

Instructional Cluster Directors' Meeting
September 19, 2006
Minutes

Attending were Bob Gordon, Ron Sanders, Elton Stuckly, Fred Khozein, David Day, Terry Conroy, Selby Holder, Richard Wheat, Mike Denn, and Lynn Parks.

Elton Stuckly visited the meeting and reported that the Chancellor is really pushing additional flexible offerings (short courses, night courses, etc.). Also, the Chancellor will hold a Strategic Innovation Conference later this fall. Elton distributed copies of a letter regarding the conference, and noted that he will need nominees to attend the conference. The Chancellor is hoping to cultivate conference attendees from both the TSTC and the surrounding community—all “stakeholders.” Elton will invite local politicians, but he would like to see some good alumni and good advisory board members being nominated, too. Bob will need the nominees by 5:00 on September 20.

ACTION: Names of people who might be good to invite to the TSTC Strategic Innovations Conference should go to Bob by 5:00 on September 20.

Elton also noted that faculty were concerned about the recently-revised SOS on nine-month faculty. Elton said he has concerns about it, too. Elton is hoping that he and Richard Wheat will be able to resolve the issues regarding the SOS in a meeting with the Chancellor next week.

Elton also noted that the Waco campus lost up to \$7 million annually in contact hour funding in the conversion to the semester system. He is really hoping we can get Austin to set up an equitable funding system to compensate. Elton noted that he and the Chancellor will go to testify before the Senate appropriations committee later this week and appeal for extra funding.

[Agenda item 1] Fred distributed copies of a handout entitled “Proposed Continuing Education Fee.” The proposed fee is \$1.00 per contact hour minimum, \$20 per course maximum.

[Agenda item 2] Fred noted that, for next year, the plan is to scrutinize budget needs more carefully, rather than just rolling over budgets. We did this to a certain degree this year, it was noted. We certainly need to be frugal with our budgets this year, Fred said. Cluster directors need to oversee paying for overload as appropriate, and share resources when necessary. Also, cluster directors may make adjustments to departmental operating budgets as needed this year. Cluster directors also should arrange for payment for overloads and short courses from their own budgets this term.

[Agenda item 3] Fred distributed copies of a memo from Lynn regarding DA’s proposal that students must have a high school degree or GED to enter the program. Under the proposal, students would no longer be eligible to enroll sheerly on an “ability to benefit”

basis. Fred noted that Charles Reed had a question about this, and asked Lynn to check into it further.

ACTION: Lynn will check with Donna Estes about the ADA directive that could impact the ability of students to enroll in the DA program on an “ability to benefit” status. Lynn will forward the information Donna supplies to Charles Reed.

[Agenda item 4] Fred distributed copies of a summary from a report by Roger Bowles regarding his assessment of a medical equipment training program in Ghana. Fred said the report was very impressive and would be presented at the next Board of Regents meeting.

[Agenda item 5] Fred distributed copies of an article from a nationwide RV journal regarding a donation from Workhorse Custom Chassis to enhance our RV technician training program. Selby noted that the program was about to get another big donation.

[Agenda item 6] Fred noted that IER&P would be tracking new student enrollment through its new cohort tracking software.

[Agenda item 7] Regarding use of the Physical Plant gas pump, Fred said that programs can do a blanket purchase requisition for the whole year, but work orders would still be required when campus vehicles are being refueled at the Physical Plant. Discussion ensued about how cumbersome the process is to use the school gas pump. Fred noted that we may have to spend about \$300,000 to get the gas pump up to standard.

ACTION: Selby will provide to Fred a description of the process and samples of the associated paperwork so that the process can be scrutinized further.

[Agenda item 8 & 27] Fred noted that in order for us to have flex entry into courses, we need to have the proper processes in Financial Aid. Fred would like to have a list of all SP 07 short courses and night/weekend courses (matriculated or CE) by September 28. Fred wants two short courses offered per program. Selby noted that some programs have really not had any success in the past with night or short course offerings. Also, there may be situations where the VA will not pay full benefits up-front if a student will be taking a short course that starts later in the term. Also, if we schedule a faculty member to teach night or short courses, and they don't make, suddenly the department looks light-loaded. Additional discussion ensued.

ACTION: Directors will round up commitments for any combinations of at least two short courses and night/weekend courses (matriculated or CE) to be offered for SP 07 by September 28. Descriptions of the courses for marketing purposes need to be appended. Ron will supply a standard format; the information should be supplied to Ron in the format he prescribes.

[Agenda item 9] Fred distributed copies of a letter from the Department of Education regarding two new grant opportunities for students, the Academic Competitiveness Grants and the National Science and Mathematics Access to Retain Smart Talent grants.

