

Instructional Directors' Meeting
July 26, 2005
Minutes

Attending were Yvonne Williams, Bob Gordon, Ronda Palmer, Terry Conroy, Wayne Blinka, David Day, Chuck Williams, Michael Denn (for Greta Hecker), and Lynn Parks.

The agendas were distributed.

[Agenda item 1] Wayne distributed copies of information regarding the Emergency Technology Fund (ETF), which will set up five Regional Centers for Innovation & Commercialization in the state. Wayne noted that TSTC would be involved with these centers. The ETF will fund projects designed to incubate new jobs or scientific/medical breakthroughs.

Terry noted that we are trying to put together a comprehensive listing of training providers, which will be good exposure for TSTC.

[Agenda item 2] Wayne distributed copies of personnel for whom no SP 05 employee evaluation was submitted to HR. He noted that the directors should ensure that all evaluations in their areas are to be completed as soon as possible.

ACTION: Wayne Blinka should be emailed as soon as possible regarding the status of all missing personnel evaluations in the instructional division. These personnel evaluations should be completed as soon as possible.

[Agenda item 3] Wayne noted the following items from HR. A position has been posted for a professional development officer for the Waco campus. The enrollment period for insurance has begun and will run through August 19. There will be an insurance vendor fair on campus in early August.

[Agenda item 4] Wayne distributed copies of a schedule of upcoming student activities along with a listing of ideas for future events. One idea is for a new intramural soccer program. Wayne noted that skateboarding is not currently allowed on campus, although construction of a skateboard area is being studied.

[Agenda item 5] Wayne distributed copies of a list of inventory items that are not accounted for.

ACTION: The inventory items list should be disseminated and items circled on the inventory list should be accounted for as soon as possible.

[Agenda item 6] Wayne distributed copies of information regarding an upcoming SACS review of the Virtual College of Texas. SACS will have a review committee look at the VCT and make recommendations regarding course content, instructor credentials, etc.

[Agenda item 7] Wayne distributed copies of an email regarding TSTC gaining grant funding for a new program in “Intensive English for Specific Technical Occupations.”

[Agenda item 8] Wayne distributed copies of a list of TSTC participants going to TSTC Edge.

ACTION: All personnel scheduled for TSTC EDGE 2005 must attend.

[Agenda item 9] Wayne noted that we did very well during the recent visit from the Fire Marshall. We had no recommendations for immediate action, and we were complimented on our helpful personnel. A full report will be issued in a few weeks. There were some general cleanup issues noted in some instructional areas. There were also a few issues with student housing, but we did well overall in that area, too. We do need a regular schedule for checking fire extinguishers and smoke alarms.

[Agenda item 10] Wayne noted that Professional Development Day is October 14; attendance is mandatory for all personnel.

[Agenda item 11] Chuck noted that seventy or eighty people showed up to the Open House at the Fort Bend center, which was pretty good turnout.

[Agenda item 12] Wayne noted that the Board of Regents is meeting this week in Marshall. Elton will make a report on the meeting at noon next Monday in the SSC.

[Agenda item 13] David noted that personnel from the University Aviation Association toured our aviation areas and were enthusiastic about them, although they did note that we needed a new hangar.

[Agenda item 14] Miscellaneous

Wayne noted that registration has begun. There was a glitch in setting up the accounts to handle student billing, but it is being resolved.

Ronda noted that she checks instructional accounts and is still moving money as necessary to cover gasoline, postage, etc. The Voyager card for gas should be charged to account 05010 at this point, Ronda said, since all other instructional accounts have been zeroed out.

ACTION: Personnel who use the Voyager card for gas should ensure that those charges are billed to the 05010 account.

Lynn asked Wayne if he had checked with his personnel regarding assigning grades for the A. J. Moore students finishing up their Engineering Academy experience here. Wayne said he had. Lynn guessed that if the experience were done again next summer, the time frame would be compressed.

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

SUMMARY OF ACTION ITEMS

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ACTION: The inventory items list should be disseminated and items circled on the inventory list should be accounted for as soon as possible.

ACTION: All personnel scheduled for TSTC EDGE 2005 must attend.

ACTION: Personnel who use the Voyager card for gas should ensure that those charges are billed to the 05010 account.