

**EXECUTIVE TEAM
MINUTES
September 15, 2003
9:00 a.m.**

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

Guest: Dr. Darline Morris, Director of Institutional Effectiveness
Carliss Hyde, representing Dr. Wayne Matthews
Eliska Beaty, Associate VP of Marketing and Communications
Dale Norwood, Director of Network Services
Bill Mather, Account Supervisor, Student Accounting

Absent: Dr. Wayne Matthews

Elton Stuckly

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

Dr. Darline Morris

Dr. Darline Morris reported that the CB-116 Supplemental Follow-up for 2000-2001 Students would be completed by 5:00 p.m. to the Texas Higher Education Coordinating Board (THECB).

Dale Norwood

Dale Norwood reported that no new active virus attacks have occurred. Some problems have surfaced on computers that have not been in use and are currently being turned on for active use.

Dennis Meyers

Dennis Meyers reported on the successful recruitment of students at the Texas Recreational Vehicle show in Dallas this past weekend.

Action: Eliska Beaty will meet with Dennis Meyers to discuss Recruitment strategies for the Texas Recreational Vehicle Program.

Mr. Meyers will delay the viewing of the College Tech-Pep video segments until the next Executive Team meeting.

Eliska Beaty

Eliska Beaty presented a viewing of the latest marketing commercial for the college, which included the Spanish version for distribution to Spanish television channels and radio stations. The commercial was favorably reviewed.

Eliska Beaty reported that new students would be receiving a Collegiate Discount Card for local businesses, as part of the program made available at no expense to the college. The discount cards will be distributed to the students at the DORI sessions this week.

Eliska Beaty provided current national publications containing TSTC's advertising, noting that Systems has provided the software for media mapping of editorial calendars for the entire year, with topics for the publications. Ms. Beaty stated that this would provide enhanced opportunities to input information to promote TSTC's various programs, accomplishments and advancements.

John Spradling

John Spradling distributed the proposed changes to *College Operating Procedure (COP) 1.53 Computer Standards* for review.

Action: John Spradling will present the proposed revisions to *College Operating Procedure (COP) 1.53 Computer Standards* for approval at the next President's Cabinet meeting.

Charles Reed

Charles Reed reported on a request for campus involvement in the American Heart Association Walk scheduled Saturday, October 11, 2003 at the Gettnerman Softball Stadium.

Action: Eliska Beaty will publish a campus-wide request for volunteers to be a captain for one of the three teams for faculty, staff and students to participate in the American Heart Association Walk scheduled Saturday, October 11, 2003 at the Gettnerman Softball Stadium. Carliss Hyde will forward the information on the American Heart Association Walk to Tara Odom, Executive Director of Development.

Mr. Reed noted that the college has been contacted about a possible site for the Veterans Administration one-way video broadcast from Dallas to answer local veteran's questions at the John B. Connally Center on Friday, October 3, 2003. This would require ample parking for the disabled, network equipment and technicians, interpreters, and security.

Action: John Spradling will discuss details with Departments Chairs to prepare for the Veterans Administration request for use of a campus site for networking local veteran's questions to a Dallas site. Dale Norwood will assist John Spradling to provide equipment and technicians if the request is confirmed.

Charles Reed requested that the Parking Committee be re-instituted and combined with the Parking and Traffic Committee to provide employees and staff a process for appeals, parking issues, and traffic recommendations. Current parking concerns were discussed with the need to provide ample parking for faculty, staff and students around all campus buildings. Mr. Reed noted that student parking and traffic issues are handled through the Student Government Association.

Action: The President's Office will re-instate the Parking Committee and combine it with the Parking and Traffic Committee. Elton Stuckly, Charles Reed, Pam Price, and David Goodman will meet to discuss current parking concerns around the campus buildings.

Charles Reed reported that Deaf and Disabled Student Services is short of interpreters to cover all classes. Funds for the interpreter's salaries are supplemented through the Texas Rehabilitation Commission (TRC).

Action: Charles Reed and John Spradling will monitor the current shortage of interpreters and ensure that the faculty assists Deaf and Disabled Student Services (DDS) by sharing class notes with students where interpreters are not available.

Elton Stuckly

Bill Mather provided information regarding student deregistration processes. Mandatory fees cannot be waived. The parking fee created some deregistration problems in the low percentage of those enrolled as concurrent/dual credit students. Local schools generally provide transportation to the college for concurrent/dual credit enrolled students and students traveling in their personal vehicles are currently responsible for purchasing the parking decal.

Action: Bill Mather will contact Dr. Francette Carnahan, Systems Executive Vice Chancellor and Computer Systems Implementation Manager, if the other campuses would

benefit from the parking fee being waived for concurrent/dual credit enrolled students, which would have to be readdressed with the Board of Regents.

Mr. Stuckly distributed a handout from the Health Insurance Portability and Accountability Act (HIPAA) website survey report regarding *A Review of State Entities' Preparedness for Compliance with the Health Insurance Portability and Accountability Act*. The federal government enacted HIPAA to facilitate the exchange of certain health information through established standards and requirements to protect the privacy and security of health information. Carrie Gayeske is designated as the HIPAA contact for the TSTC Waco campus.

The National Council on Black American Affairs (NCBAA) of the American Association of Community Colleges invite the nominations of students, who meet the criteria for scholarships, to attend the "*Reloading the Mind: Re-claim, Re-energize, Re-focus - For Excellence in Community Colleges*" Conference scheduled in October 2003. The deadline for applications is September 30, 2003.

