

Instructional Directors' Meeting  
March 8, 2005  
Minutes

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

[Agenda item 1] John announced that the college's anti-litter campaign will kick off March 21 to coincide with a state anti-litter campaign. John would like for a contact person to be designated in each building so that Marketing can keep information flowing about initiatives related to the anti-litter campaign. Bob has been volunteered to serve as the contact person for Campus Administration.

**ACTION:** Names of building contact persons should be submitted to John by Friday morning. John will compile a list for Marketing.

[Agenda item 2] John noted that a new campus map is being developed. John circulated a draft of the map. The map will include pictures of campus buildings.

[Agenda item 3] John circulated information regarding the upcoming College Preview activities. He noted that volunteers would be needed to serve breakfast and lunch on Saturday, April 2.

[Agenda item 4] John noted that discussions were going on about when de-registrations would be held. One proposal was to do de-registrations May 4 and on the evening of May 5. John noted that on May 6, the campus will be open for registration from 8:00 a.m. to 8:00 p.m. Wayne noted that the last time we deregistered before the term began, the only result was that advisors had to turn around and re-register students. Yvonne noted that once classes begin students have to come back and see all their instructors for permission to re-registered. John said we should develop a reinstatement procedure. Discussion ensued. John said that if we did only one deregistration, at the end of the day on the 6<sup>th</sup>, we should have clean rosters on the first class day on Monday, May 9. Bill Mather could run a list the previous Monday (May 2) of students who were scheduled to be de-registered for nonpayment; those students could then be contacted about the payment obligation. If students are de-registered for nonpayment on May 6, they could pay and be reinstated the first week of classes. Brand-new students coming in after classes have begun could still sign up for 12-week or 8-week classes that start later in the term.

**ACTION:** John will lobby to have deregistration to occur only on May 6. John also wants Bill Mather to run a list of students who are facing deregistration in a timely enough fashion that the students can be contacted, which would have to be around Monday, May 2.

[Agenda item 5] John said he needs volunteers to serve on a committee studying a “one card” system that could be used for the bookstore, meal plan, etc. (all student service components). Harlingen has already implemented a one card system. Such a system is still a couple of years away here in Waco. Terry asked if the student’s current ID card could be used; John said no, it would be cheaper to issue new cards with the proper codes installed. It could be used like a debit card; students would receive their financial aid and could access it by use of the card, etc.

ACTION: Wayne volunteered to be on the study committee. Terry thought Greta should be on the committee.

[Agenda item 6] John noted that the THECB would sponsor a recruitment and retention conference June 20-22 in Austin. Yvonne said she was planning on going to it. John thought Marcus Balch and Larry Davis were going, too; everyone should ride together.

[Agenda item 7] John noted that EEO training in sexual harassment prevention is required for all full-time and part-time employees. Make-up training will be held March 22 at 9:00 and 10:00, with supervisor training at 11:00. Additional sessions would be held March 24 at 2:00 and 3:00, with the supervisor training at 4:00. The sessions will be held in the IDEAS Center.

ACTION: John will email to the directors a list of the employees who still need to attend the mandatory EEO training.

[Agenda item 8] John noted that the Bellmead Chamber of Commerce Banquet is April 21 and he needs a volunteer to go. Bob said he would go.

[Agenda item 9] John noted that Representative Doc Anderson would be the spring term commencement speaker.

[Agenda item 10] John noted that TACTE would hold a professional development workshop in Naples, Texas on April 7.

[Agenda item 11] Miscellaneous

John noted that an itemized bill for meal reimbursements would now be required, as someone had submitted a bill for reimbursement that included alcohol on the bill.

John noted that management council would meet this Friday.

John noted that the current rumor is that the Bush library would be located at SMU.

John noted that we need to tighten the belt regarding expenditures. The business office will kick back purchases that seem unnecessary. Elton Stuckly is hoping to generate enough savings to engineer a raise for employees for this fall. Bob said we need to make a concerted effort to turn off lights when they’re not needed.

John reminded everyone to carpool to save on travel, and we need to use our state vehicles whenever possible.

ACTION: All personnel will be reminded to carpool to save on travel and to ensure that travel reimbursement can be completed.

Terry noted that Willie Hudson has received a Chancellor's Award. John said Eliska Flores was coordinating where TSTC personnel who are going to NISOD will be staying. John said instruction could foot the travel cost for Willie. Ronda noted that John's instructional travel budget was largely depleted.

Bob noted that Connally has a new superintendent (Mr. Shores). Bob will try to arrange to get him onto our campus for a tour and to visit with Elton.

John said that he was canceling the department chair meeting scheduled for March 16.

ACTION: Department chairs should be notified that the March 16 department chair meeting has been canceled.

There being no further business, the meeting was adjourned.

#### SUMMARY OF ACTION ITEMS

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