

Instructional Directors' Meeting
June 7, 2005
Minutes

Attending were Greta Hecker, Bob Gordon, John Spradling, Wayne Blinka, Yvonne Williams, David Day, Terry Conroy, and Lynn Parks. Chuck Abshier joined the meeting via two-way video.

John asked Chuck if he had put in all his small class codes. Chuck said he had.

John then circulated the list of small classes and asked that they be checked for the appropriate small class code. Wayne asked what code to use for small ExxonMobil classes. John said he would have to check.

ACTION: John will check for Wayne on what small class code to use for small ExxonMobil classes.

John noted that Darline Morris is concerned about the new SACS requirements for faculty credentialing. She was also concerned that we had only a 45% response rate on the environment survey, but John that that rate was okay.

John asked Lynn if he perceived any demand for adult basic education classes. Lynn said he had not received any inquiries about such classes in a long time.

John noted that we need to prepare for a TWC audit of veterans' files.

John noted that students completing an associate's degree typically can get a discount on new cars at local dealers.

John noted that the 40th anniversary celebration will be October 14, the same day as professional development day.

John said that we are looking into whether or not we should start doing a yearbook again.

John noted that the achievements list for the next Board of Regents meeting is Friday, June 17. The list of achievements should be sent to Jan Osburn.

ACTION: The achievements list for the next Board of Regents meeting is Friday, June 17. Send the list of achievements to Jan Osburn.

John passed along congratulations to Bob Larsen in CMT and Bettye Dowdy in SES for generating some good publicity for the college.

John noted that our proposed Biotechnology program has been approved by the Coordinating Board.

John asked how many new positions he needed to include in the budget proposal for FY 06.

Chuck said he needed a position at Palacios for Pharmacy Tech.

Wayne said he had gotten initial proposals for two new positions in LET/Nano and one in Biotechnology, but he needs to retrieve further justification.

Yvonne said she needed one new adjunct slot. She also mentioned that Russell Ellwood would be leaving in July.

David said he needed a position for welding, a position for automotive, and a position for GLM.

Lynn noted that he needed to keep the open slot in BUSM and the open slot in the library. Lynn did not anticipate any retirements.

Greta said she had a nine-month faculty position in Pharmacy Tech that she needed to move to a 12-month position. Greta also noted that she needed to refill an open slot in drafting (for a 12-month position), a slot in CMT, and a slot in Webmaster.

Wayne said he was looking into bids for redoing the exterior of the MRI building.

Wayne asked if out-of-state money would be in the budgets for next year. John thought there would be some money which the President's office would disburse.

John noted that we have some savings that have been gleaned. He would like proposals for urgent spending needs.

John asked Chuck to formulate a list of needed equipment and probable cost.

Other ideas were discussed.

ACTION: Proposals for equipment to be purchased with E&G remainders should be submitted to John by Friday, June 10.

David noted that the blue pickup had been accidentally filled with gasoline rather than diesel, which will put it temporarily out of commission. David also noted that he had trouble getting a new fuel filter for the pickup from Carquest because TSTC hasn't paid its Carquest bill since March.

John noted that we will close down afternoon and evening classes on Thursday, June 9 for Dia Techsana.

John noted that employee help was needed for the student appreciation lunch on Thursday, June 9 at the Rec Center.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: John will check for Wayne on what small class code to use for small ExxonMobil classes.

ACTION: The achievements list for the next Board of Regents meeting is Friday, June 17. Send the list of achievements to Jan Osburn.

ACTION: Proposals for equipment to be purchased with E&G remainders should be submitted to John by Friday, June 10.