

**PRESIDENT'S CABINET
MINUTES
September 8, 2003
9:00 a.m.**

Present: Elton Stuckly, Charles Reed, John Spradling, Carrie Gayeske, Sandra Wynn, and Kathy Podsednik

Guest: Aaron York, representing Pam Price
Tom Dean, representing Richard Wheet
Robert Gamboa, representing Dr. Wayne Matthews
Eliska Beaty, Associate VP Marketing and Communications
Dale Norwood, Director of Network Services
Rob Wolaver, Associate VP of Enrollment Management

Absent: Pam Price
Brian Seymour
Richard Wheet
Dr. Wayne Matthews
Dr. Darline Morris

Elton Stuckly

Elton Stuckly called the meeting to order at 9:00 a.m.

Dr. Darline Morris (John Spradling)

John Spradling will complete the data for the CB-116 Supplemental Graduate Follow-up for 2000-2001 Students with Dr. Darline Morris by the September 15, 2003 deadline.

Eliska Beaty

Eliska Beaty requested that all campus accomplishments be reported to Jan Osburn, Director of Marketing and Communications, by Friday, September 12, 2003 for reporting at the Board of Regents meeting in October.

Carrie Gayeske

Carrie Gayeske reported that the Annual Retiree Recognition Ceremony is scheduled for Friday, September 26, 2003 in the Women's Resource Center. The retirees and their guest, along with the President, Vice President's and CFO will be hosted to lunch during the presentations. Faculty and staff are invited to attend a campus reception for the retirees from 2:00 p.m. to 4:00 p.m. following the presentations.

Ms. Gayeske noted that Professional Development Day is scheduled on October 17, 2003 for all employees, except those on vacation or absent due to an emergency. Further information and reminders of this date will be forthcoming.

Carrie Gayeske distributed a sign-up sheet for the first Supervisor Training Series Module, which will be on *Listening*. Each session will have a maximum of 15 employees and the module is being offered on October 28-30, 2003 from 8:00 a.m. to 12:00 noon and on October 31, 2003 from 1:00 p.m. to 5:00 p.m. The second session to be offered is *Coaching, Bringing Out the Best in Others* beginning on November 17, 2003.

Action: The sign-up sheet for the first Supervisor Training Series Module on *Listening*, to be offered October 28-31, 2003, will be circulated and returned to Carrie Gayeske by Wednesday, September 17, 2003.

Ms. Gayeske reported that the Waco campus is the test site for the system-wide online hiring process. The application, along with correspondence to the proper supervisor and the individual, is handled entirely online and enables the applicant to review the progression of their application. Human Resources will enter applicant's who have applied on a hand written form. Carrie Gayeske requested that a current open position be used as a preliminary test of the online hiring process. John Spradling approved the use of the Coordinator of Budget's position for testing the online hiring process. Upon the successful completion of the test, the online hiring process will be implemented system-wide for all the campuses.

Action: The Waco campus will process the current open position of the Coordinator of Budgets for the testing of the online hiring process which will be used system-wide at all the campuses.

Carrie Gayeske will complete the Texas Higher Education Coordinating Board (THECB) report of faculty and staff who have served as consulting or testifying Expert Witnesses in lawsuits where the state is a party.

Action: Carrie Gayeske will issue a campus-wide email for the verification of any faculty or staff that have served as a consulting or testifying Expert Witness in lawsuits where the state is a party, with a response deadline of Friday, September 12, 2003. Ms. Gayeske will complete the Expert Witness report for the Texas Higher Education Coordinating Board (THECB).

Ms. Gayeske issued a reminder that all 2003/2004 Organizational Charters are to be submitted for approval for the upcoming Board of Regents meeting.

Action: Charles Reed will have Iris Cunningham, Student Activities Supervisor, issue a reminder that 2003/2004 Organizational

Charters be submitted by September 12, 2003 for reporting to Systems for the upcoming Board of Regents meeting. Charters not received will cause the organization to not be recognized for this fiscal year.

Charles Reed

Charles Reed discussed post enrollment efforts with current student count indicating a decrease in enrollment as of Thursday, September 2, 2003. Deregistration students will be reviewed and contacted. The Financial Aid Office will provide the list of students that applied and qualified for financial aid that did not apply for enrollment. Another update of student enrollment will be run today and Thursday, September 9, 2003. The 12th class day is September 18, 2003. Mr. Stuckly complimented current Marketing efforts and effective and cooperative campus departments providing student's assistance or enrollment.

Action: Rob Wolaver will work closely with Charles Reed, along with Jackie Adler, Financial Aid Director, and Dawn Khoury, Registrar, to determine current validated student count, complete deregistration student issues, and provide contact information for follow-up to pending students' enrollment. Rob Wolaver will determine an effective survey instrument to reveal indicators of choices effecting student enrollment for this semester.

Elton Stuckly

Elton Stuckly distributed a handout of the Southern Association of Colleges and Schools (SACS) *2003 Institutional Profile for Financial Information* due for submission by September 31, 2003.