ACTION: Information regarding the new grant programs will be disseminated to the appropriate department chairs for distribution to eligible students.

[Agenda item 10] Fred distributed copies of a letter from Shell Oil regarding the Shell Eco-marathon Americas, a race at the California Speedway of vehicles utilizing the minimum amount of fuel.

[Agenda item 11] Fred distributed copies of information regarding the upcoming TCCTA (Texas Community College Teachers Association) conference. However, the date of the conference is October 6-7; faculty should plan to attend the Professional Development Day activities at TSTC on October 6.

[Agenda item 12] Fred distributed copies of a reminder from the Attorney General of Texas that all state agencies must file an annual debt report by November 30.

[Agenda item 13] Fred noted that our AER program was mentioned in Plane & Pilot Magazine.

[Agenda item 14] Fred distributed copies of an update regarding our participation in the East Williamson County Higher Education Center. Additional meetings regarding this partnership will occur next month, Fred said.

[Agenda item 15] Fred distributed copies of information regarding the RFID: Integrated Supply Chains Seminar Series seminar coming to Baylor on September 28-29. (RFID stands for radio frequency identification.)

ACTION: Notice of the RFID seminar coming to Baylor on September 28-29 will be disseminated to the appropriate personnel.

[Agenda item 16] Fred distributed copies of a comparison between the FY 99 and FY 06 contact hour generation for the TSTC colleges. Fred pointed out that Waco lost about 1.5 million contact hours, up to \$8 million lost annually in contact hour funding, when we converted to the semester system, even though FA 06 enrollment is up slightly over FA 99 enrollment.

[Agenda item 17] Fred noted that attendance at Professional Development Day is mandatory, with certain exceptions. Make-up day will be the following Friday, Terry said. If arrangements need to be made for an exception, an appeal should be filed with Alexis Neumann. There will be no t-shirts given out. Richard noted that the theme of the conference is "team building," but no sessions are being offered that tie into that theme.

[Agenda item 18] Fred noted that the welding lab outside the ITC building might be converted into a covered training area for the Bechtel and Fluor training. We will seek bids for this work. Fred said we have bought 40 new welders for the training program. Ron noted that Bechtel and Fluor still have not worked out exactly what they want yet. We need a long-term commitment from Bechtel and Fluor before we can do an expensive remodeling project, Fred said.

[Agenda item 19] Fred noted that summer dress code is now over.

ACTION: Department chairs should be notified that summer dress code is now over.

[Agenda item 20] Fred noted that, if a major employee campus event will be held, the schedule and budget must be approved by the business office. Fred did not think that this applied to advisory board meetings, but he will get more information.

ACTION: Fred will attempt to get clarification about the nature of the campus events that will need to be approved by the business office.

[Agenda item 21] Fred noted that everyone should be wearing their TSTC name tags.

ACTION: All personnel will be encouraged to wear their TSTC name tags.

[Agenda item 22] Fred noted that A. J. Moore had given a nice plaque to TSTC for our support of the AJM internship program this summer.

[Agenda item 23] Fred distributed copies of a report showing comparative data (Harlingen, Marshall, Waco, and West Texas) regarding total dual credit activity from FA 03-SU 06. We are growing in dual credit enrollment, Ron noted.

[Agenda item 24] See above, agenda number 16.

Fred noted that the report showing graduation success and leavers had been distributed to the ET team (the report requested by Lynn in August). Lynn noted that the report does not show why the leavers left, only the numbers. We graduated about 30% of this cohort, Lynn noted. Ron said it's easier to retain a student than to find a new one. Bob said we still need to work on improving our customer service. It was also noted that we need to do a better job recognizing excellent employees, who launch successful initiatives and show excellent customer service. Additional discussion ensued.

David noted that we need to look at paying incoming technical faculty realistic salaries; \$34,800 will not get a decent instructor any more. Our graduates can often make more than that. Our hands are tied by the SOS, Richard said, and we don't even follow our own SOS because salary reviews are never done, when HR should do them every two years. A starting salary in the high 30's or low 40's is more realistic. It's also demoralizing to bring in new faculty who are being paid more than faculty with similar credentials. Ron suggested saying in the interview, "An offer will be made to you by the

Human Resources department; if that salary is not acceptable to you, you may attempt to negotiate it.” David said he’s had his knuckles rapped for saying that. Fred said we do have the latitude to say that. Richard said HR’s initial offer should actually be the base salary plus the appropriate differential as calculated by a recent salary survey. Additional discussion ensued.

There being no further business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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