

Directors' Meeting Minutes

Instructional Division

May 4, 2004

Attending were Wayne Blinka, Ronda Palmer, Chuck Abshier, Dennis Meyers, David Day, Kirk Hunter, Bob Gordon, and Lynn Parks.

1. **Memo from Commissioner Brown (Handout)**
Wayne distributed copies of an email message from THECB Commissioner Brown confirming his retirement and introducing his replacement.
2. **Management Council Meeting**
The next management council meeting is scheduled for Friday, June 21, 2004. It will be held via videoconference.
3. **Summer Enrollment Update**
Ref.: Dawn Khoury Email, Summer 2004 registration count report, 05/03/04, 8:44 a.m. Wayne noted that our numbers still lag behind last year's for both new and returning students. Lynn P. pointed out that we do seem to be closing the gap some.
4. **Prohibition of Personal Use of State Telephones (Handout)**
Wayne related that State cell phones, our 1-800 number, and the TEX-AN network (as well as other State-funded services) were limited to official business only. He distributed copies of a memo from Pam Price on the subject. Personal use is not reimbursable by the State, and should be paid for by the employee using the service for personal use. David Day suggested paying eight cents per minute for personal calls. Ideally, the State cell phones are not used at all for personal calls. Also, students should not have personal calls coming in on the 800 number.

ACTION: Wayne will check on the propriety of students using the 800 number to talk to potential employers.
5. **Endorsement of Fuel Cell Program (Handout)**
Wayne distributed copies of a letter regarding the Heart of Texas Workforce Development Board endorsing TSTC's new Fuel Cell Program, saying it will "strengthen the abilities of the Heart of Texas businesses and industries to compete in the globalized marketplace."
6. **Political Visit (Handout)**
Wayne distributed copies of a memo from Eliska Beaty giving notice that ExxonMobil trainer Julie Haas, Governor Rick Perry, Kay Bailey Hutchinson, and Tom Delay plan to tour the Waco campus on either the 14th or 17th of May. Details as they develop.

7. DORI 0100 Survey Results

Wayne announced that a survey of this cohort of DORI 0100 students has been completed. Around 80% of the students identified the course as helpful and the information useful in their other classes. Plans to survey students a year after taking the course are being formulated, to see if the same percentages hold. Lynn P. suggested that a better gauge of the quality of the course might be to compare the success of a cohort of students who took DORI 0100 vs. a commensurate cohort that did not take DORI 0100.

8. Online Auction

Wayne noted that TSTC has been studying the feasibility of using an online format for the surplus property auction. It hasn't been ruled out, but there are a number of problems, including payment, customers not being able to inspect what they are buying, and bidders that don't pick up what they buy.

9. Reduced Rates at Fitness Centers for Employees

Wayne noted that the Business Office is consolidating the list of agreements TSTC has with local fitness centers to try to revive interest in response to Gov. Perry's "Texas Roundup" initiative. President Stuckly noted that release time for personal exercise programs would not be granted.

10. Out of State Travel

Wayne related that President Stuckly received a request for travel out of the State a day after the travel occurred. He signed it, but stated that in the future he would not sign out of State travels unless he received them in advance of the travel. Bob thought the problem might be with new supervisors who did not understand the travel approval process.

11. Recycling Award

Wayne noted that President Stuckly is displaying the plaque received for TSTC's Second Place finish in the "Keep Waco Beautiful" contest.

12. Saturday Registration

Wayne related that, according to Charles Reed, approximately 35 employees were at work this past Saturday for registration duties. They registered two new students. This topic will be discussed in the future. Saturday registrations might be limited to Fall semester only, for instance.

13. Web Surveyor

Wayne related that, according to Darline Morris, Systems was trying to charge us for use of a web surveying software product that is inferior to what we have developed in house. She will be visiting with Systems personnel to discuss this issue.

14. New Worm

According to Wayne, NTS Director Dale Norwood is worried about a new worm on the Internet. The Sasser worm doesn't require any action by the user. It looks for vulnerable computers that are connected, then loads itself onto those computers. So far, NTS has been able to block the virus from getting on campus.

ACTION: Everyone should access the Windows Update site at least once a month to get the appropriate patches for such bugs.

15. Miscellaneous Short Topics

- a. Reminder: the Fulbright scholars from Germany will be visiting on May 17th.
- b. New direct deposit forms must be completed if you wish to start or continue direct deposit of paychecks.
- c. A new recruiting video is available from marketing. They also have started displaying the new billboards, and new audio ads are being released.

16. Board of Regents Report

- a. The golf course audit is complete. TSTC Waco hopes to lease it to a vendor that will work with GLM to provide training and coop opportunities. Vernon Allen is taking over the course until we get another lease agreement.
- b. Regarding our Continuing Education offerings, the Board asked that we stick more closely to our mission of “high tech” skills development, so the broad spectrum of CE courses recently offered would be narrowed somewhat. Dennis explained that all our CE offerings must henceforth conform to a WECM course. Since we cannot claim contact hour reimbursement for “leisure” courses, we will forego them.
- c. The Board noted we had improved our short class percentage, and encouraged us to continue. President Stuckly set a goal of 3 to 4%. (We’re currently at about 8%, Wayne thought.)
- d. The Fuel Cell and RV Maintenance programs were approved for all campuses.
- e. The Board noted that enrollment was flat across the system, and our contact hours are down a worrisome amount. Dennis thought more students were taking fewer hours per term.
- f. The Board voted a Resolution of Appreciation for Dora Gomez, a 34-year TSTC employee who recently retired.
- g. The Baylor hanger lease was re-approved, but this time the cost is \$23,000 per year instead of \$10 per year.
- h. The Board approved us to go ahead with our surplus property auction.
- i. President Stuckly reported the old EDIT deficit is now down to \$158,000 from nearly \$900,000 five years ago. With about a year and a half to pay, the repayment schedule is on target.
- j. It was reported that there has been a settlement between TSTC Systems and the old Foundation organization, although President Stuckly was not certain about the actual amount of the settlement.
- k. The Board voted for a Letter of Appreciation to Commissioner Don Brown, who has been a great supporter of TSTC during his period in office.

Ronda noted that departments need to make final purchases but reserve enough money for postage.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Wayne will check on the propriety of students using the 800 number to talk to potential employers.

ACTION: Everyone should access the Windows Update site at least once a month to get the appropriate patches for bugs such as the Sasser worm.