

Instructional Directors' Meeting Minutes
October 21, 2003

John Spradling, Terry Conroy, Greta Hecker, Wayne Blinka, Lance Zimmerman, Ed Price, Lynn Moore, Dennis Meyers, Jerry Hutyra, Lynn Parks, David Day, and Dale Norwood from NTS.

The agendas were distributed.

Elton visited the meeting to note that representatives from the Legislative Budget Board were on campus today and their visit went very well.

[Agenda item 2] John distributed copies of an email from the president regarding his concern that some employees were not informed about the recent Professional Development Day because they had set their computers to block messages coming from the TSTC Waco Postmaster. Elton asked that all employees open their computers to Postmaster messages.

ACTION: Directors will disseminate hard copies of Elton's message to their chairs to ensure that all employees have proper access to Postmaster messages.

[Agenda item 3] John distributed copies of a memo from the Coordinating Board regarding the fact that the ACGM is now available on the web at <http://www.thecb.state.tx.us/ctc/ip/default.htm>

Jerry noted that the ACGM is about 150 pages long, so in most cases it would be unwise to print it out.

[Agenda item 4] John distributed copies of a memo from the Coordinating Board regarding Section 50 of the General Appropriations Act which disallows colleges from filing for reimbursement when a student is taking a course for the third time. The 27-hour limit on developmental education is not impacted by this rule.

[Agenda item 5] John noted that supervisor training starts next week. The first session is on "listening." John noted that a mandatory session on evaluations will be held soon. If employees are doing a poor job, their evaluations should reflect that performance (and vice versa).

[Agenda item 8] John noted that Mr. Goodman wants to visit with each cluster meeting one time each term to ensure proper responsiveness.

ACTION: Cluster directors will ensure that Mr. Goodman is invited to visit one cluster meeting each term to ensure proper responsiveness.

[Agenda item 9] John noted that he would be out at the Board of Regents meeting later this week. Dennis Meyers will handle any pressing issues while John is out.

[Agenda item 10] John noted that he had hired Ronda Palmer as the new budget coordinator. She has extensive budget experience, John noted. She will start November 1.

[Agenda item 1] John asked for ideas on how to allocate our E&G money for in-state and out-of-state travel. Our total out-of-state limit is \$12,000. Dave and Wayne noted the out-of-state travel their clusters have done. Terry noted that she is trying to get two trips converted over to Perkins funds. Ed noted that he would need to move some of his in-state E&G to out-of-state for CoOp obligations.

ACTION: If anyone needs to do out-of-state travel on E&G money this school year, they should make the request this week so that money can be allocated by next Tuesday.

[Agenda items 6 & 7] John asked how we should allocate HEAF and CUF funds this year. The consensus was to have every program bring forward their highest priority items, and then make each allocation according to the highest-priority need.

John noted that HEAF is typically not allowed for computers and software.

John suggested that we be frugal with our money and hoard some back in case we face funding cuts later.

Dale asked if we had looked into the cost-effectiveness of leasing our computer equipment. Dale also noted that computers really need to be replaced after 3-5 years.

John suggested that each department and cluster work up a schedule of replacement for computers. John asked Dale if he could help maintain a campus computer replacement schedule.

Terry suggested a standardized form. Dale suggested a centralized spreadsheet, including inventory numbers. Lance said the data should include the base configuration (CPU type) of the computers.

ACTION: Each department should begin working up a replacement schedule for their computer resources, including upgrades, new equipment, and software. Then, the department chairs will input their data on the capital equipment request form. The data input will be due in two weeks. The department chairs should use the capital equipment request form on the web for this project. Terry will let the directors know when the database is ready for input.

After items have been entered into the capital equipment request form, directors will prioritize items for their cluster, and then the group will meet to prioritize items. John wants to have items prioritized and the orders made by December 1.

[Agenda item 11] Miscellaneous

Dale invited everyone to provide feedback, good or bad, to him on a regular basis concerning NTS issues.

Wayne asked if Louis Maze was teaching BITC this term. Terry thought BITC classes were going on. Wayne said Fred Khozein was hoping there would be additional training sessions for his new faculty members.

ACTION: Wayne will call Louis Maze regarding when BITC classes are being held this term.

Wayne said he was having trouble getting his classes put in to Colleague in a timely fashion.

Greta noted that the Systems Transformational Change committee is meeting soon in Palacios.

Greta also noted that Chris Ermoian from MCI may have sponsors lined up for a Clear Source (Grande) XML satellite radio station.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Directors will disseminate hard copies of Elton's message to their chairs to ensure that all employees have proper access to Postmaster messages.

ACTION: Cluster directors will ensure that Mr. Goodman is invited to visit one cluster meeting each term to ensure proper responsiveness.

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