

**PRESIDENT'S COUNCIL
MINUTES
October 8, 2001
9:04 AM**

Present: Dr. Martha Ellis, Carrie Gayeske, Dr. Larry Grulick, Ryan Harbison, Toni Herbert, Jan Osburn, Charles Reed, Kaye Votaw, and Richard Wheat

Guests: April Strickland (for Jay Teakell), Shane Howard (for Susan Meyers), Rhett Reddell

MARTHA ELLIS

Dr. Ellis shared with the council invitations to the CEN*TEX Hispanic Chamber Banquet and the Central Texas Economic Development meeting, both events are October 25th. Please RSVP to Kaye Votaw in the President's office this week.

Toni Herbert and Carrie Gayeske will be attending the Hispanic Chamber Banquet. Dr. Ellis and Mr. Reed will attend the Economic Development meeting.

Marshall SACS Update: Marshall's application has been received, accepted and placed on the December agenda by the Southern Association. At this time Marshall is working on feedback issues. If approved at the December meeting we can plan on a late spring site visit. The Waco self study is going well, however we are starting to have attendance problems at the committee meetings. The steering committee is planing several promotions to get attendance back in line and to make the study interesting. We must stress the importance of our accreditation.

TONI HERBERT

Community Tolerance Event: Ms. Herbert announced that the City would be holding an Affirmation of Community Solidarity and Tolerance Event at the Freedom Fountain, Thursday at 6:30 p.m. The event is to help individuals that may need a show of civic support in this time of trouble. She asks if the school had any reservations as being included as a supporter, not a sponsor, in this event. The Council agreed that it would like for TSTC Waco to be included as a supporter.

RICHARD WHEET

Campus Telephone Directory: Mr. Wheat brought to the attention of the Council that the school needs an updated telephone directory. It is on-line, but there is a need for a printed version. Dr. Ellis and the Council agreed; a new telephone directory will be forthcoming.

Mr. Wheat asks when the Faculty Ranking procedures would be ready? Carrie Gayeske thinks it will be ready by the first part of November.

COP's

Rhett Reddell

COP 9.17 Respiratory Protection

Submitted for approval COP 9.17 *Respiratory Protection*.

MOTION: A motion was made by Richard Wheet to approve the above listed COP.

SECOND: Toni Herbert made a second to the motion.

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

Charles Reed

COP 4.30 Campus Solicitation

Submitted for approval COP 4.30 *Campus Solicitation*.

MOTION: A motion was made by Jan Osburn to approve the above listed COP with the following changes. Under Campus Procedures 'A', *addition of five business days*, 'D 5', *add a space between 17 and 1/2*, 'D 11', *strike or supervisor*.

SECOND: Dawn Khoury made a second to the motion.

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

COP ## Student Travel

Submitted for approval COP *Student Travel*.

MOTION: A motion was made by Toni Herbert to approve the above listed COP with the addition of *a statement of required documentation* to the release form.

SECOND: Ryan Harbison made a second to the motion.

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

CHARLES REED

GED – James Gilmore: Dean Reed and Mr. Gilmore presented for approval new procedures and fees for GED Testing. The new rate would become effective January 1, 2002. Due to increased cost of forms and scoring from the state it will be necessary to change our rates.

ACTION: Jan Osburn made motion to approve the new rate schedule with one correction. The rate for re-test should be \$15 per test. Dawn Khoury made a second to the motion and the motion was approved. During the discussion it was suggested and approved that marketing of the GED Test be placed in local Spanish publications.

General Discussion

Mr. Wheet requested that the Council provide a list or booklet of correct TSTC Forms. Dr. Ellis and Dean Reed will review forms and produce a book of forms.

Dr. Ellis revisited that signs and notification to students on the Colleague conversion down time dates need to be up and out this week. This information needs to include what services will not be available to students.

Mr. Wheet asks what is the procedure when a student request a faculty for attendance verification. It was agreed faculty should verify participation but not daily attendance. Dean Reed and Frances Worthy will review and revise the forms required for students with childcare support.

Ms. Gayeske announced that Ellen Jacobson last day was last Friday.

Ryan Harbison announced that SGA Elections would be held October 16th. This will be her last meeting.

10:20 a.m. meeting adjourned.