

Instructional Directors' Meeting
June 20, 2006
Minutes

Attending were Bob Gordon, Terry Conroy, Ronda Palmer, Fred Khozein, Ron Sanders, David Day, Richard Wheet, Selby Holder, Mike Denn, Y'vonne Williams, and Lynn Parks. Chuck Abshier participated via telecommunication.

Elton Stuckly visited the meeting to give an update regarding funding and budget issues. Elton noted that our general revenue dollars are down \$352,000 from last year. (Elton noted that this may be the first time general revenue dollars have gone down in the second year of the biennium; traditionally general revenue dollars have gone up in the second year.) Some additional internal auditors will be hired; that will cost Waco \$130,000. We also budgeted an additional \$125,000 for rising utility costs. We also set aside \$186,000 budgeted for reserve. We are also mandated no more than 560 FTE (total full time equivalent positions); we cut some currently vacant positions to get back under the limit. Even with all of that, the overall instructional budget is still up \$100,000 from the instructional budget last year. Also, we may get an additional \$192,000 for dual-credit classes for the Rapoport Academy. Some new money for equipment is coming from our industrial training area. Also, we have received notice that \$350,000 for equipment may be coming in federal dollars. (Elton will meet with Chet Edwards and John Cornyn regarding this equipment money; this may become a federal earmark we can receive every year.)

Elton noted that the issue of raising the department chair increment is still under discussion. However, the other campuses are struggling financially more than Waco is, which could impact the final decision.

Elton said we may get an optics and photonics grant; some salaries might roll over to this grant. Also, it looks like our Carl Perkins funding for FY 07 and FY 08 will remain intact.

Elton then left the meeting. Fred distributed copies of the agenda.

[Agenda item 1] Fred noted that a Biotech TWC (Texas Workforce Commission) grant application has been submitted.

[Agenda item 2] Fred noted that two additional Texas Workforce Commission grant applications are being prepared for training in advanced manufacturing.

[Agenda item 3] Fred noted that Carliss Hyde has outlined a revised process for submitting grant applications. The improved process should help keep everyone informed of the grant status.

[Agenda item 4] Fred noted that the benefits enrollment period for FY 07 will be July 24-August 18. The ERS Benefits Fair is scheduled for August 14.

ACTION: Personnel will be reminded that the benefits enrollment period for FY 07 will be July 24-August 18. The ERS Benefits Fair is scheduled for August 14.

[Agenda item 5] Fred noted that the Methodist Home has some dual credit classes with MCC; we will look into additional classes we could offer for them.

[Agenda item 6] Fred distributed copies of a blank Personnel Requisition and noted the "Duties Performed" area. Fred said that HR has limited space in their postings for the description of duties; department chairs should work with Cindy Volney in HR to craft the best duties statement for advertising the position.

ACTION: Department chairs will be reminded to work with Cindy Volney in HR to craft the experience requirements and duties performed statements when preparing to advertise open positions.

[Agenda item 7] Fred noted that some federal money may be earmarked for TSTC equipment. (See Elton's discussion above.)

[Agenda item 8] Fred distributed copies of a notice regarding a revised deadline for submitting proposals for the state's Emerging Technology Research Matching Grants. The old deadline was June 27; the new deadline is September 26.

[Agenda item 9] Fred distributed copies of a notice from Roger Labodda at the Coordinating Board regarding the House's inclusion of the Perkins allotment for FY 07; Roger also notes that Congress is working on a bill to fund Perkins for FY 08.

[Agenda item 10] Fred distributed copies of an email noting that TSTC Waco's LAR (Legislative Action Request) is due to Barbara Selke-Kern on July 21.

[Agenda item 11] Fred distributed copies of an item from the June 16 Capitol Update publication which notes that state agencies have been asked to prepare budgets that are 10% less than their FY 06 budgets. The item also mentions that state employees should receive a 3% pay raise. Fred noted that TSTC employees would not be receiving the 3% raise because employees at the state's colleges and universities were exempted.

