

Instructional Directors' Meeting  
Minutes  
June 8, 2004

Attending were Sandy Kleypas (for Wayne Blinka), Dennis Meyers, Yvonne Williams, Lynn Moore, Ed Price, David Day, Ronda Palmer, and Lynn Parks.

Elton visited to discuss various matters. He noted that we need to complete our property inventory for this term. The deadline is June 21 at 5:00 p.m. The completed inventory sheets should be given to Gene Markham. [Note: Gene said he would ensure that David Diamond received copies.]

Elton then discussed the implications of Rider 50 (which disallows contact hour reimbursement when a student repeats a course for the third time or more) for certain courses. Elton thought that special topics courses being repeated for credit are a problem under Rider 50. APT courses might also be a problem. David noted that flight students receive an IP instead of retaking courses, which resolves most of the problems. Universities can charge a higher tuition rate, but two-year and technical colleges cannot, Elton noted.

Elton said that we have a number of scholarships that go unused because not enough students apply who meet the qualifications. He would like for everyone to pass along information about scholarships to Jackie Adler, so that we can create a master list of scholarships. Elton distributed copies of an email from Jackie outlining the information she needs to know about each scholarship.

**ACTION:** Department chairs should provide, in the next two weeks, information about departmental scholarships to Jackie Adler in Financial Aid. The deadline is June 21.

Elton noted that we were given \$30,000 from the George Foundation for TSTC scholarships at the Ft. Bend center.

Elton noted that staff senators should be accorded time to go to staff senate meetings.

Elton noted that it's time to submit Board of Regents accomplishments. The deadline is June 15 at 5:00 to file accomplishments with Jan Osburn. Waco will be allowed to submit a maximum of 15 awards and accomplishments, Elton noted. Awards and achievements can be from students, employees, or the organization.

**ACTION:** Lists of awards and achievements for the Board of Regents meeting should be provided to Jan Osburn by June 15 at 5:00.

Elton noted that he had heard the concern that we sometimes hire outside trainers for continuing ed and industrial training but then don't allow them use of our equipment. We must allow them to use the equipment, Elton said.

Elton concluded by noting that the proposed budget is a real concern. The proposed budget includes various reductions in formula funding reimbursement for specific program areas and a reduction in the aggregate formula reimbursement to the colleges from 66% to 60%. Consequently, we will need to redouble our efforts to bring in money through industrial training efforts, grants, etc. Elton will reconvene some general sessions with the faculty and staff to explain the latest budget implications later in the summer. Dennis distributed copies of a page regarding the contact hour proposal. The cuts would be implemented FY 06 (Fall 05). Discussion ensued.

Dennis reviewed various items from the June 7 Executive Team meeting.

[Item 1] Dennis noted that NTS is removing the email filters until the matter is studied further.

[Item 2] Dennis noted that NTS has converted our network so that we're now hooked into Southwestern Bell Communications instead of UT. The telephone system also has been converted to SBC.

[Item 3] Dennis noted that Red River apartments have had a wireless network installed for a total cost of \$66,000.

[Item 4] Dennis noted that the revision to COP 2.47 will include all employees in mandatory drug testing if there is an accident. He distributed copies of the proposed COP.

**ACTION:** Feedback on the proposed revision to COP 2.47 should be referred to Carrie Gayeske.

Dennis distributed copies of the results from the May 2004 NTS customer satisfaction survey.

[Item 5] Dennis distributed copies of a memo from Systems employee Tammy Schreiber regarding a new Colleague fixed assets module. The module is supposed to help track inventory. Training on it for specified personnel will be conducted later.

[Item 6] Dennis distributed copies of a report regarding how Rider 50 and the 27 hour remedial limit have impacted TSTC Waco. 19,104 hours went unfunded under Rider 50 in SP 04, mostly technical course hours. That amounts to nearly \$80,000 lost due to Rider 50. Sandy suggested that students taking a course a third time also be required to take a mandatory study hall course and pay full price for it.

[Item 7] Dennis distributed copies of a list of scholarships. Dennis thought that some scholarships went unused because students just didn't know about them. June 21 is the deadline for providing comprehensive scholarship information to Jackie Adler, Dennis reminded everyone.

ACTION: Department chairs will forward necessary scholarship information to Jackie Adler by June 21.

Dennis distributed copies of a letter from Glenda Barron at the Coordinating Board commending TSTC for its Site Visit Follow-Up performance.

Dennis distributed copies of an email from Barbara Selke-Kern announcing that John Keel was retiring as director of the Legislative Budget Board.

Dennis distributed copies of a letter saying we had been rejected in our application for a Rural Utilities Service grant.

Dennis distributed copies of a letter regarding A&M's upcoming Annual Summer Seminar on Academic Administration, to be held July 11-16.

Dennis distributed copies of an email from Tara Odom regarding the opportunity to make donations to the F. Herman Coleman Endowed Scholarship Fund.

Dennis distributed copies of a letter from the Heart of Texas Workforce Development Board which strongly endorsed our new program in RV Technology.

Dennis noted that Elton was pleased with the support pledged from L-3 and Free Flight at the recent L-3 Industry Appreciation Dinner.

Dennis noted that local philanthropist Malcolm Duncan is looking at the issue of area GED graduates needing additional remediation before entering college. He also is looking at the issue of medical coverage for uninsured residents and additional housing assistance.

Dennis noted that a detailed report of Grants and Contract activities will be presented to the president by June 28. Dennis and Charles Reed will compile the report.

Dennis noted again that the George Foundation of Fort Bend had donated \$30,000 toward scholarships for Ft. Bend TSTC students.

Dennis noted that the Executive Team will meet in September to start formulating a Contingency plan to address the looming budget crisis.

Dennis noted that we will have a Retention Plan and Room Utilization Plan in place by this fall. David Meine continues to work on the issue of room utilization.

Dennis noted that documents needing Elton's signature should have "Elton E. Stuckly, Jr." as the typed signature.

Dennis distributed copies of a list of items that need inventory cleanup.

ACTION: Directors should have the items found and documented properly that are on the inventory cleanup lists. Completed inventory forms should be submitted to Gene Markham (copy to David Diamond).

Dennis noted that we would not have a department chair meeting on Wednesday, June 9.

Wayne noted that he had met with Dawn Khoury regarding the Texas Success Initiative. Changes include new transcript and advising procedures. Counseling will no longer provide white paper advising slips, but the information will be available electronically. Training will be provided on the matter later this summer. Incoming students' transcripts will be evaluated and the credits logged in by counseling before the students see their major program advisors.

Ronda noted that she and John have been deleting requisitions that came in after the deadline date, and a few that came in in May but didn't get proper approvals before June 1. Ronda said a major computer purchase would be made shortly, so some computer purchases that were deleted will be filled anyway.

Greta announced that she is back in her computer cluster office (at ext. 3184).

Lynn M. announced that Yvonne Williams was taking over for her, at least temporarily. Lynn M. has resigned to take a position with a private school in Houston.

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

#### SUMMARY OF ACTION ITEMS

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