remove the unsightly surplus property around Central Receiving and agencies to which items could be donated.

**Action: April Strickland, Director of Purchasing, Accounts Payable, and Inventory Control, will be administer the proper removal and donation process according to state guidelines of the surplus property around Central Receiving.**

Mr. Stuckly issued a reminder that Dennis Meyers will handle his responsibilities during his absence at Camp TSTC from August 25-27, 2003 in Sweetwater, Texas. The President's Office will be handling calls for Systems.

Elton Stuckly reported that action plans for the Audit of Contracts and Grants are due to Jonathan Hoekstra, Director of Audits by the first of September.

**Action: Pam Price will forward information to Elton Stuckly regarding the action plans for the Audit of Contracts and Grants for reply to Jonathan Hoekstra, Director of Audits by the first of September.**

The meeting adjourned at 9:45 a.m.