

Instructional Directors' Meeting  
December 20, 2005  
Minutes

Attending were Y'vonne Williams, Ronda Palmer, Terry Conroy, Jerry Shaw (for Mike Denn), John Spradling, David Day, Richard Wheet, Selby Holder, Bob Gordon, Ron Sanders, and Lynn Parks. Chuck Abshier joined via telecommunication.

The agendas were distributed.

[Agenda item 1] John distributed copies of a Cingular cell service discount offer (10% off) for state employees.

**ACTION:** Directors will distribute the Cingular discount application form to any interested employees.

[Agenda item 2] John noted that HR now reports directly to Rich Morris; this is now the reporting structure for the HR offices at all the TSTC campuses.

[Agenda item 3] John noted that annual performance reviews should begin in January; they must be completed by the end of February. Greta will provide performance review training for department chairs on January 11.

**ACTION:** Directors will ensure that all staff and faculty in their cluster complete the evaluation process by the end of February. Evaluation forms are available at the HR website.

[Agenda item 4] John noted that Chuck Abshier was the only director who has been deemed eligible for the cell phone emolument. The school will no longer pay for any other phones (except for a few essential emergency and airport personnel) after this fiscal year; however, persons who have a state phone now will continue to have access to their phones through August.

[Agenda item 5] John distributed copies of a message from Marcus Balch regarding an upcoming recruiting opportunity, the "TSTC Road Show," which will be held on February 7 at the SPJST Hall in Academy. Marcus would like each major program represented at this function.

**ACTION:** Directors will remind their department chairs about the "TSTC Road Show" recruiting opportunity in Academy coming February 7.

[Agenda item 6] John noted that when the campus closed for inclement weather, a student complained that an exam was administered even when the school was closed. John stressed that when the school is closed due to inclement weather, there should be no activities held on the campus. Holding activities places the school in undue risk.

ACTION: Directors will remind their department chairs that when the school is closed for inclement weather, no instructional activities should take place due to liability issues.

[Agenda item 7] John noted that the temporary mileage rate 48.5 cents/mile is expiring; the mileage rate goes down to 44.5 cents/mile as of January 1, 2006.

[Agenda item 8] John noted that Elton Stuckly will announce several growth initiatives in early January.

[Agenda item 9] John noted that TSTC will close this Thursday at noon (December 22).

ACTION: Directors will inform their departmental personnel that the campus will close for the holidays at noon on December 22.

[Agenda item 10] Miscellaneous

John noted that the decision had been made to pay large lecture stipends to certain SES and SBS personnel for the fall term.

ACTION: Y'vonne and Lynn will ensure that the proper change notifications have been filed with Ronda regarding the SES and SBS large lecture stipends.

Bob noted that he will need cooperation from units across campus for upcoming SkillsUSA (VICA) Friday-Saturday events; the hope is to have all the events and exhibits in a few central, secure buildings. These events will be held four consecutive weekends starting February 10-11.

Bob noted that a motivational seminar is coming to Waco in February that might be of interest to some faculty and staff. He did not have further details at this point.

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

#### SUMMARY OF ACTION ITEMS

ACTION: Directors will distribute the Cingular discount application form to any interested employees.

ACTION: Directors will ensure that all staff and faculty in their cluster complete the evaluation process by the end of February. Forms are available at the HR website.

ACTION: Directors will remind their department chairs about the "TSTC Road Show" recruiting opportunity in Academy coming February 7.

ACTION: Directors will remind their department chairs that when the school is closed for inclement weather, no instructional activities should take place due to liability issues.

**ACTION:** Directors will inform their departmental personnel that the campus will close for the holidays at noon on December 22.

**ACTION:** Y'vonne and Lynn will ensure that the proper change notifications have been filed with Ronda regarding the SES and SBS large lecture stipends.