

Instructional Directors' Meeting
Minutes
June 29, 2004

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

Copies of the agenda were distributed.

[Agenda item 1] John noted that the executive team had been asked for input regarding a comprehensive internal audit. The outlook for raises is bleak; nevertheless, John suggested we have a process in place for comparing our salaries with those of other two-year colleges.

[Agenda item 2] John showed off an engraved brick that could be used in a fundraising walkway. We may use pavers we purchase and engrave ourselves, or we may use a contractor. The walkway could be used in a capital campaign, perhaps targeted toward alumni. David suggested that the donor be given an identical brick of their own, perhaps at double the cost. Bob thought you could also enlist a group—perhaps an instructional department or Scout troop—to help sell bricks for a cut of the profits. Bob also suggested starting the walkways where the landscaping had been removed by the electronics building.

[Agenda item 3] John noted that copies of the video that was shown at the alumni luncheon last week are available from Rick Gauer. The video was originally made for the Board of Regents.

[Agenda item 4] John reminded everyone that departments about to move need to keep NTS posted about data and phone needs. APT has already moved, David noted.

ACTION: David will check into the progress being made on the issue of moving AER's classroom space.

[Agenda item 5] John distributed copies of a call for nominations for the Lamar Medal for distinguished service to Texas higher education.

ACTION: Copies of the call for nominations for the Lamar Medal for distinguished service to Texas higher education should be distributed.

[Agenda item 6] John noted that he needs the name of a faculty member nominee who could serve on the System Transformation Purchasing Operations Team. He suggested an experienced faculty member.

ACTION: Suggestions for a faculty member to serve on the System Transformation Purchasing Operations Team should be forwarded to John.

[Agenda item 7] John noted that we have discovered there are independent TSTC alumni groups meeting in Kansas and Missouri, and they are seeking closer ties with our official alumni association. Some of these alumni may visit the campus later in the summer.

[Agenda item 8] John noted that the air conditioning and refrigeration technology program had received recognition from a representative of the Texas Workforce Commission.

ACTION: David will pass along to the ACT program the notice of the commendation from the Texas Workforce Commission representative.

[Agenda item 9] John noted that all evaluations are due June 30, 2004.

ACTION: Any evaluations that have not been completed are due to HR on June 30, 2004, even for nine-month employees who cannot review and sign them until they return.

[Agenda item 10] John noted that workweek issues are being studied by Systems. Rich Morris will work up a revised standard. Until then, everyone will continue on the usual 40-hour, state employee workweek.

[Agenda item 11] John noted that William T. Rogers is retiring from SACS. We do not know who his replacement will be.

[Agenda item 12] John noted that TSTC will be the lead institution for providing the Statewide Workforce Inventory; the project manager will be housed in Carliss Hyde's office. The workforce inventory will list all workforce training programs. Any business looking for training can consult this inventory, and it was a plum for TSTC Waco to get this assignment.

[Agenda item 13] Miscellaneous

John distributed copies of information regarding the Texas Workforce Commission's WORKINTEXAS.COM website. Graduates looking for a job might want to access this website.

Bob noted that we maintain a job posting website, also, that seems to be underutilized. He suggested that we examine the site during a future directors' meeting.

Wayne noted that a faculty member needed work on a hard drive, but NTS was slow to respond. CMT could have retrieved his data, but NTS had already sent off his hard drive for warranty work. Bob suggested that faculty members who rely on their hard drives burn a backup copy of their data on CD's. Wayne said that NTS used to make tape backup copies of hard drive data, but John said they no longer backup the data from individual units.

ACTION: John will discuss hard drive backup with Dale Norwood.

Greta reported that 21 students went to VICA nationals, and we came back with three silver medals (in customer service, outdoor power equipment, and chapter business). Two TSTC students from other campuses also won medals. Greta noted that we have a lot of technologies that could participate in VICA that don't.

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

SUMMARY OF ACTION ITEMS

ACTION: David will check into the progress being made on the issue of moving AER's classroom space.

ACTION: Copies of the call for nominations for the Lamar Medal for distinguished service to Texas higher education should be distributed.

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