

Instructional Directors' Meeting  
Minutes  
October 12, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, Yvonne Williams, David Day, Lynn Parks, Greta Hecker, and John Spradling.

The agendas and various handouts were distributed.

[Agenda item 1] John referred to the proposed FY 07 employee holiday schedule. According to the schedule, we will have a total of 14 holidays (that compares with 13 in FY 06; 12 in FY 05).

[Agenda item 2] John referred to the proposed versions of the FY 07 academic calendars. One calendar proposes a 16-16-12 week schedule; the other (and more likely) calendar proposes a 15-15-15 week schedule. These calendars are for discussion purposes; feedback on them should go to John in the next couple of weeks.

**ACTION:** Proposed 2006-07 academic calendars should be disseminated; feedback on them should go to John Spradling.

John mentioned that Trane may build a chiller plant on campus which we could use as a training facility.

[Agenda item 3] John reminded everyone that professional development day was this Friday, and we should encourage everyone to attend. If employees choose not to participate, they should take leave. The president will solicit honest feedback about the quality of the development day, John noted.

[Agenda item 4] John noted that the faculty senate has readdressed the issue of cause for removal. However, John does not believe that the school's legal counsel or the Board will change their mind about the current policies and procedures on this issue.

[Agenda item 5] John reminded everyone that the TSTC branding initiative is now underway. Marketing will assist with and must approve all publicity pieces.

[Agenda item 6] John noted that the College Events Calendar is now available on-line. Department chairs, directors, and their support staff have the ability to place items on the calendar. Advisory committee meetings, training meetings, etc. should be placed on the calendar so that campus personnel can access the calendar and route outsiders to the right person or place.

**ACTION:** Everyone should be encouraged to use the College Events Calendar as a way of ensuring that visitors to campus can be routed to the proper place for meetings.

[Agenda item 7] John asked if there was further feedback on the issue of signage. There was none. The TSTC Systems office must now approve signage, John said, which will mean about a three-week delay in the process of new sign installation.

[Agenda item 8] John noted that Rhett Reddell will oversee an additional brief training session for persons who drive 15 passenger vans.

[Agenda item 9] John explained that honor roll students (dean's list and president's honor roll) will henceforth receive appropriate notations each term on their transcripts. Greta asked if Phi Theta Kappa membership could be noted on transcripts also. John said he would check again on that. Charles Reed is considering sending a certificate each term to honor roll students.

**ACTION:** John will check on the possibility of having Phi Theta Kappa membership noted on transcripts.

[Agenda item 10] John referred to the handout "Comparison of Base Year Contact Hours BY 2002 and BY 2004." We are on track for contact hours to be up nearly 10 percent this year compared to 2002.

[Agenda item 11] John referred to the handout listing the FY 05 Audit Plan. Waco will be audited for classroom utilization, John noted, and the APT program will be audited for compliance with Federal Aviation Administration requirements.

[Agenda item 13] John noted that drafting and welding will examine the feasibility of converting shipping containers into housing units. John clarified that there is no plan for using such housing on our campus; this study is being conducted for an outside entity.

**ACTION:** David will have DDT and WLT examine the feasibility of converting shipping containers into housing units.

[Agenda item 12] John referred to the handout showing the designs for the new TSTC name badges. For those with pacemakers, a clip is available instead of the magnetic back. Beneath your name can go your job title or your department. They cost \$4.50 apiece. Ronda wondered why we couldn't use our engraving machine to make our own. Wayne thought we could make ID badges cheaper. John said the idea of ID badges was discussed but rejected as being "too industrial."

**ACTION:** John will provide an account number for use when ordering the new TSTC name badges. The orders should be placed by November 1.

[Agenda item 14] Miscellaneous

Greta asked if offices should remain open during professional development day. John responded that they do not need to remain open.

Greta asked if the rates for part-time teaching had been set for the spring term yet. John said no.

Wayne noted that instruction had made a number of requests from Systems regarding Colleague issues, but so far most of those have not been addressed.

ACTION: John will raise the issue of priorities when Systems is trying to resolve Colleague issues.

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

#### SUMMARY OF ACTION ITEMS

ACTION: Proposed 2006-07 academic calendars should be disseminated; feedback on them should go to John Spradling.

ACTION: Everyone should be encouraged to use the College Events Calendar as a way of ensuring that visitors to campus can be routed to the proper place for meetings.

ACTION: John will check on the possibility of having Phi Theta Kappa membership noted on transcripts.

ACTION: David will have DDT and WLT examine the feasibility of converting shipping containers into housing units.

ACTION: John will provide an account number for use when ordering the new TSTC name badges. The orders should be placed by November 1.

ACTION: John will raise the issue of priorities when Systems is trying to resolve Colleague issues.