

Instructional Directors' Meeting
Minutes
April 27, 2004

Attending were Bob Gordon, Ronda Palmer, Wayne Blinka, David Day, Lynn Moore, Ron Sanders, Lynn Parks, and John Spradling.

The agendas were distributed.

Kelly Contella from Human Resources visited to explain that, starting May 1, all leave requests and ALP's need to be done on the new form. She said that sick leave should be entered in the sick leave box, not in the sick leave pool box. Elton Stuckly must approve emergency leave (to go to a funeral, typically), and sick leave pool access has to be properly approved. Also, exempt employees do not get comp time, so they should not put in for it. Kelly also explained that flex time should not be taken one week at a time, or even a couple of days in a row; vacation should be used for more than one day off at a time. Flex time arrangements need to be made in the department; paperwork on flex time is not lodged with HR. Discussion of appropriate flex time arrangements ensued. John concluded that flex time is typically allotted when the employee has tackled extra duties beyond their 40-hour workweek obligations. Lab assistants can accrue comp time, Kelly noted.

Kelly also pointed out that sick time for more than three days must be documented with a doctor's note on official letterhead. John and Bob thought the COP didn't mandate the doctor's note.

ACTION: John will check on the wording of the COP regarding sick leave and the requirement of providing a doctor's note.

Starting May 1, all leave requests and ALP's must be keyed in before payroll processes. So, Kelly said, she will need leave requests/ALP's on the first of the month to give her time to key in all information.

ACTION: Leave requests/ALP's must be submitted on the first day of the month to Kelly. Kelly gets the original of these documents, and it would be helpful to sign the form in blue ink.

[Agenda item 1] John reminded everyone that we are going to try to get a price break by doing a year-end, aggregate computer purchase. Equipment purchases should be made by this Friday (April 30), Ronda noted.

ACTION: Any computer purchases should be made by this Friday; use the information John will provide about bulk purchase pricing.

[Agenda item 2] John noted that a proposal has been made to expand CTEN membership to include some more schools. Discussion ensued.

[Agenda item 3] John noted that May 10 is the last day to register for the long summer (16-week) term; we will allow add/drops during the first five class days. After that point, any requests for adds must be approved by the director and John. For the 12-week session, classes will begin June 3, and add/drops need to be completed by June 8. That way, the 12-week session will count toward our summer numbers.

ACTION: Directors will work with department chairs to disseminate about registration and add/drops. May 10 is the last day to register for the long summer (16-week) term; we will allow add/drops during the first five class days. After that point, any requests for adds must be approved by the director and John. For the 12-week session, classes will begin June 3, and add/drops need to be completed by June 8.

[Agenda item 4] John noted that revenues from external training will now be split so that the department gets 60% of the true profits (after all personnel costs and other expenses are paid); 10% goes to instructional overhead; 10% goes to the president's discretionary fund, and 20% goes to EDIT deficit reduction. [See additional discussion of this matter in the Miscellaneous section below.]

[Agenda item 5] John asked for any comments on the contract approval process. John noted that the COP has been revised so that not all contracts have to be approved through the industrial training unit. The business office will assign an account number for every project. With a contract in hand, the budget can be set up, Ronda noted. Grants and external resources is the repository for contracts, John noted.

[Agenda item 6] John noted that the new Commissioner of the Texas Higher Education Coordinating Board is Raymund Paredes. Dr. Paredes has graduate degrees from USC and UT.

[Agenda item 7] John noted that Camp TSTC '04 will be held at Waco on August 8-10. Lodging will be at Village Oaks. All participants in Transformation teams will be invited to attend the camp.

[Agenda item 8] John noted that Directors and their partners are invited to participate in the Board of Regents dinner, Thursday, 6:00 p.m., at the ITC building.

ACTION: Directors should let John know as soon as possible if they cannot attend the Board of Regents dinner, and if they will bring a partner.

[Agenda item 9] John noted that two new Regents will be sworn in Friday morning. They are Nora Casteneda from Harlingen and James Virgil Martin from Sweetwater. Barbara Rusling from Waco will be reappointed. Connie de la Garza will be the new Board of Regents Chair.

[Agenda item 10] John noted that the President's car is available only for one or two day periods, not for a full week at a time.

[Agenda item 11] John gave to Ron a copy of information regarding an IT faculty development opportunity.

John noted that Bob Gordon will be getting an award at tonight's Partners in Pride Keep Waco Beautiful banquet.

[Agenda item 12] John announced that the Partners in Education banquet and awards ceremony will be held at 6:30 on Thursday, May 13. Lynn P. said he would attend.

ACTION: Bob will check to see if Ed Price would attend the Partners in Education banquet.

[Agenda item 13] John noted that if an NTS service is provided, NTS will subsequently ask that a customer satisfaction survey be filled out regarding the service call.

[Agenda item 14] Ronda distributed copies of preliminary budget sheets for FY 05. The sheets include operational funds and positions. The sheets did not include Perkins or local accounts.

ACTION: Directors should review the budget sheets to ensure that all personnel are included. Any omissions or changes needed should be discussed with Ronda and/or John. The budget sheets should not be disseminated at this point.

[Agenda item 15] Miscellaneous

John noted that intent letters will be distributed this Friday (April 30).

Wayne discussed with John the expectations regarding payment for industrial training efforts, especially regarding ExxonMobil. The departments really need to see more local fund generation, Wayne said. John said we need to pay the bills and then split the profits fairly.

ACTION: John will revisit the COP regarding industrial contracts and see if he can improve the COP's payout procedure.

Lynn P. noted that the DL room in ASC is listed as instructional, and he hopes to better utilize that room once Math and English move in. Wayne suggested that a regular whiteboard be installed in the room.

David noted that the FAA was being contacted today about moving AER to Patterson Hall. John noted that AVI will stay in ASC. GIS will move to ITC. SBS, Math, and English should be able to share one open tutorial lab, John noted.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: John will check on the wording of the COP regarding sick leave and the requirement of providing a doctor's note.

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ACTION: Directors should let John know as soon as possible if they cannot attend the Board of Regents dinner, and if they will bring a partner.

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