

**EXECUTIVE TEAM
MINUTES
September 29, 2003
9:00 a.m.**

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

Guests: Dr. Barbara Selke-Kern, Systems Vice-Chancellor
Dr. Darline Morris, Director of Institutional Effectiveness
Carliss Hyde, representing Dr. Wayne Matthews
Dale Norwood, Director of Network Services
Eliska Beaty, Director of Marketing and Communications

Absent: Dr. Wayne Matthews

Elton Stuckly

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

Dr. Barbara Selke-Kern (Guest)

Dr. Barbara Selke-Kern discussed the Waco campus offer to host the TSTC Camp 2004. Dr. Selke-Kern reported that the host college is to make arrangements for the housing, meeting space, and six separate breakout-meeting areas; as well as, provide food service and equipment, for approximately 200 campers. All camp activities will take place on the campus, except for the housing arrangements. The camp will follow the theme of transformation, which has been used the past two years. The camp budget must remain modest and is to be furnished by the host college. The previous camp averaged approximately \$39.00 per person, which utilized available campus dorms for housing the campers, provided meals through food services, and had received outside sponsorship to alleviate some of the costs. Systems will cover expenses to the campus, such as, utilities and the housekeeping of utilized housing or facilities. The Camp 2004 date will be in mid to late August of 2004.

Action: Eliska Beaty was named the Waco campus coordinator to Systems for TSTC Camp 2004.

Eliska Beaty

Eliska Beaty distributed an updated TSTC Waco Campus Map, which provides the information in both alphabetical and numerical content.

Ms. Beaty discussed marketing updates, including the handouts of current news release stories for Industry Solutions, Continuing Education Fall 2003 brochures, and the business card sized recruiting CD that contains the TSTC catalog and application.

Dale Norwood

Dale Norwood reported that Network and Telecommunications is working to generate a list of contact persons in different areas for email inquiries.

Carliss Hyde (representing Dr. Wayne Matthews)

Dr. Wayne Matthews received a request for TSTC's campus-wide participation in Operation Christmas Child. Consensus agreed that the college currently participates in the programs for our student's children through the Women's Resource Center and food drives, in addition to, campus clubs and organizations.

Action: Carliss Hyde will inform Operation Christmas Child that TSTC Waco would not be able to participate, due to other commitments at the college.

Carliss Hyde reported on the process incurred, and the progress realized, on the reimbursement of costs incurred for Presidential visits. Ms. Hyde will keep the members updated as new developments unfold.

Ms. Hyde reported that Dr. Wayne Matthews is working on the Human Research Protection to assure that all Federal funds forms are being properly signed and that all reporting requirements are thoroughly followed. The Resource and Development office can determine requirements and documentation of Federal funds reporting.

Rob Wolaver

Rob Wolaver reported that research revealed an unsuccessful attempt to locate any additional information on the Texas Association of Health Occupations Students America. The topic is tabled as of this date.

Carrie Gayeske

Carrie Gayeske reported that the three-part carbon ALP time forms for student workers could be made available for downloading from the website to save printing costs of the forms.

Action: Consensus agreed that the three-part carbon ALP forms will be made available for downloading from the website to save printing costs of the forms.

Ms. Gayeske requested a review of the time and date scheduled for Module One on *Listening* for the Supervisor Training Series to more evenly distribute class sizes. Ms. Gayeske is to be contacted if a change to scheduled times could be arranged.

Carrie Gayeske reported that the sessions for Professional Development Day, scheduled for October 17th, would be available on the web this week for employee sign-up.

Dennis Meyers

Dennis Meyers discussed handouts and ideas for a Kids College during the summer that would be for 9th -10th graders. Mr. Meyers requested input regarding the name for the Kids College and suggestions for topics and events.

Action: Dennis Meyers will discuss the Kids College, possibly named Discovery College, for the summer at the next Executive Team meeting for input and suggestions after reviewing the materials distributed.

Charles Reed

Charles Reed distributed a handout regarding childcare funds, FY03 distribution monies, and the number of clients and children assisted.

Action: Carliss Hyde will contact Travis Weaver, Manager of Employer's Customized Training of the Texas Workforce Commission, to research how to address students with child care needs. Ms. Hyde will inform Charles Reed of her findings, to be reported at the next Executive Team meeting.

Mr. Reed reported that no funds are currently available from the Student Government Association for the Phi Theta Kappa request for assistance.

Action: Charles Reed will address the Phi Theta Kappa request for fund assistance at their meeting scheduled October 8, 2003.

Charles Reed reported that funds are now due to cover the current invoice from Horizons, Inc., which provides student default loan protection. Mr. Reed reported Horizons, Inc. provides valuable assistance to the college loan process and it is essential that it be maintained.

Action: Pam Price will research the balance transferred last year, to provide the appropriate amount of funds to cover Horizons, Inc. invoices to account 31950.

Elton Stuckly

Elton Stuckly reported that the United States Department of Education (DOE) gave notification to terminate the audit of the Associate Degree Science Aircraft Pilot Training (APT) program of student files for loan recipients. The DOE determined that the

program was Title IV eligible and there was no indication to warrant additional audit work. The DOE will not be issuing an audit report.