Action: Aaron York will provide Pam Price with the Southern Association of Colleges and Schools (SACS) *2003 Institutional Profile for Financial Information* due for submission by September 31, 2003.

Mr. Stuckly provided a handout for review from the Texas Incentive and Productivity Commission of quarterly suggestions submitted by state employees to improve state government.

Elton Stuckly noted the handout from the Formula Funding Project of the State Auditors Office review of colleges' enrollment reporting for determination of funding for the next biennium.

Mr. Stuckly distributed handouts from the Texas Comptroller of Public Accounts of the Fiscal Management (FM) Division detailing information regarding *FM04-Reason Code*

Definitions and Restrictions for State Agencies and FM04-07 Legislative Changes Impacting Salary Administration.

Action: Pam Price and Carrie Gayeske have received and currently follow proper procedures pertaining to the Texas Comptroller of Public Accounts Fiscal Management (FM) Division for *FM04-Reason Code Definitions and Restrictions for State Agencies and FM04-07 Legislative Changes Impacting Salary Administration.*

Elton Stuckly reported that preparations are being made for the Carl Perkins Grant site visit scheduled September 10, 2003 by Mary K. Mayes, Contract Specialist Fiscal Services of the Texas Higher Education Coordinating Board (THECB) of the Community and Technical Colleges Division.

Action: Aaron York and Charles Reed are preparing requested materials to be reviewed for the Carl Perkins Grant site visit scheduled September 10, 2003 by Mary K. Mayes, Contract Specialist Fiscal Services of the Texas Higher Education Coordinating Board (THECB) of the Community and Technical Colleges Division.

Mr. Stuckly distributed the Jack Kent Cooke Foundation nomination form for the faculty representative designated to lead the nomination process, due by September 19, 2003, to enable students to compete for scholarships from the foundation.

Action: John Spradling will forward the names of the faculty nomination representatives to the President's Office for the Jack Kent Cooke Foundation Scholarship program. Elton Stuckly will notify the Systems office of the nomination that is to be forwarded to the foundation.

Elton Stuckly distributed information from The Kiplinger Letter current issue that indicates positive news for community airports for grants totaling \$35 million a year are to be offered to help areas with skimpy service and high fares.

Action: Aaron York will provide The Kiplinger Letter information to Pam Price for the next airport meeting with Larry Groth, Waco City Manager, regarding community airport grants totaling \$35 million a year are to help areas with skimpy service and high fares.

Mr. Stuckly provided current information from the Texas Electrical Energy Savers concerning energy saving possibilities. After meetings with this group, Pam Price and David Goodman agree that due to costs involved, it is in the best interest of the college to wait for System-wide efforts in this area.

Elton Stuckly discussed current enrollment figures, the anticipated validated enrollment count, retention efforts, and concurrent/dual enrollment students.

Action: Elton Stuckly will coordinate a visit to the Harlingen campus, along with John Spradling, a representative from Resource Development, and a representative from Supplemental Educational Services to review their system of acquiring and retaining students, along with remediation efforts. Eliska Beaty will report at the next meeting on the update of plans for TSTC Systems to allow two representatives from our campuses to participate at a University Conference to be held in Mexico City which provides information to approximately 35,000 Mexican students who plan to attend college in the United States next year.

Mr. Stuckly displayed the current brochures for the Wide Area Emergency Messaging System (WEMS) that have provided demonstrations of the system for consideration of implementation on the campus. Dale Norwood reported that the current phone system has optional capabilities to serve as a messaging notification device, with some limitations compared to the technology of the WEMS rapid warning system.

Action: Dale Norwood will research the current telephone messaging system's capabilities for use as a rapid warning system and report at the Executive Team Meeting on September 22, 2003.

The upcoming Recruitment and Retention meeting has been scheduled from 9:00 a.m. to 12:00 noon on September 24, 2003.

Elton Stuckly reported on the Executive Cabinet Meeting held last week. Tuition costs comparisons of the surrounding community colleges of each of our campuses are to be researched and discussed. Rich Morris, Executive Director of Human Resources, will need a faculty volunteer from each campus to participate in FY04 Organization Development. Administrative credentials were discussed and are to be examined on an individual basis on each campus. In addition, discussion of interest for admission to the System has been received from the Coastal Bend College System that currently operates in Beeville, Alice, Kingsville, and Pleasanton. Systems will respond for the campuses to the Texas Higher Education Coordinating Board (THECB) survey of the *Impact of FY2004 Legislative Appropriations on Public Institutions of Higher Education*. The review of several System Operating Standards, acquiring an outside consulting firm for the evaluation of the campus systems, and the need to capture all enrollment data will be reviewed at the next meeting.

Action: John Spradling will forward to Elton Stuckly three suggested faculty individuals for submission to Rich Morris, Executive

Director of Human Resources, for FY04 Organization Development. Charles Reed, John Spradling and Eliska Beaty will work on capturing information for an e-technology presentation.

Mr. Stuckly reported that all Minute Order be forwarded to him before submission to the Systems office.

The meeting adjourned at 11:20 a.m.