

**EXECUTIVE TEAM  
MINUTES  
September 22, 2003  
9:00 a.m.**

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

**Guests:** Aaron York, representing Pam Price  
Carliss Hyde, representing Dr. Wayne Matthews  
Ted Donovan, representing Dr. Darline Morris  
Dale Norwood, Director of Network Services  
Eliska Beaty, Director of Marketing and Communications  
Brenda Montemayor, Software Integration Specialist

**Absent:** Pam Price  
Dr. Wayne Matthews  
Dr. Darline Morris

**Elton Stuckly**

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

**Dennis Meyers**

Dennis Meyers presented the College Tech-Prep video for review.

Mr. Meyers discussed dual credit enrollment tuition and fees, with possible entrance requirements. Rob Wolaver discussed with Brenda Montemayor, and was cleared with the internal auditors, that there was no need to self-report hours if not in the base year.

Dennis Meyers discussed progress on the Clear Lake safety training for Ft. Bend with a proposed one-year contract for classroom and office space.

**Action: Pam Price will provide the Clear Lake lease agreement for classroom and office space for safety training to Ray Rushing, General Counsel, for review. John Spradling and Dennis Meyers will continue to work with the Texas Workforce Commission and Regional Council for approval of the training, and determine if continuing education contact hours would be realized.**

Mr. Meyers reported continued progress has been made with the ExxonMobil programs future developments with TSTC.

## **Dale Norwood**

Dale Norwood distributed an information handout of the current telephone system capabilities for emergency notification for comparison to the Wide Area Emergency Messaging System (WEMS). Mr. Norwood noted that the current system could serve as an emergency notification tool to target specific areas with pre-recorded messages to voice mailboxes, which could be activated remotely by the terminal. He reported that the phone system is not designed to function as a broadcast message system. Limitations included the inability of broadcasting to interior or exterior public address speakers, cell phones, or to activate an alarm or light device.

## **Elton Stuckly**

Elton Stuckly distributed STARLINK's FY2004 program listing and teleconferences. Starlink is an agency of the Texas Association of Community Colleges. Mr. Stuckly noted teleconferences of interest include the "Texas Collaborative for Teaching Excellence" scheduled September 24, 2003 and the "Legislative Update" scheduled September 25, 2003, which can be viewed in the IDEAS Center.

The Greater Waco Chamber of Commerce and the Baylor University Hankamer School of Business will present a 2004 Economic Forecast Conference scheduled October 9, 2003 in the Galloway Suite of Baylor Stadium.

**Action: The President's Office will make reservations for Elton Stuckly, Charles Reed, Pam Price, John Spradling, Dennis Meyers, Carliss Hyde, Dr. Wayne Matthews, and Dr. Tom Liston to attend the 2004 Economic Forecast Conference scheduled October 9, 2003.**

Elton Stuckly distributed information on the Texas Association of Health Occupations Students of America Leadership Conference scheduled in January 2004.

**Action: Rob Wolaver will research and report at the next meeting on the Texas Association of Health Occupations Students of America Leadership Conference.**

Mr. Stuckly distributed guidelines for teaching nominations to the Minnie Stevens Piper Foundation that are due by November 20, 2003.

**Action: John Spradling will distribute the Minnie Stevens Piper Foundation teaching nomination information at the next Director's meeting.**

The Cen-Tex Hispanic Chamber of Commerce Annual Banquet is scheduled October 23, 2003 at the Waco Convention Center.

**Action: The President's Office will make reservations and schedule attendees to the Cen-Tex Hispanic Chamber of Commerce**

**Annual Banquet scheduled October 23, 2003 at the Waco Convention Center.**

Mr. Stuckly distributed information regarding the Texas Comptroller's Fiscal Management website has been expanded to provide more comprehensive information.

Information was distributed regarding the Texas Higher Education Coordinating Board (THECB) website electronic locator maps that enables students, parents and counselors to find locations where institutions of higher education offer full degree and certificate programs, with links to the College of Texas web site.

Elton Stuckly distributed information regarding Phi Theta Kappa's current budget and the possible need to reveal the student's membership to the organization on their transcript.

**Action: Charles Reed will research assistance for Phi Theta Kappa's current budget. Rob Wolaver will determine with Brenda Montemayor, Software Integration Specialist, and Dawn Khoury, Registrar, if the student's transcript could include honor roll status and affiliation to Phi Theta Kappa.**

Marketing and Communications received notification of their winning entries for the National Council for Marketing and Public Relations (NCMPR) Medallion Awards that will be presented October 27, 2003 during the NCMPR District 4 Conference in Corpus Christi, Texas.

The campus standard for an email address is [firstname.lastname@tstc.edu](mailto:firstname.lastname@tstc.edu), with the standard format to be on all business cards printed in the print shop.

Mr. Stuckly distributed a memo of thanks from Dr. J. Gilbert Leal, TSTC Harlingen President, accepting the offer from the Waco campus to host the 2004 TSTC Camp, as their campus will be preparing for a SACS visit.

Elton Stuckly reported on the September 18, 2003 meeting of the Executive Cabinet. Discussion included a proposed \$10 an hour tuition increase in the spring term, with the promise of no further increase for the rest of the biennium, which will require Board of Regents approval. Chief Financial Officers will participate in a videoconference to discuss possible savings of auto insurance, utilities and other fixed rates.

Students not being aware of current articulation agreements was discussed, in particular several students from Fredericksburg High School, and some school counselors not being aware of these agreements.

**Action: Rob Wolaver will include information on current articulation agreements in the next recruitment newsletters sent to schools, and will link the agreements to our website.**

Elton Stuckly requested implementation of campus-wide energy conservation of electricity and water, including automatic sprinklers being managed manually after current heavy rainfall.

**Action: Eliska Beaty will send a campus-wide email regarding the implementation of campus-wide energy conservation of electricity and water.**

The golf course will be scheduled for an audit in the near future.

**Action: Pam Price will recommend that Jonathan Hoekstra, Internal Auditor, schedule an audit of the golf course.**

New parking areas will be constructed due to renovations at the ITC building. Increased parking congestion occurs if classes do not dismiss on time.

**Action: John Spradling will discuss time efficient class dismissal at the next Director's meeting to help alleviate the parking congestion around the ITC building. New parking areas will be constructed and the contractor will be requested to provide courtesy signs for the inconvenience during the renovation progress.**

Greta Hecker, Cluster Director, will be the Waco campus liaison for Systems Human Organization Development, formerly known as Human Resources, to facilitate an employee development and cultural transformation process.

Mr. Stuckly reported on the Management Council videoconference meeting held September 19, 2003. Discussion included the increases in current enrollment at the Waco and Marshall campuses, the possible spring tuition increase, proposed flight fee increases due to maintenance costs, Student Usage Fees, Sick Leave Pool, and student emergency loans.

Elton Stuckly reported that Susan Meyers is currently assigned at the IDEAS Center with Dr. Terry Conroy to develop the Family Dollar training and other projects.

The meeting adjourned at 11:00 a.m.