

Instructional Directors' Meeting
Minutes
November 16, 2004

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

Rob Wolaver visited to discuss the upcoming TSTC capital campaign. We would like to find a lead gift donor to provide a challenge gift to kick off the campaign, Rob noted. We are brainstorming for donors, but we need to work with departments to ensure that we have a collaborative approach. We also need to work with the Regents Circle effort, which includes a number of Waco people, Rob said. Discussion about possible donors ensued. Robert Gamboa will be heading up the capital campaign, Rob noted.

ACTION: Any ideas about possible donors should be discussed with the appropriate chairs; ideas about donors should then be emailed to Rob.

[Agenda item 1] Greta noted that two TSTC students in the T-TEN program, Stephen Filler and Bruce Smith, were killed in an auto accident this weekend. Greta said that if any employees or students need grief counseling, they should see Pam Hunter.

[Agenda item 2] Greta distributed copies of a letter regarding Who's Who Among America's Teachers. The letter lists TSTC personnel who were honored in the 2004 edition.

[Agenda item 3] Greta noted that any employee disciplinary actions must involve Human Resources. Greta recommended that HR be consulted throughout the disciplinary process.

[Agenda item 5] Greta distributed copies of current organizational charts.

ACTION: Organizational charts should be updated and resubmitted to John by next Tuesday, November 23.

[Agenda item 6] Greta noted that if the nametag company made an error in a nametag (their fault), the nametag should be turned in to John for reprinting. If the error was because the employee failed to proof the initial list, that department will have to order a new nametag and pay for it from the departmental account.

[Agenda item 4] Greta noted that John was interested in any ideas for new DL or hybrid courses.

ACTION: Any ideas for new or hybrid courses should be forwarded John as soon as possible.

[Agenda item 7] Miscellaneous

Greta noted that all offices should remain open next Wednesday, November 24. Office may operate with a skeleton crew from Noon to 5:00. Students may be registering that day, so faculty need to be available.

Ronda noted that the “printed comments” on requisitions sometimes seem to disappear; if anyone else notices the problem, please tell Ronda.

Also, make sure you leave a blank space above and below the date stamp showing approval so that the information isn’t hidden, Ronda said.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Ideas about possible donors for the new TSTC capital campaign should be discussed with the appropriate chairs; ideas about donors should then be emailed to Rob.

ACTION: Organizational charts should be updated and resubmitted to John by next Tuesday, November 23.

ACTION: Any ideas for new or hybrid courses should be forwarded John as soon as possible.