

Instructional Directors' Meeting
May 17, 2005
Minutes

Attending were Ronda Palmer, John Spradling, Greta Hecker, David Day, Terry Conroy, Lynn Parks, Bob Gordon, and Yvonne Williams. Chuck Abshier participated via videoconferencing.

The agendas were distributed.

Robert Gamboa visited the meeting to discuss an upcoming golf tournament fundraiser. It will be Friday, September 23 at the Connally Golf Course. Robert said he has secured a sponsor for the food tent, one of the biggest expenses. He's also working on other sponsorships; he could use help from advisory committee members as sponsors. All of the funds generated will go to the scholarship fund endowment. The plan is to hold the tournament annually. Technologies may want to sponsor groups to participate. The target is 20-25 teams of four. Bob suggested that someone check out the upcoming Keep Waco Beautiful annual tournament to see how they do it.

[Agenda item 1] John noted that the enhanced ID card project is ongoing. John noted that it was unlikely card readers would be installed in all campus classrooms for class attendance tracking. Harlingen is using their cards for meal plans, some building access, etc. If you have other suggestions for card usage, give those to Wayne Blinka.

ACTION: If anyone has suggestions for use of a new, enhanced ID card, give those to Wayne Blinka.

[Agenda item 2] Greta noted that Systems is hiring an outsider consultant to come in and train Transformations coordinators and other representatives from instruction and student services. A workshop will be held August 22-25. Modules will include planning and problem-solving.

ACTION: If anyone is interested in participating in the leadership training to be held August 22-25, they should contact John. John will select the at-large participant from the instructional division nominees.

[Agenda item 3] John noted that Eliska would like to have a common order form for use when renting a TSTC facility to an off-campus entity for a function. It will need to include the current rates for room rental. Terry thought Eliska should already have the rates.

ACTION: Terry will give John a new, comprehensive set of room rates so that John can help Eliska work up the room rental form she wants.

[Agenda item 4] John noted that the on-line college climate survey will be available May 23 through May 27. Employees who do not usually have computer access should be allotted time to go access a computer or be given a hard copy of the survey.

[Agenda item 5] John said that the fire alarm situation has been discussed. The plan for FY 06 is for all those costs to be rolled into one account which will be overseen by Rhett Reddell.

[Agenda item 6] John noted that budget position worksheets will be available May 27. At that point, we should know whether or not employees will get a raise. We will have a short turnaround time to get those back to the business office.

ACTION: Directors should continue to work on their E&G budget projections.

[Agenda item 7] John said that when an employee has an automobile accident in a state vehicle, Tammy Shreiber in the Systems office should be notified. If the accident occurs after hours, the Public Safety office should be notified, and Tammy should be notified the next day.

ACTION: Directors should disseminate the information regarding contacting Tammy Schreiber in case of an accident in a state vehicle.

[Agenda item 8] John said that an air show has been proposed for the campus, probably for November 12. The matter will be studied further.

[Agenda item 9] John reminded everyone that personnel going to NISOD in their own vehicles should not claim mileage reimbursement.

[Agenda item 10] John noted that we are applying for a Labor Department grant to involve the entire TSTC System in Advanced Manufacturing (robotics, etc.).

[Agenda item 11] John noted that he is still working on personnel evaluations. He reviewed those personnel evaluations that still need to be completed.

ACTION: SP 05 personnel evaluations need to be completed just as soon as possible.

[Agenda item 12] John distributed copies of a spreadsheet in which FY 06 Perkins allocations for instruction were listed. He reviewed those areas which received cuts. Instruction did receive about 50% of the total campus Perkins allocation, John noted.

ACTION: Departments' Perkins requests should be submitted to Sandy Pulliam as soon as possible.

[Agenda item 13] John reminded everyone that departments should monitor their budgets carefully. No one should go into the hole.

ACTION: Department chairs will be reminded to monitor their budgets carefully; no one should go negative.

[Agenda item 14] John noted that Rob Wolaver is now in charge of Continuing Education.

ACTION: Department chairs should be notified that Rob Wolaver is now in charge of Continuing Education.

[Agenda item 15] John distributed copies of the latest enrollment figures. We are down slightly from last summer. Students entering for the 12-week summer term or second 8-week summer term will be counted in the FA 05 numbers.

[Agenda item 16] John asked that overload projections for the summer term be presented to him as soon as possible.

ACTION: Directors should forward their departments' overload projections for the summer term to John as soon as possible.

[Agenda item 17] Miscellaneous

Ronda noted that she still needs some property transfer information from some programs.

John noted that he would like to see the caps in the English classes set at 30. Lynn said that 30 could be accommodated in the Aerospace classrooms, but that would leave little room for emergency overrides to get into full classes.

Terry asked if we could produce an institutional certificate of completion for the Family Dollar training completers. John said we could produce such a certificate.

Terry also noted that a second order of wireless access points has arrived. They will be installed by TEL students, but she needs to know where. She would like to do entire buildings, not just an area within a number of buildings. Terry thought the library is now on the TSTC wireless system, but she wasn't sure. John said we probably should network buildings on the mall first, then work out from there. David said personnel in the Fentress Center would really like to be on the wireless network, as would personnel in the Toyota building. John said we should study the Provence Center also.

ACTION: Terry will begin testing in the Fentress Center, Toyota building, and Provence Center to see about installing wireless network access points in those locations.

Terry also noted that she had questions about who is responsible, instruction or NTS, for wireless networking costs.

David noted that Jimmy White is back at work part time.

Yvonne noted that she had new computers up and running in her labs. She asked if DORI classes would be needed at the Fort Bend Center and Palacios for the fall. Chuck thought DORI would be needed. Terry suggested that DORI be transmitted to Chuck via two-way video. Yvonne said she would consider the matter.

David noted that the Chef's Dinner would be this Thursday evening (May 19). The cost is \$30 for an individual and \$50 for a couple.

Terry noted that she would be out Thursday and Friday and all next week (May 19-27).

Yvonne noted that she had some problems with students who need section changes. John said it was too late to process adds or changes; we need to stick with a one-week window for making such adjustments. Greta thought admissions was telling students they can add through this week.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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