

Instructional Directors' Meeting  
February 8, 2005  
Minutes

Attending were Bob Gordon, Debby DeFee (for David Day), Wayne Blinka, John Spradling, Yvonne Williams, Greta Hecker, and Lynn Parks. Chuck Abshier joined the meeting by phone.

Robert Gamboa visited to discuss National Engineers Week, which is February 20-26. On Wednesday, February 23, there will be a National Engineers Week luncheon in the Women's Resource Center. A. J. Moore, Connally, La Vega, Robinson, Midway, University, and Waco high schools should all be sending over students to participate. Carliss Hyde's husband, Truell Hyde, will be the speaker. Robert would like to have about ten exhibit areas with interactive displays. Wayne noted that some tables and exhibits should be set up in the ITC foyer for the SkillsUSA competition here that week. Robert said he would check into holding the luncheon in the ITC building to take advantage of the exhibits.

[Agenda item 1] John distributed copies of the Student Environment Study dated January 2005. John noted that a large portion of our students feel that we are appropriately priced for the education they receive. The Library tied with the Business Office for the lead ranking in customer service, John noted.

**ACTION:** Lynn will relay congratulations to the library staff regarding their excellent ratings in the Student Environment Survey.

[Agenda item 2] The TSTC Olympics will be held in Harlingen in the first weekend in April, John noted.

[Agenda item 3] John reminded everyone that evaluations are now due. Supervisors should do a conscientious job filling out evaluations; they should not just sign off on an employee's self-evaluation.

**ACTION:** Department chairs will be reminded to fill out fair evaluations and not just rely on the employee's self evaluation.

[Agenda item 4] John noted that if we do not have appropriate data regarding hiring, we should NOT fabricate data to prepare for the Texas Commission on Human Rights audit. If there is a legitimate audit finding, we will just take our licks, he said.

**ACTION:** All hiring supervisors will be instructed NOT to fabricate data to prepare for the Texas Commission on Human Rights audit.

[Agenda item 5] John asked Wayne to check with Sid Bolfiging on this item.

[Agenda item 6] John distributed copies of a newsletter from the *Texas Government Insider*. It includes information on legislative committee assignments that may be of interest.

ACTION: The information regarding legislative committee assignments from the Texas Government Insider should be disseminated.

[Agenda item 7] John distributed copies of information related to a THECB Recruitment and Retention Conference on June 20-22.

ACTION: The information regarding the THECB Recruitment and Retention Conference to be held June 20-22 should be disseminated.

[Agenda item 8] John distributed copies of information related to the plans for our Perkins mid-year allocation; the money has been earmarked for marketing and student support services.

[Agenda item 9] John noted that the executive team would meet this Friday to outline goals; a committee will then work on techniques or strategies for implementing these goals.

ACTION: Names of personnel who would be interested in serving on the committee focused on implementing the college's strategic plan should be forwarded to John.

[Agenda item 10] John congratulated everyone on his or her support of the Texas Lyceum Conference. It was a valuable showcase of what we do for some legislators who need to know about us. Charlie Olson, former regent, had arranged the meeting for TSTC.

[Agenda item 11] John noted that additional advertising initiatives would be discussed in early March. Unspent Perkins funds may be diverted to advertising, John noted, so instructional units should spend Perkins funds soon for essential items. John also noted that we would try to secure more of the smaller billboards around area high schools such as A. J. Moore and University.

ACTION: Department chairs will be reminded to proceed with their planned Perkins spending, as unused money is likely to be diverted to additional marketing initiatives.

[Agenda item 12] John noted that we did very well in our SP 05 small classes. We had 3.67% classes in the 7-9 students category and 2.32% classes in the 1-6 students category.

[Agenda item 13] John asked if everyone had submitted his or her account signature cards. Chuck said he still had some he needed to submit.

ACTION: Remaining signature cards need to be signed and submitted to John as soon as possible.

[Agenda item 14] Miscellaneous

John noted that Elton Stuckly and Bill Segura are at a Senate Finance Committee hearing.

John then noted the following items from last week's Board of Regents meeting:

- There is a System-wide push for increasing workforce development/continuing education training.
- Elton was still pushing for employee raises for the fall.
- Discussions were beginning about the prospect of an increasing number of employees who will be eligible for retirement within five years.
- John asked if anyone had the DACUM for department chair. Bob suggested checking with Mike Jones. Wayne said he might have a copy. John said we need to do a better job defining some positions. Perhaps a DACUM for director also needs to be done. Eventually, we may even arrange training for new department chairs and directors.
- Mike Buck at Harlingen is looking at continuity planning in the event of a major disaster such as a tornado. Bob thought that someone from EHS might be helpful on the team.

ACTION: If anyone is interested in participating with the team looking at contingency plans to reestablish services in the event of an emergency, their name should be forwarded to John. Debbie will check with David Day on the possibility of placing someone from EHS on the planning team, perhaps David himself.

- There will no longer be invocations at TSTC functions for fear of alienating attending atheists.
- EDGE 2000 will be held in Harlingen on August 7-9.
- Our contact hours at TSTC Waco have trended up over the last five years in a healthy fashion. The Board noticed the trend—and noticed that Harlingen's enrollment was up but their contact hours were not keeping pace.
- One Board member was concerned about our lack of access to certain service areas. Service areas and tax districts are being discussed by the legislature.

Yvonne noted that part-timer Marta Getman was on board teaching DORI classes.

Lynn noted that he had received a TACTE email that noted that President Bush's proposed budget includes no money for Perkins. John said that there was a good chance funding would be restored before it was all over. We do receive about \$1.7 million each year in Perkins funding, he noted.

Bob noted that there is an interesting-sounding seminar ("Get Motivated") coming up March 9 in Dallas. Jerry Hutyra is trying to get together a group to go. Jerry is checking

to see if there is still space open. Bob will discuss the matter further with Jerry and will canvass to see how many people might be interested.

Bob noted that students on the Dean's Honor Roll and President's Honor Roll are now receiving certificates with their congratulatory letters. These certificates are for full-time students, according to our policies. However, starting next term, part-time students will receive recognition for achievement certificate.

Greta said she was still working on the project of TSTC sponsoring a Cub Scout pack.

SkillsUSA went well this past weekend, Greta said. We need booths set up on Friday morning and left up for the rest of the competition.

John reviewed generally the plans for the Student Services Center renovations to begin later this spring. The bookstore will be moving to the old assembly room, a loss of about 2500 square feet.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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