

Instructional Directors' Meeting
Minutes
October 19, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, John Spradling, Greta Hecker, David Day, Lynn Parks, and Yvonne Williams. Chuck Abshier joined the meeting by phone.

The agendas were distributed.

[Agenda item 1] John distributed copies of order forms for the new TSTC name tags. Individuals may choose their title or their department for their tag (or both, if there is room), and choose magnetic or clip. John noted that he tried to get everyone's name right, but corrections can be made if there are errors. Upper and lower case letters can be accommodated.

ACTION: John will send out electronic versions of the name tag order forms for completion. The completed and corrected order forms should be returned to John by October 26.

[Agenda item 2] John distributed copies of information from Jackie Adler regarding work studies. We have 260 applicants who have not been placed into jobs, but most of our money is already committed to current positions. John said we need to limit the number of hours for work studies to 15 hours per week, or 30 hours per two-week pay period. We have to pay for 30% of the cost of Texas Work Studies from our operational budgets. We do not have to pay for Federal Work Studies, but we're running through our federal money quickly. John said we would need to scrutinize if there are areas that are allotting more than 15 hours per week to their work studies; 15 hours must be the limit.

ACTION: Cluster directors should work with department chairs to ensure that work studies do not work more than 15 hours per week.

[Agenda item 3] John asked if there were further comments regarding the proposed 06-07 calendar. David reported that WLT, ACT, and diesel all have voted for the 15-15-15 week proposed calendar, since the 16-16-12 doesn't match up with anyone else's 12-week summer session anyway, and it would be difficult to create a full load for technical students in a 12-week term.

[Agenda item 4] John noted that we are approved to receive a Texas Workforce Commission Wagner-Peyser award in the amount of \$500,000 to help develop a nanotechnology program.

[Agenda item 5] John noted that, according to Pam Price, many two-year colleges provide stipends to offset the costs for employees to acquire cell phones. We will look into the issue, John said. John noted that such stipends do increase your taxable income.

[Agenda item 6] John reminded everyone that, when inviting the president to attend an advisory committee meeting, the president needs to be notified and provided an agenda three weeks in advance.

ACTION: Department chairs will be reminded that, when inviting the president to attend an advisory committee meeting, he needs to be notified and provided an agenda three weeks in advance.

[Agenda item 7] John noted that Dale Norwood has projected a savings of about \$50,000 in our phone bill this year, since we did consolidate some lines. We may save \$60,000 next year. The instructional division alone pays about \$150,000/year for phones, John estimated.

[Agenda item 8] John noted that the Marriott Residence Inn has made a sales pitch to provide suites at the state rate if we have trainees coming in.

[Agenda item 9] John noted that the Student Environment Survey is to be distributed October 27 at 1:00. The course improvement survey will be offered the following week (which is earlier this term, so that we capture data from a broader range of students). A Cox Enterprises survey will come out the week before Thanksgiving; it will be on whether or not the *Waco Tribune-Herald* should gear up an online newspaper site.

[Agenda item 10] Miscellaneous

John noted that Chuck now has the TSTC sign at the Fort Bend site is now lighted, and it looks good.

Chuck noted that he needs a TSTC flag for his flagpole, but purchasing can only order twelve flags at a time, and he doesn't need twelve.

John noted that Central Texas College is expanding into Gatesville. CTC should be primarily offering academic coursework.

John noted that Harlingen has completed its SACS site visit. The preliminary word is that they have no recommendations, but since the new review process involves a first stage of self-reporting, it's hard to tell if there were not any recommendations earlier.

John noted that he will be out beginning Wednesday afternoon to go to the Board of Regents meeting on Thursday and Friday in Sweetwater.

Yvonne noted that she will be out of the office Wednesday through Friday of this week; Howard Childs will be in charge during her absence.

David noted that we finally got a refund on some projector bulbs we bought for Eastfield.

Bob noted that the son of Nick Galvan (a former TSTC administrator) joined the Marine Corps and, having served in Iraq, is being recognized in Washington as one of twelve soldiers receiving Soldier of the Year award.

Ronda noted that several items are arriving against the HEAF/CUF accounts. Property transfer paperwork needs to be done on those items.

ACTION: Directors will remind their chairs to process the appropriate property transfer paperwork as items arrive that have been purchased with HEAF/CUF funds.

John noted that he is checking into the possibility of using Colleague to do mandatory attendance tracking. This would allow Counseling to run reports to see when students show a pattern of missing class, and hopefully intervene effectively at that point.

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

SUMMARY OF ACTION ITEMS

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