

Instructional Directors' Meeting
April 26, 2005
Minutes

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, John Spradling, David Day, Terry Conroy, Lynn Parks, and Yvonne Williams.

The agendas were distributed.

Elton Stuckly visited the meeting to announce that the intent letters for faculty are now being prepared and should be going out next week after the Board of Regents meeting.

Elton also noted that he is very pleased with our efforts in the industrial training area. Industrial training will continue to be a priority. Elton was also pleased that our college continues to show steady growth in both contact hours and total enrollment. Elton then noted that the EDIT deficit is being paid off for this Board meeting. John added that we will continue to run industrial training on our current basis so that we can actually generate a usable profit.

[Agenda item 1] John noted that the president is hoping we can reduce the number of campus-wide emails. Directors should approve any high-priority campus-wide emails and forward them to the Waco Postmaster. Otherwise, general announcements that are lower priority should be forwarded for placement in the ONLINE electronic bulletin.

[Agenda item 2] John distributed copies of a table showing the approved allowances and vendors for rental cars being used on state business.

ACTION: Copies of the table showing the approved allowances and vendors for rental cars being used on state business will be generally disseminated.

[Agenda item 3] John distributed copies of the "BUDGET 2006 TIMELINE." Position sheets should be worked up in late May and will be due around mid-June, John noted.

[Agenda item 4] John noted that if an employee is terminated for cause, that employee is not to be rehired.

[Agenda item 5] John noted that a group has proposed planting flowers and putting in a fountain at the JBC building. However, we will not pursue any improvements to the building until the case is settled by the attorney general.

[Agenda item 6] John noted that the Physics Circus brought TSTC a great deal of good publicity. We're in the sixth and final year of the GEARUP grant. Federal funding for GEARUP may end after this year, John noted.

[Agenda item 7] John thought that the Boy Scouts Merit Badge College went well, but we need to do a better job letting custodial know which buildings are being used so that

custodial can do a better job keeping buildings monitored and cleaned. David said we needed to have more trash cans on the mall.

[Agenda item 8] John noted that we got additional good publicity from the 40th Anniversary breakfast.

[Agenda item 9] John asked if organization charts are available on line. Terry didn't think they had been posted; it would be a huge file. John said we would review organization charts for the instructional division at a later date. John said we had rebuilt the charts not too long ago, so they should be in pretty good shape. Terry noted that the President and Vice Presidents were listed on an organizational chart available on the web.

[Agenda item 10] John distributed copies of a proposed COP regarding paying stipends to employees who carry cell phones which they use for business purposes. John noted that we will reassess who is carrying state cell phones currently and whether or not they are essential.

ACTION: Directors should review the proposed COP regarding paying stipends to employees who carry cell phones used for business purposes. Feedback should go to John by the end of the week.

[Agenda item 11] John reminded everyone again that Purchase Orders should be issued in advance before purchases are made.

[Agenda item 12] John noted that our Perkins allotment has been approved at \$1.44 million, approximately \$7,000 less than what we had in the last budget cycle. John also noted that Perkins can only be used to send two employees to an out-of-state event, unless special approval from the Coordinating Board is secured, which will complicate our sending personnel to events like the national SkillsUSA/VICA competition.

[Agenda item 13] John distributed copies of an Excel file with a budget worksheet. Directors will work with their department chairs to create projections for FY 06. Ronda said she would help anyone who needs help.

ACTION: John will work on reformatting the file so it will print on regular paper. Directors will work with their department chairs and Ronda to generate FY 06 budget projections.

[Agenda item 14] Miscellaneous

John noted that a shipment of new computers will be coming in for SES, English, Biotechnology, and Publishing.

Terry noted that there had been a glitch in getting the 40th Anniversary videos duplicated for the Board of Regents meeting.

John asked if anyone knew of retirees or other personnel leaving so that he can pull their letter of intent to rehire. Ronda asked if we could still process a request from a faculty member to move to a 9-month contract from a 12-month contract; John said that the time had passed for applying for a 9-month contract.

ACTION: John will distribute to the directors a copy of the probationary-type letter regarding employment renewal.

John noted that nine-month employees need to leave the last week in May so that they can return the last week in August. John can secure a letter from the school attorney if necessary to implement that leave plan.

David noted that a chemical storage area had been broken into at the old Paul Quinn campus, and some bottles of chemicals were destroyed. Fortunately, TSTC EHS students had just inventoried the chemicals; that inventory was much appreciated by the Waco Fire Department as cleanup ensued.

Terry noted that she's going to Houston to train personnel regarding the Family Dollar materials. Terry asked if we could use those materials for other retail training opportunities; the Texas Workforce Commission paid us for developing the materials, but they should be ours now. John thought we could use the materials for other training opportunities, but he would talk to Rob Wolaver about it. John also thought we could claim the Family Dollar training for contact hour reimbursement.

ACTION: John will check with Rob Wolaver regarding claiming the Family Dollar training contact hour reimbursement and whether or not we could use those materials in other training opportunities.

Lynn asked about changes to the new campus signs. John noted that Alexis Newmann is compiling a master list of corrections that will be made to the campus signs. John noted that the name "Aerospace" has to stay on the Aerospace building due to local political contributions that paid for the building.

ACTION: John will check on the possibility of appending "Academics" to the name of the Aerospace building.

Wayne noted that the purchasing office will not allow overages for purchase costs compared to the purchase order amount. If you're going to estimate the cost, you'd better make sure that the projected cost will be sufficient to cover the purchase.

John noted that if purchase orders or requisitions are not processed in advance, the errant purchaser will be directed to attend a retraining session provided by the purchasing office and his purchasing authority might be temporarily suspended.

Ronda thought it was unfair that when TSTC has to pay the penalty for delayed payment to vendors, that cost gets charged back to instruction.

John then distributed FY 05 and FY 04 instructional unit budget information to assist in planning for FY 06.

ACTION: Cluster directors should begin working with their department chairs and Ronda to set up their proposed FY 06 budgets.

Ronda noted that some instructional accounts were now broke.

ACTION: Cluster directors should work with their department chairs and Ronda to make decisions about accounts that are now broke in their operating budgets.

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

SUMMARY OF ACTION ITEMS

ACTION: Copies of the table showing the approved allowances and vendors for rental cars being used on state business will be generally disseminated.

ACTION: Directors should review the proposed COP regarding paying stipends to employees who carry cell phones used for business purposes. Feedback should go to John by the end of the week.

ACTION: John will work on reformatting the file so it will print on regular paper. Ronda will get FY 05 numbers plugged into the worksheets for each department. Directors will work with their department chairs and Ronda to generate FY 06 budget projections.

ACTION: John will distribute to the directors a copy of the probationary-type letter regarding employment renewal.

ACTION: John will check with Rob Wolaver regarding claiming the Family Dollar training contact hour reimbursement and whether or not we could use those materials in other training opportunities.

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