Mr. Stuckly distributed a handout of the Executive Refresher Course on Finance offered by Lyndon B. Johnson of Public Affairs and the Office of Professional Development. The course is scheduled on Friday, October 10, 2003 on The University of Texas at Austin campus.

Elton Stuckly distributed information requested for updated vendor agreements with the ACS State and Local Solutions, The WorkSource, for the incoming Program Year, with a deadline of October 6, 2003.

Action: Charles Reed will provide The WorkSource vendor agreement information to Jana Polansky, Financial Aid Technician, for completion by the October 6, 2003 deadline.

Information was distributed for the Johnnie Ruth Clarke Awards for recognition of administration, faculty and support staff who have extended themselves beyond expectations to meet the needs of African-American students enrolled in Community colleges across the southern region. Notation was made that the award information was just received and reflects a September 26, 2003 deadline.

Mr. Stuckly reported on advertising updates for the TSTC System, with systems marketing dollars, to enter a larger marketing arena with advertising in national publications within our circulation markets.

Information was distributed concerning the *Fifteenth International Conference on College Teaching and Learning*, sponsored by the Center for the Advancement of Teaching and Learning at Florida Community College. The conference will be held March 29 - April 2, 2004 in Jacksonville, Florida and is designed to help faculty improve the learning process.

Elton Stuckly provided a handout of winning District Medallion Awards to be presented at the 2003 National Council for Marketing and Public Relations (NCMPR) on October 27, 2003 during the NCMPR District 4 Conference in Corpus Christi, Texas.

The Cen-Texas Hispanic Chamber of Commerce will host its annual Banquet October 23, 2003 at the Waco Convention Center in the McLennan Room. The annual banquet provides an opportunity for the community to come together and honor business and community achievements.

Action: The President's Office will schedule attendees to the Cen-Tex Hispanic Chamber of Commerce Annual Banquet scheduled October 23, 2003. The attendees will be Charles Reed, Carrie Gayeske, Dr. Wayne Matthews, Steve Arocha, Sandra Corbett, Janie Vicinai, Cecilio Acosta, and Manny Avila. Alternates to attend will be Mike Torres or Dr. Tom Liston.

Elton Stuckly distributed a handout regarding Governor Rick Perry's plans to lure jobs to Texas. In addition, an article concerning an increase in local college enrollment was discussed.

Mr. Stuckly noted details of the Southern Association of Colleges and Schools - Commission on Colleges (SACS/COC) annual meeting to be held in December in Nashville, Tennessee. Attendees will be Elton Stuckly, Charles Reed, John Spradling, Pam Price, and Dr. Darline Morris. Leland Redding will not be attending the meeting.

Elton Stuckly and Pam Price met with Mayor Linda Ethridge to be updated on the airport project. Mr. Stuckly indicated that TSTC will proceed to develop the airport and surrounding property according to school plans, reporting that it appears the projected idea to locate a regional airport on the campus is not materializing.

The final audit report of TSTC Harlingen Student Financial Aid was distributed for review of observations and recommendations.

Mr. Stuckly distributed information on the November 3, 2003 deadline to apply for this year's Fund for the Improvement of Postsecondary Education (FIPSE) Comprehensive Program competition.

Action: Carliss Hyde will forward the information regarding the November 3, 2003 deadline for the Fund for the Improvement of Postsecondary Education (FIPSE) Comprehensive Program to Dr. Wayne Matthews.

Elton Stuckly requested an update on the emergency generator for the phone room. Dale Norwood and Dr. Wayne Matthews continue to work on this project.

Action: Dale Norwood will provide Dr. Wayne Matthews with specs for the emergency generator for the phone room.

Mr. Stuckly noted that all requests for the renovation of facilities are to be routed through the proper channels.

Elton Stuckly stated that all Unit Action Plans (UAP) are to be completed in October. Dr. Darline Morris reported that Charles Reed's entire staff has completed their Unit Action Plans. Any problems or questions are to be directed to Dr. Darline Morris and the staff in Institutional Effectiveness and Research.

Mr. Stuckly requested an update from Dr. Darline Morris regarding The University of Texas in the *Community College Survey of Student Engagement* (CCSSE). Dr. Morris reported that if the college can receive funding for its participation, then we would choose to participate in the study. All feedback indicates there is not enough interest at this time to take part.

Elton Stuckly noted that Charles Reed will be attending the next meeting scheduled for Phi Theta Kappa.

Mr. Stuckly stated that Pam Price is to discuss the audit of the golf course with Jonathan Hoekstra, Director of Audits.

Elton Stuckly discussed the topics of the Recruitment and Retention meeting held last week, which included alumni, resources and a contact person for alumni. Alumni have continued to be under Dr. Wayne Matthews' area.

The current TSTC Continuing Education brochure was highly complimented. Mr. Stuckly encouraged everyone to review the brochure for possible participation in the courses.

Charles Reed and John Spradling will attend the Vice President's meeting this week. John Spradling reported the school calendar will be discussed for revision, without loosing funds or students due to the schedule.

Mr. Stuckly stated that future weekly meeting agenda's are to be numbered for each individual.

The meeting adjourned at 11:00 a.m.