

Instructional Directors' Meeting Minutes
May 11, 2004

Attending were Ronda Palmer, John Spradling, Greta Hecker, Dennis Meyers, David Day, Ron Sanders, Lynn Parks, Lynn Moore, and Wayne Blinka.

The agendas were distributed.

[Agenda item 1] John noted that enrollment for the summer term looks like it will be down slightly from last summer, perhaps by around 80 students. Since we had little activity at our recent Saturday registration, elimination of Saturday registration is being considered.

John said he wants to discourage registration beyond the fifth class day; however, exceptions can be made through the 12th class day. John asked Wayne and Ron to look at revising our policies and student handbook to restrict late registration to the first five days in the term. Ron asked if the policy should include an appeal provision. John said that would be okay.

ACTION: Ron and Wayne will look at proposing a revision to the COP's, the catalog, and the student handbook which would limit late registration to the first five days of each term.

[Agenda item 2] John distributed copies of a letter from the Florida Community College at Jacksonville regarding an opportunity to take a graduate-level course in DL theory and practice.

ACTION: John will see that Lance gets a copy of the letter regarding the DL course opportunity from the Florida Community College at Jacksonville. The directors also should disseminate the information to anyone interested.

[Agenda item 3] John distributed copies of a letter of thanks from Scoutmaster Eddie Morrison and various Scouts in his troop for TSTC hosting the recent merit badge camporee.

[Agenda item 4] John distributed copies of a letter from the Texas Workforce Commission's Civil Rights Division stating that TSTC will be examined for its hiring processes.

ACTION: All personnel who have done hiring in the last three years should ensure that they have all pertinent records on the hire(s) available. Everyone should adhere to the document retention schedule for additional information regarding retention of hiring documents. [Note: Pages 24-25 of TSTC's Records Retention Schedule mandates that the applications of those not hired, records of interviews, and acceptance/rejection notifications will be retained for a period of two years.] John will ensure that Chuck has a Records Retention Schedule.

[Agenda item 5] John distributed copies of a memo from the Coordinating Board regarding proposed and adopted amendments to Coordinating Board Rules.

[Agenda item 6] John announced that an ad hoc committee (comprised of Rick Gauer, Sol Smith, Darline Morris, Lynn Moore, John Spradling, Larry Davis, and an HR representative) will examine the issue of credentials for instructors teaching DORI classes.

[Agenda item 7] John noted that we have new radio spots out and new billboards up. Elton noted that he is pleased with the new radio spots, and John likes the billboards.

[Agenda item 8] John reminded everyone that there will be no raises granted to any personnel for the coming fiscal year. This is a mandate from the Chancellor.

[Agenda item 9] Greta noted that she has sent out nominations for Camp TSTC.

ACTION: Nomination forms for Camp TSTC are due back to Greta on May 21.

[Agenda item 10] John reported that sheet metal fabrication survey showed a strong preference for trained individuals.

ACTION: Tom Reynolds and Rufus Lamere should be tasked with working up a sheet metal fabrication program (probably a certificate program).

John also noted that regarding the technical communicator survey, 65% of respondents said that they would not be hiring additional technical communications personnel in the next year. Discussion ensued.

[Agenda item 11] John noted that the president has been inundated with requests to make decisions on various issues that should be handled lower in the chain of command. Elton does want to be kept informed, but he wants the Vice Presidents to make the final call regarding most decisions involving student issues, etc.

[Agenda item 12] John noted that the president will be out Thursday, Friday, and Monday. Charles Reed will be in charge, but Greta can sign for the president.

[Agenda item 13] John noted that we're not always being consistent in requiring employee leave. Certainly, if anyone is out for a day or more, a leave slip should be filed.

ACTION: Employees should be reminded that exempt employees are not eligible for compensatory time. Anyone who is out for a day or more should file a leave slip.

[Agenda item 14] John noted that there will be an expansion of available optional retirement plans next year for personnel in the ORP system.

[Agenda item 15] John noted that the fleet management report has been submitted to the state, and we may have to remove some vehicles from our fleet.

[Agenda item 17] John distributed copies of the invitations to Employee Awards Day, coming May 28. Tickets are three dollars. Lunch will be Mexican food.

John also said that we need additional presenters for next fall's Professional Development Day.

ACTION: Directors should send nominees of presenters for Professional Development Day to John.

[Agenda item 18] Miscellaneous

John noted that courses with zero enrollment should be canceled. He distributed copies of the list of courses with zero enrollment.

Lynn M. noted that she's up in developmental math but down in reading and writing. John said he would like to have 10 students minimum in each class, unless the class has students in it who must have that section to graduate.

Lynn M. noted that she had some GLM students doing work at the Colonial PGA golf tournament who would be out two weeks. David noted that about 10 students were involved; they were responsible for making their own arrangements to be out. John recommended that written arrangements be drawn up in the future regarding student absences of such length.

Lynn M. also noted that classrooms have been cleared and faculty have been moved out of the second floor of Patterson Hall.

ACTION: David will let Lynn M. know when aircraft maintenance is ready to move to Patterson.

Elton Stuckly arrived to note that he will be working hard on the capital campaign this summer and into the fall. Elton also noted that we need to discuss projects that could be funded by grant money. We also need to start working hard on improving our facilities utilization. And we'll work on improving our signage.

ACTION: David Goodman should be contacted if anyone knows of a sign that is incorrect.

[Agenda item 16] John noted that instruction is \$178,000 over budget for the next fiscal year. John discussed options for reaching the target.

ACTION: The directors will meet again with John regarding the budget at 1:00 p.m. on Thursday, May 13.

Wayne asked if WebAdvisor could be modified so that students can find 12-week classes.

ACTION: John will check on the possibility of modifying WebAdvisor so that students can find upcoming 12-week classes.

John said he was continuing to have discussions regarding the testing center.

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

SUMMARY OF ACTION ITEMS

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