

**EXECUTIVE TEAM  
MINUTES  
October 6, 2003  
9:00 a.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Dr. Tom Liston, 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

**Absent:** Rob Wolaver

**Elton Stuckly**

Elton Stuckly called the meeting to order at 9:00 a.m.

**Dale Norwood**

Dale Norwood reported on the development of established *Emergency Command Center Locations*, which were coordinated with Public Safety. The command centers have been equipped with designated analog telephone jacks, which remain active in the event of a power outage. Mr. Norwood distributed a desktop reference regarding the Emergency Command Center Locations and a pocket-sized version of the information.

**Action:** *Emergency Command Center Locations* have been established for implementation upon warranted emergency situations.

**Carrie Gayeske**

Carrie Gayeske distributed a handout of the Faculty and Staff Ethnic and Gender Analysis that is reviewed monthly.

Ms. Gayeske reported that 285 employee responses have been received for Professional Development Day, with a remaining 422 employees that have not responded.

**Action:** The President's Office will send a campus-wide email as a reminder of the deadline to respond to Professional Development Day.

## **Dennis Meyers**

Dennis Meyers reported that the graduation for 22 students with ExxonMobil would be held Wednesday, December 17, 2003 in the John B. Connally Auditorium. These graduates are from Russia, Angola, and Chad.

**Action: Eliska Beaty will coordinate media connections with Dennis Meyers regarding the December 17, 2003 graduation of the ExxonMobil students.**

Mr. Meyers discussed updated plans to host an event for the Associated General Contractors (AGC) and safety training for the Texas Water Association (TWA).

Dennis Meyers discussed advanced plans for the Kids College scheduled in the summer for 9<sup>th</sup> -10<sup>th</sup> graders. Mr. Meyers welcomed continued suggestions for topics and events for the camp.

## **John Spradling**

Out-of-state travel budget limitations were discussed.

**Action: Pam Price will bring travel budgets to the next Executive Team meeting for review of fiscal year travel used to date and the balance of funds designated for travel for the remainder of FY 2004.**

John Spradling discussed agenda items of the Vice President's meeting held last week at Systems. Topics included on-line course management with a single application system, enrollment counts, Camp TSTC 2004, and marketing. Under the new Texas Success Initiative, current remediation plans will be amended to remove reference to TASP and will be used for the remainder of FY 2004. Systems will formulate a new Success Initiative plan. Waco could be affected financially from the impact of Rider 50 that creates exclusion for contact hour reimbursement for those students taking a course for the third time or more. The major discussion of the meeting indicated that the FY05 calendar is to be based on 16 week fall, 16 week spring, and 13 week summer sessions. Concern was expressed on the impact of this calendar financially, summer enrollment, and faculty and staff responsibilities. In addition, the Faculty Senate proposal was presented and discussed regarding faculty discipline and dismissals. Mr. Spradling stated that the decision was made to continue with the current System Operating Standards (SOS) and College Operating Procedures (COP) concerning faculty discipline and dismissals.

## **Pam Price**

Pam Price reported that all state vehicles are required to use a minimum of 10,000 miles per year. The standard is to move more purchases toward smaller modes of

transportation, such as golf carts and gators, to handle the majority of off-road travel that does not require full-sized vehicles.

**Action: Pam Price will research vehicle records for current mileage and costs of operation, such as maintenance and fuel. John Spradling will discuss the 10,000 miles per vehicle minimum at the upcoming Director's meeting for their review of current vehicles.**

### **Charles Reed**

Charles Reed reported that approximately 30 students are still in need of childcare financial assistance. Jackie Adler, Financial Aid Director, has assisted over 100 students who requested assistance for childcare so that they could attend classes.

Mr. Reed reported one student from the Big Brothers Big Sisters program has enrolled at TSTC for the matched \$500 student assistance funding.

Charles Reed distributed a handout of the latest cohort default rates from Jackie Adler, Financial Aid Director. Horizons, Inc. will soon be providing the FY 2002 rate for student loan protection, and it is predicted that the rate will be higher than the 2001 rate of 6.0%. Ms. Adler reported that a number of students have not completed loan counseling in order to receive their student loans.

Elton Stuckly and Charles Reed attended the Veterans Administration hearing held October 1, 2003 in defense of having the VA Hospital remain open in Waco. Mr. Reed remained at the meeting during its duration and reported a strong, supported number of attendees who expressed support for the VA Hospital in Waco to remain open.

### **Elton Stuckly**

Elton Stuckly provided information on the David R. Pierce Faculty Technology Award Nomination 2004, sponsored by Microsoft and the American Association of Community Colleges (AACC), to recognize outstanding faculty who promote the use of information technology in education.

**Action: John Spradling will distribute the information regarding the David R. Pierce Faculty Technology Award Nomination 2004 that recognizes outstanding faculty who promote the use of information technology in education.**

Mr. Stuckly distributed a handout from the Texas Building and Procurement Commission (TBPC) to maintain a state agency address mailing list that will be web-based effective October 1, 2003

**Action: Pam Price will forward the Texas Building and Procurement Commission (TBPC) address mailing information to April Strickland, Director of Purchasing, Accounts Payable and Inventory October 1, 2003 deadline.**

The final audit report of Investments for the TSTC Systems was distributed. There were no reported audit findings or recommendations resulting from this audit.

There were no audit findings or recommendations reported in the final audit report distributed for The TSTC Regents Circle.

Mr. Stuckly reported that the Texas Higher Education Coordinating Board (THECB) provided notification of an adjusted general revenue based upon certified numbers for a total of \$290,000 to be received from the Comptroller's Office.

**Action: Pam Price will secure the \$290,000 in the budget deficit reserve account when received from the Comptroller's Office, for the adjusted general revenue from the Texas Higher Education Coordinating Board (THECB) until final clarification is received regarding these funds.**

Elton Stuckly distributed the agenda for the Texas Higher Education Coordinating Board (THECB) meeting scheduled October 30, 2003 in Austin, Texas.

**Action: Dr. Wayne Matthews will attend the board meeting of the Texas Higher Education Coordinating Board (THECB) scheduled October 30, 2003 in Austin, Texas.**

Updated information was distributed concerning additional requests for upcoming Presidential visits into the airport. These requests included washers, dryers, and cable television connections for the housing of the Secret Service. The Waco campus is proud of the Presidential visits and landings at the TSTC airport; although, extensive efforts through the Resource Development office have been made to recover expenses for these visits. TSTC has requested on numerous occasions to have the President make an appearance on the campus for students.

**Action: Resource Development and the President's office will send correspondence to all parties concerned that the President's visits are welcomed; although, additional services are no longer feasible given our current budget shortage. This includes additional security and overtime, as well as, housing for the Secret Service.**

Mr. Stuckly noted that parking issues continue to arise, and that there should be no designated parking spots for particular administrators of the Waco campus. These spaces should be re-designated as employee, handicapped or visitor.

Elton Stuckly reported that the President's Honor Roll letters were handled on a short-term basis in Charles Reed's office, which was instructed by previous administration. Eliska Beaty noted that Marketing has developed Honor Roll seals for the publication of these honors.

**Action:           The President's office will resume the responsibility of distributing the President's Honor Roll letters. Dr. Darline Morris will provide appropriate information for the publishing of the letters to the President's office.**

Mr. Stuckly distributed handouts of safety initiatives from the Texas Department of Insurance State Fire Marshal's Office in Austin regarding the FY03 *Graduate Alive!* program for progress in fire safety issues

The meeting adjourned at 10:55 a.m.