

Instructional Directors' Meeting
March 1, 2005
Minutes

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

The agendas were distributed.

John distributed copies of the latest Instructional Division Emergency Telephone Tree for review and correction.

[Agenda item 1] John noted that the Texas Higher Education Coordinating Board is undergoing reorganization. Traditionally, there has been a unit within the THECB dedicated to two-year colleges and a separate unit dedicated to four-year colleges. The new Commissioner has proposed a single-unit approach. John noted the concern that the reorganization may put two-year colleges in competition with four-year colleges for resources, etc.

[Agenda item 2] John noted that the Executive Team has discussed an email free day, as a resolution to concerns about the number of emails people have to respond to, some of which seem to be redundant. Bob noted that a lot of business can be conducted very efficiently via email. John acknowledged that, but said that in some cases redundant email messages are sent. We will try to eliminate any redundant campus-wide email messages, John noted.

[Agenda item 3] John noted that the Texas Commission on Human Rights audit is currently going on. HR personnel are currently hard at work facilitating the audit process. So far, we seem to be doing pretty well.

[Agenda item 4] John noted that he may need Chuck to man a booth at NISOD (the National Institute for Staff and Organizational Development) to discuss TSTC partnership arrangements.

[Agenda item 5] John distributed copies of information regarding the upcoming NISOD conference. The Chancellor has negotiated a reduced conference fee rate of only \$150 per TSTC employee. NISOD is a conference primarily for two-year college personnel. The conference will be held in Austin from May 29-June 1.

ACTION: Copies of information regarding the upcoming NISOD conference will be distributed. If anyone is interested in attending NISOD, he or she should contact John.

[Agenda item 6] John noted that the photonics proposal we submitted in conjunction with CORD for NSF grant funding has been rejected.

[Agenda item 7] John distributed copies of information regarding the upcoming Texas Higher Education Law Conference to be held April 11-12 in Denton. He suggested that Gerry French attend, and mentioned the administrators who will likely attend.

ACTION: If any director decides to go to the Texas Higher Education Law Conference to be held April 11-12 in Denton, he or she should contact John.

[Agenda item 8] John noted that the Physical Plant needs more lead time for facilities changes. Departments need to plan ahead. Terry noted that she is still awaiting installation of the stove and microwave for the IDEAS Center.

[Agenda item 9] John noted that we have been hit with a number of open records requests. We must respond to each request within ten days of the time when the request is submitted. Open Records requests are all routed through Rene' Peevey in the President's Office.

[Agenda item 10] John noted that Elton will conduct general information sessions for the entire campus on March 21 at noon and at 3:00 p.m. in the JBC auditorium. On Tuesday, March 22, he will have sessions at 9:00, noon, and 2:00 p.m. He will give an update on the legislative session, new programs, airport activities, etc. Attendance will be strongly encouraged.

[Agenda item 11] Miscellaneous

John noted that he and Chuck would be talking further with the new harbormaster at Palacios.

John noted that lab assistant positions are being scrutinized. It has been proposed to have a Lab Assistant II who would assist with teaching. A degree in the field would be required for Lab Assistant II. Two years' external experience would be preferred. The pay grade would be D.

The non-teaching lab assistant would be reclassified as a program maintenance specialist in pay grade C. This position requires a high school diploma or GED with experience in the field. Position descriptions and modified pay scales for Lab Assistant and for Program Maintenance Specialist are being prepared by Rich Morris.

Bob Gordon noted that several major companies have expressed interest in participating in our upcoming Career Day. Improvements to the career placement area of the website are ongoing. We may need to look at reconstituting a placement office at some point, Bob said.

Terry noted that we might need to make some modifications to the email suggestion box.

Terry also noted that she had ordered installation of five more wireless access points. More and more campus personnel are utilizing wireless access. We need to do a better

job planning, in conjunction with NTS, which buildings should get wireless access next, Terry said.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Copies of information regarding the upcoming NISOD conference will be distributed. If anyone is interested in attending NISOD, he or she should contact John.

ACTION: If any director decides to go to the Texas Higher Education Law Conference to be held April 11-12 in Denton, he or she should contact John.