

Instructional Directors' Meeting
Minutes
January 18, 2005

Attending were John Spradling, Ronda Palmer, Wayne Blinka, Greta Hecker, Yvonne Williams, David Day, Jerry Hutyra (for Bob Gordon), and Lynn Parks. Chuck Abshier joined the meeting via telephone.

[Item 1] John said a new capital campaign brochure should be coming out soon. This would be for advisory committee members or any potential donor.

[Item 2] John said that Alexis Neumann needs help reviewing alumni contact information. Database experience would be very helpful. The job should be complete in two to three weeks.

ACTION: Directors should canvass their personnel to see if someone with database experience could be freed up to help Alexis Neumann with the job of reviewing alumni contact information for two to three weeks this term.

[Item 3] John said that Pam Price is trying to rework COP 3.22 "Development of Budgets." Pam would like to see us rework our budgeting process.

[Item 4] John noted that enrollment is up 205 students on this campus; the TSTC System is up about 600 students overall. We should be up about 6.5% in contact hours; other campuses are generally down in contact hours (although Harlingen is up in CE hours). Rob Wolaver will begin reporting directly to John. Every effort will be made to increase our workforce education offerings, but our focus will remain on matriculated students.

[Item 5] John noted that about \$36,000 in Perkins money that had been incorrectly routed to West Texas will be rerouted to Waco.

[Item 6] John noted that about \$61,000 in Title 4 funds from FA 04 will have to be returned because students failed to participate according to federal financial aid provisions. John thought this number might be down slightly from FA 03.

[Item 7] John noted that HR is beginning internal audits.

[Item 8] John noted that the Texas Commission of Human Rights will be auditing us sometime this spring. Records should be retained for how hiring decisions have been made over the last two years.

ACTION: Directors should remind their chairs to have ready all documentation regarding hires made in the last two years. Chairs should be able to document their hiring process and justify the decision made.

[Item 9] John noted that we had no additional requests for information from SACS, so our reaccreditation is complete.

[Item 10] John noted that a TSTC representative will be sent to Monterrey, Mexico on a recruitment mission for the college.

[Item 11] John noted that information regarding the *Kiplinger Letter*'s report on hottest careers would be forwarded to the directors. That information may be useful for new program proposals.

ACTION: John will forward the *Kiplinger Letter*'s report on hottest careers to the directors.

[Item 12] John said he would be at a "Good to Great Benchmarking Meeting" from Wednesday through Friday of this week.

[Item 13] John noted that the Texas Lyceum group will use the JBC building the morning of January 29th and the ITC foyer the afternoon of the 29th.

[Item 14] John noted that there would be TSTC 40th Anniversary celebration in the JBC building on April 22. Cosmetic repairs will be made to the building before then. Clusters will be encouraged to man displays in the JBC building that day.

ACTION: Cluster directors should ensure that cluster displays are set up and manned on April 22 in the JBC building for the TSTC 40th Anniversary celebration.

[Item 15] John noted that all TSTC campuses are working on meeting our Closing the Gaps Initiative targets; Waco and Harlingen should meet participation goals, but Marshall and Sweetwater will have trouble meeting their goals.

[Item 16] John noted that we will hire a full-time workforce trainer to set up training in Houston. Chuck will need to direct this trainer's activities once or twice a week, and the trainer needs to be in regular contact with John Spradling and Rob Wolaver. Otherwise, he or she needs to be teaching and setting up training. Chuck said he had a prospect in mind for the position. We will also hire an additional trainer or two for Waco, but we will need to find them new space, John said. We need to grow our workforce offerings and put more offerings into a DL format. We will focus on industrial training, not community education offerings.

[Item 17] John noted that Edge 2005 will be held August 7-9 in Harlingen.

[Item 18] Miscellaneous

The next deregistration will be next Monday, January 24. There will be no reinstatements from that deregistration. Students who were deregistered for nonpayment can still make arrangements to restore their schedules. Otherwise, there should be no new classes added at this point.

Jerry reminded everyone that a CIP meeting would be held at 9:00 in the Campus Administration building on January 28. Jerry also noted that all course information (for new courses) has to be filed with his office (and then filed by him with the THECB) so that veterans can get reimbursement for these courses. Since we're gearing up for a new, two-year catalog, we will need to be extra careful to ensure that all courses we teach are listed in the back of the catalog, including co-ops and optional courses.

Greta shared some rulers she had ordered that have the TSTC advertising logo; these rulers should make good giveaways, especially to high school students. Linda Diamond has information about how to order them.

Wayne asked if faculty and staff enrolled in DL courses could receive release time. John said that release time could be approved at the discretion of the chair and director.

Ronda noted she had received information that the cost of departmental phones had not yet been charged to the departments. An IDB for phones normally is done at the start of the fiscal year, she said. A charge of \$17.50 per month per phone line, fax line, etc. will be assessed; Ronda just wanted to warn everyone this charge was coming.

ACTION: Department chairs should be notified that a charge of \$17.50 per month per phone line, fax line, etc. will be assessed soon and will hit against departmental budgets.

Ronda also noted that we have to balance the in-state and out-of-state travel charges. No one had any out-of-state money to begin the fiscal year. Ronda will move in-state money to out-of-state to make up the difference. John noted that typically Perkins money should be used for out-of-state travel.

ACTION: Department chairs should work with Ronda and their cluster directors regarding funding for any out-of-state travel that is anticipated for the rest of this fiscal year. Typically, Perkins funds should be tapped first for out-of-state travel.