

Instructional Directors' Meeting  
Minutes  
January 20, 2004

Attending were John Spradling, Ronda Palmer, Greta Hecker, Terry Conroy, Wayne Blinka, Lance Zimmerman, Ed Price, David Day, Dennis Meyers, Jerry Hutyra, Howard Childs (for Lynn Moore), and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John distributed copies of instructions regarding the submission of telephone service requests. Telephone service requests are filed by calling the campus operators and giving them all the necessary information.

**ACTION:** Information regarding how to submit a telephone service request should be disseminated and followed.

[Agenda item 2] John announced that the Texas Commission on Human Rights will host a training session tentatively slated for March 25. Various campus personnel will be requested to attend. The training will involve how to avoid discrimination, harassment, etc.

[Agenda item 3] John announced that if an employee receives a scholarship to take a class, but then doesn't complete the class successfully (makes less than a "C"), then, according to COP 2.26, the employee must reimburse the college for the tuition.

**ACTION:** John will check into how the notification takes place that the employee needs to reimburse the college for a course.

[Agenda item 4] John announced that rosters of Executive Team and President's Cabinet attendees will flip-flop. Representatives from Marketing, NTS, Financial Services, IER&P, Instruction, and Student Services will begin attending Executive Team meetings. President's Cabinet meets the second Monday of the month; Executive Team meetings are all other Mondays.

**ACTION:** If information needs to be routed to the Executive Team, do so through John.

[Agenda item 5] John distributed copies of a Texas Workforce Commission listing of instructional programs approved for VA funding.

**ACTION:** Any omissions to the approved instructional programs list should be noted with John and Jerry.

[Agenda item 6] John distributed copies of an email regarding the Health Occupations Students of America Area 5 Spring Leadership Conference to be held January 23-24. Dennis explained that this would be a VICA-type contest involving DA students.

[Agenda item 7] John asked Ed about upward articulation agreements. It was noted that the agreements have to indicate a block transfer rather than a one-for-one course transfer.

ACTION: If any department holds and upward articulation agreement, notice of the agreement should be lodged with Ed and John.

[Agenda item 8] John noted that there might be a tour of the campus by President Bush this spring.

[Agenda item 9] John said that if anyone in Systems requests assistance with any project, then Elton Stuckly's office should be consulted before commitment to the project. (All such requests should be first routed through the President's office so that he knows which campus personnel are obligated to Systems projects.)

[Agenda item 10] John noted that the spring Board of Regents meeting would be held April 30 here in Waco. The dinner will be held in the ITC building, if it's finished. The meeting should be in the IDEAS Center.

[Agenda item 12] John reminded everyone that there is a new Report of Gift form available on the website.

ACTION: Everyone should be using the new form to report gifts and donations.

[Agenda item 13] Miscellaneous

Lynn noted that he is still awaiting MCC's response regarding the challenge to face off in a faculty/staff basketball game (part of the A. J. Moore scholarship basketball exhibition to be held February 28).

Lynn also noted that A. J. Moore was interested in sending one or two of their IT Academy students over for a job shadowing opportunity on February 2. Proper supervision and lunch need to be provided for AJM students doing the activity, Lynn noted.

ACTION: Greta will check into the possibility of hosting one or two A. J. Moore students for the February 2 job shadowing program.

Dennis noted that a program for students in pre-K to 4<sup>th</sup> grade introducing them to the transportation field will be held April 29 at Region 12. The TSTC trailer will be part of the displays.

Dennis said we would host an Explore Technology Kids Camp this June. He will need one- or two-week courses from instructors. The camp is for high school students. The courses will generate revenue as with any CE course.

Summer continuing education courses should be submitted by February 17, Dennis noted.

**ACTION:** All CE courses should be put into the CE website by February 17. Anyone with ideas for a Kids Camp course should consult with Dennis Meyers.

Jerry noted that he had received the lists of participants for the upcoming WECM workshops. He noted that all nominated TSTC personnel had been accepted for the workshops.

Terry noted that she has worked out with the physical plant maintenance of the JCT auditorium lighting. A replacement circuit card for the lighting system should be in this week. Terry asked that the IDEAS Center not be charged for the circuit card.

Greta noted that the Army will be sending a speaker to talk about VR and gaming on Friday from 1:00-3:00. On Saturday, the Army will be in the Provence Center for a LAN party (an interactive computer game). The LAN party has been promoted at area high schools.

Ronda reminded everyone to do property transfers for computer equipment recently purchased.

**ACTION:** If a department has received new computer equipment, a property transfer form should be completed, and Ronda Palmer should receive a copy.

Greta thought that sometimes duly submitted property transfer paperwork is not processed in a timely fashion by Central Receiving.

[Agenda item 11] John has worked up the faculty schedule document on an Excel spreadsheet that does some of the calculations automatically. Training in the new spreadsheet will be held soon. Exclusive use of the new spreadsheet should begin in the summer term.

There being no further general business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

**ACTION:** Information regarding how to submit a telephone service request should be disseminated and followed.

**ACTION:** John will check into how the notification takes place that the employee needs to reimburse the college for a course.

**ACTION:** If information needs to be routed to the Executive Team, do so through John.

ACTION: Any omissions to the approved instructional programs list should be noted with John and Jerry.

ACTION: If any department holds an upward articulation agreement, notice of the agreement should be lodged with Ed and John.

ACTION: Everyone should be using the new form to report gifts and donations.

ACTION: Greta will check into the possibility of hosting one or two A. J. Moore students for the February 2 job shadowing program.

ACTION: All CE courses should be put into the CE website by February 17. Anyone with ideas for a Kids Camp course should consult with Dennis Meyers.

ACTION: If a department has received new computer equipment, a property transfer form should be completed, and Ronda Palmer should receive a copy.