[Agenda item 12] Fred distributed copies of a letter noting that TSTC student Haley Burr had received a Datatel Scholars Foundation scholarship.

[Agenda item 13] Fred distributed copies of a letter from Carole Jones of the Rapoport Foundation stating that they would like for TSTC to proceed with a Phase II (full) proposal to fund equipment for the Area Technical Center. That is a good sign, Fred said.

[Agenda item 14] Fred distributed copies of a letter from Wharton County Junior College requesting assistance with utility costs at the Fort Bend Technical Center; Fred said that TSTC would provide the requested assistance (\$30,076).

[Agenda item 15] Fred noted that materials for the upcoming Board of Regents meeting, including minute orders, are due June 30 to Lillian Macik. A memo regarding the timeline for submitting BOR materials was distributed.

[Agenda item 16] Fred distributed copies of conservation tips regarding appliances.

ACTION: The “General Appliance Tips” handout should be distributed as efficiently as possible to campus employees.

[Agenda item 18] David noted that opportunities are coming up to train welders for two companies. We might train 2,000-4,000 new welders in the next five years. The welding department will be looking for extra space and equipment to conduct the training.

[Agenda item 19] Fred noted that there would be a Management Council Meeting on Friday, June 23. The Chancellor and Presidents will meet via videoconference to finalize approval of new and revised policies.

[Agenda item 20] Fred distributed copies of a letter from Phi Theta Kappa advisor Debi Cisneros stating that the achievements of the local chapter, Alpha Omega Omega, was recently recognized in the Golden Key Newsletter magazine.

[Agenda item 21] Miscellaneous

Selby noted that the RV program has been approached about modifying some trailers (installing a handicap lift, ventilation, hardware, satellite system, etc.), but the RV program may be too busy, because of increased enrollment, to handle the modifications. However, they may tackle the job if the trailers come in with some of the modifications already done.

Ron noted that we may get some good publicity when the new Haas machine for metal milling arrives.

Fred noted that the campus FY 07 budget is still being reviewed but will be ready for distribution soon.

Mike asked about equipment and supplies for the biology lab for the Rapoport Academy. No one had any new information. Mike said he would try to contact them again on the matter.

ACTION: Mike will follow up about equipment and supplies for the biology lab for the Rapoport Academy.

Lynn reported that the 26 A. J. Moore students had arrived and were beginning their classes and work assignments. Mike said he had heard they were performing well from their CNS instructor, Walt Yantis.

Y'vonne noted that the SES department had had a good visit from Fred. Y'vonne said anyone was invited to come and visit the SES area.

Terry said that she had received a request (via Edd Clark) from Dell Computer to have some training videotaped. (A TSTC trainer is providing the training on a contract basis.) She priced the videotaping at \$1000 per finished minute. She noted that the IDEAS Center needs to be involved up-front when videotaping projects are being discussed. Fred said he would like to be informed if anyone is not properly involved up-front when contract training is being discussed.

ACTION: Fred should be informed if anyone is not properly involved up-front when contract training is being discussed.

Bob noted that he is a member of the Lacy Lakeview Chamber of Commerce. At today's meeting, it was announced that Midway Auto Auction gave a \$500 scholarship to a current AUT student who had graduated from Connally. We need to do a better job marketing our technical programs to local students, Bob said. Lynn noted that the A. J. Moore summer internship experience could be duplicated for other area high schools. Ron noted that we also need to do a better job marketing TSTC to area teachers and counselors; we did have some teachers visit recently as part of a Tech Prep grant, and that was a positive experience.

Bob noted that some key area schools have new superintendents and principals; perhaps we could arrange for a lunch and exposure to our programs. Ron suggested we work through Don Hancock at the education service center to set this up.

ACTION: Bob will check into the possibility of having area school superintendents and principals to the campus for lunch and a tour.

