

Instructional Directors' Meeting  
August 1, 2006  
Meeting Minutes

Attending were Y'vonne Williams, David Day, Selby Holder, Mike Denn, Lynn Parks, Richard Wheet, Bob Gordon, and Chuck Abshier via telecom. Dr. Parks conducted the meeting.

The agendas were distributed and the following items were announced or discussed.:

1. **Tech One Cards** – Dr. Parks announced that Sharon Gatlin confirmed that DL students do need to come to campus to get a picture ID made if they're going to use their Tech One card. Charles Reed has asked Lance Zimmerman and Jackie Adler to keep working on the issue. Richard Wheet asked why the cards were needed by DL Students. Dr. Parks thought it might be necessary to have a Tech One card with a photo if a DL student had received a financial aid award.
2. **Sophia Mullen** - Dr. Parks stated that Alexis Neumann reported that new development officer Sophia Mullen has a fundraising goal of \$3 million over the next three years. Schedule Sophia to come visit your programs. If you have any fundraising leads, contact Sophia. She has already raised approximately \$20,000 according to Dr. Parks.
3. **Waco Wranglers** - Dr. Parks reported that a new pro basketball team has been formed, the Waco Wranglers, and they will be practicing in TSTC gym. The team is expected to hold some exhibition games here on campus and tickets for students may be provided from student services fees according to VP Charles Reed.
4. **Contract Letters** – Dr. Parks distributed contract and salary letters to the Directors for distribution. He suggested that department chairs review them carefully to ensure that everyone has one, the names are right, the terms of service are right, etc. If a person is moving into a new position (new title/pay), a change notification still needs to be submitted—the contract letter doesn't do this.
5. **System Banquet** – System is hosting a 'thank you' event for donors, and Dr. Tara Odom is coordinating the event this Thursday and Friday. David Day and Jeff Looper have volunteered to be drivers for the event that includes a dinner Thursday night at Ridgewood Country Club and a golf tournament on Friday.
6. **Rosemary Henderson Environmental Center** – Dr. Parks reported that Pam Price is working on the issue with Fred Khozein and a new sign is in the works for this area. David Day explained who Ms. Henderson is.
7. **Hazardous Waste On Campus** – Dr. Parks reported that Pam Price/Rhet Redell will work with instructional division personnel to get hazardous waste around

campus cleaned up and said the project will be expensive. Some of the materials are near GLM and have been there for many years, David noted.

8. **Water Leaks** – Dr. Parks stated that some progress is being made on the water leaks issue on campus and they are being repaired. Please keep working with Rhett when leaks are discovered.
9. **ACM Partnership** – Dr. Parks announced that there may be an opportunity to partner with Hill College in delivering ACM classes.
10. **Bechtel** – Dr. Parks reminded the group that Carliss Hyde needs to participate in every phase of planning for the upcoming Bechtel welding training program. Bechtel trainees may begin arriving at TSTC as early as August 28, 2006.
11. **Course Improvement Surveys** – Dr. Parks reported that Course Improvement Surveys should be ready for distribution within the next two weeks, according to Heath Grimes.
12. **Summer Loads** – Dr. Parks announced that Mr. Khozein wants DC's to scrutinize summer loading carefully to see if any departments might be able to move light loaded faculty to 9-month status for FY 07.
13. **Investigation of New Program** (handout) – Dr. Parks announced that Lance Zimmerman has been asked to look at a new program in railroad technologies. Rob Wolaver has noted that he has contacts at St. Philip's College and at Tarrant County Community College, and the railroad programs at those schools are struggling. The Texas High Speed Rail & Transportation Corp. is looking at a T-bone proposal that would link Dallas to San Antonio and Killeen to Houston. This proposal is a rival to the governor's proposed Trans-Texas Corridor.
14. **Program Approval** (handout) - The Coordinating Board has approved TSTC's application for a new AAS in Gaming and Simulation Design and a new ATC in Digital Forensics. Mike Denn gave a brief explanation of the new programs.
15. **Internship Opportunities** (handout) - Dr. Parks announced that The Mexican American Legislative Leadership Foundation is sponsoring interns for the January-May 2007 legislative session.
16. **Phone Bank** – Dr. Parks announced that the Recruiting Office is seeking assistance with the recruiting phone bank from 5-8 p.m. on August 8, 9, 10, 15, 16, 17, 22, and 23. Volunteers should contact Marcus Balch and it is understood that food will be provided. Any help that can be provided will be appreciated.
17. **System Recruiter** – Dr. Parks announced that a new Houston-area recruiter has been hired by to cover the Houston area. The recruiter seems to have had a solid background in recruiting.

18. **In-Town Travel** – Dr. Parks announced that If TSTC personnel are traveling on school business around town, there is no need to fill out a travel request. President Stuckly will have Pam Price revise the COP that requires this action.
19. **New SOS** – Dr. Parks announced that a draft of an SOS regarding TSTC's Business Continuity plan will be circulated to the Vice Presidents soon for information and review. The SOS will address conducting business after a disaster or emergency situation has occurred.
20. **DC Meeting** – Dr. Parks will be conducting the DC meeting on August 2, 2006. The purpose of the meeting is to discuss a proposal that students scoring in the DMTH 0050 range be advised to enter a certificate program rather than a degree program. Feedback was solicited at this time and is encouraged at the DC meeting. President Stuckly is scheduled to attend the meeting as well.
21. **Miscellaneous:**
  - a. A question was posed regarding the availability of the Registrar during registration. Several faculty needing problems resolved were told that only Ms. Khoury could resolve them, but she was in a meeting that day.
  - b. Chuck Abshier noted that TSTC's new Ford Escapes were being prepped in Waco.

The meeting was adjourned at 3:33 p.m.