Action: Charles Reed will address the student nominations for the upcoming conference of The National Council on Black American Affairs (NCBAA) with Jafus Cavil, Coordinator of Student Support Services.

Mr. Stuckly distributed the State Energy Conservation Office (SECO) Design Standard that requires all new construction or major renovation of state agencies to reduce their use of energy and water comply with the Texas State Energy Conservation Design Standards.

Action: Pam Price will forward the State Energy Conservation Office (SECO) Design Standard to David Goodman, Director of the Physical Plant, which requires all new construction or major renovation of state agencies to reduce their use of energy and water complies with the Texas State Energy Conservation Design Standards.

Elton Stuckly provided a request from The University of Texas at Austin for participation in the *Community College Survey of Student Engagement (CCSSE)*.

Action: Dr. Darline Morris will discuss the possible participation in Community College Survey of Student Engagement (CCSSE) from The University of Texas at Austin with Dr. Barbara Selke-Kern, Systems Vice-Chancellor.

The annual meeting of the Commission of Colleges Southern Association of Colleges and Schools (SACS/COC) will be held in Nashville, Tennessee on December 6-9, 2003.

Action: The President's Office will coordinate travel plans for Elton Stuckly, Charles Reed, Pam Price, John Spradling, Dr. Darline Morris, and Leland Redding to attend the Commission on Colleges 2003 Southern Association of Colleges and Schools (SACS/COC) to be held in Nashville, Tennessee on December 6-9, 2003.

Information was distributed regarding the new location of the Texas Campus Compact at 3001 South Congress Avenue in Room 106 of the Woodward Office Building in Austin, Texas effective September 1, 2003. Ms. Jill Binder is the Executive Director.

Mr. Stuckly distributed a handout from Donna McKethan, Waco ISD Coordinator, Career and Technology Education/Early Childhood Education, concerning the TSTC lab for the STARS students through a GEAR UP grant, as well as, the open lab for other WISD concurrent enrollment students. Dennis Meyers and Ed Price, Director of Coop Programs, will continue to work closely with WISD for increased student participation and to work with Carliss Hyde, Director External Resources Development, for additional computers for students through grants.

Elton Stuckly distributed a handout from the McDowell Research Corporation pertaining to TSTC's formation of Fuel Cell Technology, funding needs, and acknowledging the need of trained personnel to progress in the development of new applications.

Mr. Stuckly discussed the current budget spreadsheet from Pam Price for the HDS cafeteria management that reflects actual fall meal plans and operating percentages. Ms. Price will continue to work with management to monitor proposed costs and guidelines for accountability of possible losses or subsidy.

The website for the TSTC Harlingen campus for dual enrollment was reviewed. The need for the TSTC Waco campus to reach smaller school districts for dual credit enrollments was also discussed.

Action: John Spradling and Dennis Meyers will meet with Dr. Terry Conroy, Director Educational Technology, to discuss updating the Waco campus website regarding dual enrollment and possible links to school districts.

Mr. Stuckly distributed a handout concerning distance learning challenges and opportunities.

Action: John Spradling and Dennis Meyers will continue to monitor market trends for distance learning and development for TSTC.

The proposed changes to *System Operating Standard (SOS) FA.1.7 Administration of and Accounting for Emergency Loan Funds* was distributed for review and is to be presented at the upcoming Management Council meeting for approval.

The final report for the audit of Contracts and Grants from Jonathan Hoekstra, Director of Audits, was distributed for review of recommendations and action plans.

The final self-assessment report on evaluating the TSTC internal audit quality program from Jonathan Hoekstra, Director of Audits, was reviewed. The report noted that the “Action Plan” process is being revised as the result of self-assessment recommendations. Concerning future audits, the colleges will be required to identify an individual assigned “Action Plan” implementation and provide a date of anticipated implementation.

Action: Pam Price will forward a copy of the final report of the TSTC Internal Audit Self-Assessment to Dr. Darline Morris for Southern Association of Colleges and Schools (SASC) requirements.

Mr. Stuckly reported that all Minute Orders be forwarded to the President’s Office prior to submission to Systems for the Board of Regents meeting.

Elton Stuckly reported that Region 12 Education Service Center is to be contacted regarding the partnering with the college for student recruitment in smaller high schools.

Action: Dennis Meyers and Rob Wolaver will contact Mary Ann Marak at the Region 12 Education Service Center regarding student recruitment in smaller high schools.

Mr. Stuckly stated that Carliss Hyde in the Resource Development office has received encouraging news and progress regarding the possible reimbursement of the TSTC’s airport expenses for presidential visits.

Donations and proper acknowledgments of donations were discussed. The Resource Development office must be informed of all donations and the processing of established forms for tracking and acknowledgment.

Pictures of Camp TSTC were distributed and Eliska Beaty noted that a CD was also available for those who were interested. Dr. Darline Morris suggested that as a good will measure the Waco campus volunteer to host next year’s Camp TSTC, since Harlingen will be preparing for their SACS accreditation visit.

Action: Elton Stuckly will contact Dr. Barbara Selke-Kern, Systems Vice Chancellor, with the offer that the Waco campus volunteer to host next year’s Camp TSTC.

Elton Stuckly stated that the Executive Cabinet videoconference meeting last week discussed enrollment, tuition of local colleges, future tuition costs, and student retention.

Mr. Stuckly noted that at this time the current enrollment figures indicate an increase of 43 students over the same period last year. Final student count will be available after the 12th class day.

The meeting adjourned at 11:25 a.m.