

**PRESIDENT'S COUNCIL
MINUTES
9:06 A.M.
December 3, 2001**

Present: Dorian Carter, Dr. Martha Ellis, Rick Gauer, Carrie Gayeske, Dr. Joe Green, Dr. Larry Grulick, Toni Herbert, Susan Meyers, Jan Osburn, Charles Reed, April Strickland (for Jay Teakell), Richard Wheat, and Kaye Votaw

Dr. Ellis called the meeting to order at 9:06 a.m.

Carrie Gayeske

COP 2.2 Employment Procedure

Submitted for approval COP 2.2 *Employment Procedure*

MOTION: A motion was made by Carrie Gayeske to approve the above listed COP with the following revisions: addition of *must be provided* on page 5 section VI-B and addition of *and appropriate official transcripts are on file in the Human Resources office* on page 6 section X-A.

SECOND: Toni Herbert made a second to the motion.

VOTE: The approval of the above listed COP was unanimous.

Make-up Sessions for Sexual Harassment Training: Ms. Gayeske requested times for make-up sessions for the Sexual Harassment Training. There are several employees who have not attended one of the sessions nor viewed the video. Human Resources would like for all employees to have had the training by the end of this month. It was suggested that HR supply the Deans with copies of the video and the viewing would be completed by divisions.

Dr. Joe Green

COP's for TSTC Marshall that need to be unique/separate from Waco: Dr. Green stated for information that the Marshall campus is working on unique stand alone COP's. He will request approval for these COP's at the next President's Council.

The application for Marshall's accreditation is not on the December agenda. Hopefully it will be on the agenda for Spring or get special approval from Dr. Rogers.

Richard Wheet

TSTC John Connally Museum: Mr. Wheet shared with the council that he had been contacted by Mr. David Lintz. Mr. Lintz worked at the Baylor Strecker Museum and would like to be a consultant when and if the school goes forward with the planning of the John Connally Museum. Dr. Ellis commented that she would be interested in talking with Mr. Lintz.

Mr. Wheet made the following statement concerning Faculty Senate:

“The Faculty Senate will no longer tolerate any administrative personnel showing disrespect toward the members of the faculty senate at their meetings. Any administrative personnel acting in an unprofessional manner, such as sticking out of tongue, will be asked to immediately leave the meeting.” Dr. Ellis emphasized mutual respect between faculty and administration.

Charles Reed

Dean Reed distributed copies of the COP on Student Attendance for review and comments. Dean Reed and Dawn Khoury will meet with the Department Chairs this week to review this COP. Dean Reed will submit the COP for approval at the January President’s Council.

Dean Reed and Dawn Khoury will also discuss at the Department Chair meeting official TSTC forms. Richard Wheet suggested that all official forms be made into PDF files so they would be easily accessed and easy to update.

Susan Meyers

Ms. Meyers announced that there could be problems with the internet today due to the a/c being out. The physical plant is working on the problem and it should be corrected by the end of the day.

Toni Herbert

Ms. Herbert distributed copies of her report on “Telling the Story” that she has submitted to Barbara Selke-Kern. It is possible that we may be able to do corrections are addition for a couple of days.

Ms. Herbert stated that the NISOD Proposal forms are on the web-site. These proposals are due to Ms. Herbert, December 13th. Also on the web-site are all Chancellor’s Excellence Award forms.

Dorian Carter

Mr. Carter, Vice President of Student Government announced to the council that plans are being made to have an American Support Rally in March. Michael Brown proposed the rally to the Student Government. All area college student governments are working with Ms. Kathy Rice, City Manager on several projects. The Council recommended that Mr. Carter bring this up at the next meeting with the city manager.

April Strickland

Ms. Strickland announced that today is the last day to order TSTC shirts.

Rick Gauer

Mr. Gauer announced that new student registration is planned to start next week, December 10th.

Dr. Larry Grulick

Dr. Grulick informed the council that work continues on the revision of the faculty load process and tighter scheduling.

Dr. Martha Ellis

Dr. Ellis announced that Shelly Sheffield is requesting that registration stop until noon tomorrow, due to minor problems in Colleague.

Dr. Ellis shared with the council that discussions have been on going throughout the fall semester to move the Supplemental Educational Services department into the Instruction Division. The SES faculty have been working with both Deans and as of January 2, 2002 the SES department will be moved under Dr. Grulick. It is noted that the department will remain a stand-alone cluster. Dr. Howard Childs will serve as the interim director with a national search for a permanent director beginning in the Spring.

Dr. Grulick announced that Bobby Lansford would be retiring on March 1st. This position will also be advertised nationally.

Dean Reed made a comment that in the future he would like to see the school clubs not compete with WRC for the Thanksgiving and Christmas baskets. It was also suggested by Dr. Ellis that the WRC get information concerning Christmas families out immediately after Thanksgiving.

Dr. Ellis reminded everyone that the Holiday Reception will be held December 19th in the Student Services Assembly Room – 1:30 p.m. to 3:30 p.m.

Ms. Strickland informed everyone that Weithorn's will require a PO# before catering events.

Jan Osburn announced that two high schools will be visiting the campus this month. Killeen Ellison and Harker Heights will be visiting with 90 to 100 students in each group.

Dr. Ellis commented that the ice day notification went well. The only revision will be that Jan Osburn will notify Susan Meyers, and then Ms. Meyers will contact the operators and Ron Pursley.

Dr. Grulick requested that not all college wide events be planned on Fridays. Friday only labs can be negatively effected.

Jan Osburn addressed the issue of Friday closings or ½ day Friday closings during the summer. Dr. Ellis stated that due to scheduling conflicts this had not been possible in the past. However, it could be reviewed again.

Meeting adjourned at 10:11 a.m.