

Instructional Directors' Meeting
January 31, 2006
Minutes

Attending were Bob Gordon, Terry Conroy, Ronda Palmer, Y'vonne Williams, Ron Sanders, Mike Denn, Richard Wheet, David Day, Selby Holder, and Lynn Parks.

The agendas were distributed.

Rhett Reddell visited to discuss the State Fire Marshall's Report. He passed copies of the report out to the cluster directors. The report details all issues including fire alarms, electrical issues, egress and locking issues, and housekeeping issues. Another visit from the State Fire Marshall will be the week of March 6-10. We need to have made a good faith effort to correct problems by then. The directors should ensure that the appropriate department chairs make every possible correction, including minor electrical issues. Major capital issues, including major electrical work, the construction of new doorways, and the alarm issues (alarms needing inspection tags) will be handled by Rhett and the Physical Plant. For issues like piggybacked extension cords, we need to move desks, etc. so that the problem is resolved. If an electrical issue cannot be resolved by the department, a work order should be turned in to Physical Plant. If there are questions about how to fix a problem, Rhett Reddell should be consulted.

ACTION: The directors will provide the relevant sections of the Fire Marshall's report to their department chairs with the instructions that all possible items be remedied ASAP; if there are major issues, Rhett Reddell and Physical Plant should be consulted. Rhett should be emailed as departments make progress in addressing the Fire Marshall's report (note the page number and the finding number on each item). Rhett will record progress toward compliance on his master report.

[Agenda item 1] Rhett Reddell noted that nine portable defibrillators (AED) had been purchased for the campus. He listed off the places where the defibrillators will be located (four will be in patrol cars). AED and CPR training will be provided, Rhett noted. These units are very easy to use; in an extreme emergency, an untrained employee should be able to use the AED correctly, Rhett said. He will distribute a listing of where the AED's will be located.

ACTION: A list of all employees in each unit who are already trained in AED usage should be sent to Rhett.

[Agenda item 2] Ron noted that if there is an intra-divisional event, Sandra Corbett will handle scheduling and coordination.

[Agenda item 3] Ron noted that the 2006 Perkins mid-year reallocation TSTC was receiving totaled \$67,313, which is somewhat less than what we received last year. Directors and department chairs should work up proposals for new Perkins expenditures.

ACTION: Directors and department chairs should work up proposals for new Perkins expenditures for spending the \$67,313 mid-year reallocation.

[Agenda item 4] Ron noted that printing services for external entities can be done for payment or a trade.

[Agenda item 5] Ron noted that training for records retention will be held Feb. 13-14. Directors' secretaries should plan to attend.

ACTION: Directors will ensure that their secretaries attend records retention training Feb. 13-14.

[Agenda item 6] Ron noted that we might have 75 A. J. Moore students coming this fall. More information will be available later.

[Agenda item 7] Ron noted that our email situation remains unchanged at this point. We are continuing to acquire additional servers for email storage. Ronda noted that some personnel are experiencing problems with incoming email from off campus. Discussion ensued.

[Agenda item 8] Ron noted that the customer service task force is looking at new fun activities and additional recognition of outstanding employees, including a free lunch. Ronda suggested that outstanding employees be given their birthday off.

[Agenda item 9] Ron noted that any advisory committee meetings should be noted with Sharon Lucas so that she can put them on John Spradling's calendar.

[Agenda item 10] Miscellaneous

Terry noted that she has been invited to several departments to talk about the new syllabus format. She needs clarification on some issues. For example, what about instructors teaching the same course but using different textbooks? Which syllabus should go to the CIP committee? Ron said the course objectives need to be the same, but different instructors could list different books on the book and tool list. Richard suggested using a more general syllabus. Terry also noted that teachers gearing up new DL classes must secure final approval for the DL course syllabus from the CIP committee. Discussion ensued.

ACTION: Ron will ask John for clarification regarding whether each instructor will present his or her unique syllabus for each course taught to the CIP committee.

Bob reminded everyone that SkillsUSA is coming; technical clusters can put up displays (unmanned booths) for the contests.

Lynn noted that A. J. Moore was setting up new academy programs in emerging electronics, building construction, food service/hospitality, and environmental sciences.

Also, AJM would like for us to host a summer internship experience for their Academy of Engineering juniors again this summer.

Selby asked if building construction will return here this fall; no one had heard anything new on this.

Selby asked if anyone had used EEC 164 after 5:00 last night; no one knew anything. The room had been soiled at some point last night. Selby also noted that students had been breaking into the EEC building and skating in the hallways after 5:00.

Selby also noted that he would be meeting with contractors regarding ITC Phase II remodeling on February 7.

David reported that the maroon van is being worked on; the repairs will cost about \$1000. Also, David noted that some of the new tires on the vans are separating, so the tires should be checked carefully before long trips. The white and blue vans need to be replaced because they're "pieces of junk," David noted.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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