

Instructional Directors' Meeting
June 21, 2005
Minutes

Attending were Debby DeFee (for David Day), Bob Gordon, Ronda Palmer, John Spradling, Wayne Blinka, Howard Childs (for Yvonne Williams), Greta Hecker, Terry Conroy, and Lynn Parks.

The agendas were distributed.

Rob Wolaver visited to discuss the issue of continuing education courses being created and offered without Rob's office knowing anything about them. That becomes a problem when people call his office and ask about the class, or a payroll action initiated about the class, and Rob's office can't explain anything about it. Also, departments are sometimes offering training or coordinating training on campus that could be offered for continuing education reimbursement if Rob's office was included in the planning.

Terry suggested that Rob outline the process involved in setting up continuing education classes. Then the outline of the process could be sent to the department chairs. Terry could also post the process on the continuing education area of the website.

Lynn suggested that Rob address the department chair meeting at least twice a year to remind the chairs about the procedures for setting up continuing education courses and to remind them that seminars offered on campus can often be set up for continuing education credit/reimbursement.

ACTION: Rob will retrieve the existing continuing education course set-up procedures and copy them for the department chair meeting on June 22. John will put Rob on the DC meeting agenda.

John noted that the scheduling software package should help alleviate the problem when it is purchased and installed.

[Agenda item 1] John reported that Thomas Rajek from Bay City, a WEB student, had registered a complaint about the way we provide honor roll recognition. John noted that Charles Reed is working on the issue.

[Agenda item 2] John distributed copies of a flier advertising an upcoming Recruitment and Retention meeting hosted by personnel from Coastal Bend College. The meeting will be July 26 in San Antonio. (Unfortunately, the RSVP date for the session was June 20.)

[Agenda item 3] John distributed copies of the SP 05 "Internal Customer Satisfaction by Departments" report.

ACTION: Directors should review the report and give feedback to John about it by July 10.

[Agenda item 4] John noted that some faculty and staff were disgruntled that they were not released during Dia Techsana. However, the announcement that faculty and staff were still on duty that afternoon had been made. We do need to try to generate more faculty involvement in Dia Techsana, John said.

[Agenda item 5] John noted that we received commendations from the Starburst Golf Tournament regarding our golf course. The vendor provided a first-class facility and met last-minute needs well, and the course was in really good shape.

[Agenda item 6] John noted that we're looking for someone who could be the primary contact for external events and facility rentals. Lora Sims in the IDEAS Center might end up being that person.

[Agenda item 7] John reported that most of our extra funding will go to raises, including covering the cost of the unfunded mandate to raise longevity pay. That means operating budgets will have to remain relatively flat. There is some chance that the special legislative session currently being held on public school funding may have a negative impact on other state budgets, including TSTC's.

[Agenda item 8] John reported that he presented our proposal regarding personnel positions to the Chancellor. John then reviewed those new positions that had been approved and the positions that will not be refilled.

[Agenda item 9] John distributed copies of a handout regarding administrative reorganization. This handout was not for general distribution at this point, John noted.

[Agenda item 10]

John noted that the business office is now sorting out the combined capital purchase John just initiated. Ronda will help them, and John will assist the business office in cost analysis of the departments.

Ronda said she still needed some property transfers to be processed.

ACTION: Directors will remind department chairs to finish up any property transfer paperwork they still owe Ronda.

Debby reported that work on the restrooms in the FSC building is nearing completion.

In response to Lynn's question, John said he would work on the issue of having the bookstore allow instructors some flexibility regarding their textbook choices.

Howard reported that the new tutoring initiative is up and running; they are getting a good response.

Wayne asked about an MCYC (McLennan County Youth Collaborative) opportunity. MCYC would like for us to set up some grant-funded training for students next week.

ACTION: Wayne will check with Amanda in Rob's office regarding setting up the training and billing MCYC for it.

Lynn reported that the A. J. Moore Academy of Engineering Internship program is up and running, thanks to the able assistance of Wayne Blinka, David Day, Greta Hecker, various technical instructors, and Jeanna Maughan from the business office.

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

SUMMARY OF ACTION ITEMS

ACTION: Rob Wolaver will retrieve the existing continuing education course set-up procedures and copy them for the department chair meeting on June 22. John will put Rob on the DC meeting agenda.

ACTION: Directors should review the "Internal Customer Satisfaction by Departments" report and give feedback to John about it by July 10.

ACTION: Directors will remind department chairs to finish up any property transfer paperwork they still owe Ronda.

ACTION: Wayne will check with Amanda in Rob's office regarding setting up the training and billing MCYC for it.