

Instructional Directors' Meeting
Minutes
June 1, 2004

Attending were Dennis Meyers, John Spradling, Wayne Blinka, Greta Hecker, Bob Gordon, David Day, and Lynn Parks.

The agendas were distributed.

[Agenda item 1] John noted that Professional Development Day will be held on October 15, 2004.

[Agenda item 2] John announced that this year's retirement reception would be held August 19 from 2-4 p.m. He wasn't sure about the location.

[Agenda item 3] John noted that there are about one hundred SP 04 evaluations still out. The final deadline for evaluations is June 9, 2004.

ACTION: Directors should ensure that a formal evaluation has been submitted for all their personnel by June 9.

[Agenda item 4] John noted that, currently, COP 2.47 mandates that employees in the physical plant will be subject to drug testing after any accident. A revision is being considered to COP 2.47 that would mandate drug testing for any employee involved in an accident.

[Agenda item 5] John noted that, currently, reference and background checks are done by the hiring supervisor. A recommendation is being considered that HR conduct a mandatory background check on all qualified applicants. John also noted that we will not hire public school teachers for a day to help them secure Social Security benefits.

[Agenda item 6] John distributed copies of information regarding the Coordinating Board's Star Awards to recognize colleges that have achieved significant goals related to Closing the Gaps initiatives.

ACTION: Directors should disseminate the Star Awards information. If anyone has information about achievements that would entitle TSTC to apply for a THE Star Award, he or she should forward the information to John.

[Agenda item 7] John distributed copies of information regarding the Governor's Executive Development Program. The three-week leadership program is available to college personnel at the dean's level or higher.

ACTION: Anyone eligible who is interested in participating in the Governor's Executive Development Program should contact John.

[Agenda item 8] John noted that Systems will reimburse the Colleges for server purchases to accommodate Systems mandates. Waco will receive approximately \$5,000.

[Agenda item 9] John distributed copies of a CD from the Coordinating Board entitled FACTS: Finding Answers for College Tools for Success. The CD has information about college programs, financial aid, etc.

[Agenda item 10] John reminded everyone that alias email addressing is still available for those personnel who request it.

ACTION: Requests for alias email addressing should be submitted to NTS.

John noted that discussions were ongoing about the NTS policy of blocking email Spam by use of filters. John was concerned that the new filtering was blocking some incoming student messages and even some outgoing messages (and slowing some functions). John said he would share instructional needs and concerns on the issue with Dale Norwood.

ACTION: John will talk to Dale Norwood about the needs and concerns of the instructional division regarding Spam filtering initiatives.

[Agenda item 11] Regarding budget issues, John said we need to convey to folks better information about how our budget works. The E&G budget is approximately 60% of our total funding. E&G is used primarily for personnel and departmental operating expenses. It is this money that likely will take a hit of \$4-\$7 million next year (which could mean a RIF). The remainder of the money that comprises the college's budget is generated locally or is dedicated to certain projects.

David asked about getting overload pay for an instructor in his cluster. Discussion ensued.

ACTION: David and John will discuss further the matter of faculty schedules and overload for the summer.

[Agenda item 12] John noted that we're investigating with MCC the possibility of partnering in a Homeland Security program for their McGregor center.

ACTION: If anyone has ideas for partnership programs we could pursue with MCC, especially if there are not extensive lab facility requirements, then contact John.

[Agenda item 13] John noted that President Stuckly is looking at hiring an outside person for the management of contracts and grant projects.

[Agenda item 14] John noted that the President will bring in someone to replace Greta to help him with the capital campaign and other initiatives.

[Agenda item 15] John noted that Systems will need ten rooms, ideally in the same building, for Camp TSTC August 8-10. Systems would like to use the Connally Building auditorium for some events. John suggested we look for ten rooms in JCTC and/or ITC. Discussion ensued. Wayne thought there might be some rooms available above drafting, although there is no elevator access.

ACTION: Greta will check into the availability of JCTC and drafting rooms for use during Camp TSTC August 8-10. Wayne and David will also check into ITC room availability.

[Agenda item 16] John noted that on June 7 at 5:30 the phone service will go down due to a phone service changeover.

[Agenda item 17] Miscellaneous

John noted that Physical Plant was beginning to empty the cigarette butt containers.

John noted that we did a good job advertising at NISOD by using our computers as computer stations for participants.

Bob said he had collected service awards that had not been picked up at the Employees' Awards ceremony.

ACTION: Bob will forward to the appropriate directors the service awards that had not been picked up at the Employee Awards Ceremony. The directors can then give them to their personnel.

Dennis volunteered to cover meetings next week for John.

ACTION: Dennis will let Sharon know if there will be a DC meeting next week.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Directors should ensure that a formal evaluation has been submitted for all their personnel by June 9.

ACTION: Directors should disseminate the Star Awards information. If anyone has information about achievements that would entitle TSTC to apply for a THE Star Award, he or she should forward the information to John.

ACTION: Anyone eligible who is interested in participating in the Governor's Executive Development Program should contact John.

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