[Agenda item 17] Fred noted that we need to be looking at every possible way of improving enrollment, including offering new shorter-term courses (matriculated, contracted, and CE). There are still the usual issues, such as how faculty can leave their regular classes to cover short courses. Fred said that the department chair could work out flexible arrangements so that the short courses can be covered. David noted that VA students have to have 12 hours up-front (at the start of the term) or they will lose a portion of their funding. Richard noted that "short courses" at most schools designate courses offered in between terms ("mini-mesters," etc.). Terry noted that HR has gotten more flexible about 8-5, M-F workweek expectations. Y'vonne said that SES would find it difficult to offer four or five week courses at the 0050 level; however, SES faculty is looking into short courses at the 0100 and 0200 level. Richard noted that offering shorter courses can cause room utilization problems. Terry pointed out that packing our regular courses into shorter time frames doesn't increase enrollment and is likely to cause

burnout of faculty and students. Chuck said a shorter course might increase enrollment if it could pick up some industry workers who could come over for the short course. David said shorter courses with longer hours could displace our regular students who already have full loads and part-time jobs.

Fred said the idea of shorter courses would be to pick up some extra students who cannot take our regular 15-week courses. Mike said if departments are already over-extended, those departments will have trouble covering their regular courses and adding short courses. Ron said that hybrid courses can sometimes meet the needs of industry workers who cannot take longer courses. Richard said our last big push for night classes failed, in part because area community colleges already offer so many night courses for part-time students.

David said we do meet industry needs for short courses when there is a specific demand, such as the upcoming welding training for Fluor Daniel (a major construction company). However, David noted, it typically causes all kinds of scheduling problems to take students here for targeted industrial training and mix them in with our regular matriculated students.

Richard said we don't have a handle on what the market is as we push for "short term training." Selby noted that any time we get a request from industry for training, we always try to meet the demand. However, we cannot shorten the timeframe for completing a course of study, Selby said. Students are already in class and lab over 20 hours per week, typically. Trying to accelerate the courses will mean they're in class even longer, and students (and faculty) will get burned out.

Bob said it sounded like our best bet might be offering more night sections for people who work during the day. Fred said we need to consider the matter and see if we can come up with creative offerings that might capture some new students.

ACTION: Directors will discuss the issue with their department chairs and see if we can come up with any new short-term offerings for the fall semester.

Fred asked if there was any way to lengthen breaks between terms. Richard noted that most colleges will do a 16-week fall term, 16-week spring term, and two 6-week summer terms. That's the only way to lengthen the breaks between terms. He also noted that summer sessions are very intensive, and generally less material gets covered in short-term summer classes, he said.

Fred noted that we will begin cleaning up inactive courses next week.

Fred also noted that we will be discussing whether or not the same course can be taught with different lecture-lab mixes in different areas of campus (such as a blueprint reading course offered by different departments).

Fred noted that the activity reports from the instructional departments will be reviewed every other week. Information for the reports should go to Bob.

ACTION: Directors will ensure that their department chairs begin submitting information to Directors for the activity reports, which will be sent to Bob Gordon to be produced every other week.

Selby and David noted that they need additional storage units before the next phase of ITC renovations begins. However, Henning Hansen has not yet gotten final approval for the renovation schedule, making it difficult for the programs in the ITC building to plan.

ACTION: Fred will make inquiries into the status of the ITC building renovation plan and on availability of storage units.

Fred said that departments need to reexamine the prerequisites on their courses to see if they can be simplified or cleaned up.

Richard distributed copies of the latest revision of COP 7.30 "Teaching Faculty Productivity." This revision should be approved next month, Richard noted. The change is that the large lecture stipend will be available to any instructor regardless of other loading factors in the department.

ACTION: Directors will prepare a memo for Fred listing faculty who would be entitled to large lecture stipends this term under the revised provisions of COP 7.30.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

ACTION: Personnel will be reminded that the benefits enrollment period for FY 07 will be July 24-August 18. The ERS Benefits Fair is scheduled for August 14.

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ACTION: The "General Appliance Tips" handout should be distributed as efficiently as possible to campus employees.

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