

**PRESIDENT'S CABINET  
MINUTES  
April 12, 2004  
8:30 a.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Dr. Darline Morris, Richard Wheet, Sandra Wynn, Dr. Tom Liston, Rob Wolaver, Dale Norwood, Dr. Wayne Matthews, Eliska Beaty, Dennis Meyers, and Rene' Peevey.

**Guests:** Greta Hecker, Interim Executive Assistant to the President  
Tom Dean, Assistant Department Chair, Computer Networking

**Absent:** Brian Seymour, Student Government Representative

**Charles Reed**

Charles Reed called the meeting to order at 8:30 a.m., as Elton Stuckly was at a previous engagement. He announced the new Student Government Officers to the group. The new officers are Mike Young, President; Reginald "Reggie" Cobb, Vice President; Meredith Pearson, Secretary; the Treasurer position will be appointed by the President.

**Greta Hecker**

Greta Hecker distributed a Transformation Team report. Ms. Hecker stated EPOS was the most promising of the three companies examined for on-line credit card payment. The cost of implementation would be estimated at \$10,000. She explained that this was still in discussion with Technical Support from EPOS and most probably would not be implemented until Fall 04 or Spring 05.

**Action:** Charles Reed concluded that this was not a final report for the on-line credit and recommended that Pam Price's office call institutions currently using the EPOS on-line credit system to inquire of the proficiency of this program.

Ms. Hecker also gave a report regarding responses to Summer Activity Suggestions made by the Student Government Association. Ms. Hecker commented that after researching the questions that had been asked, she found most of the answers were already addressed in the current Student Handbook.

**Action:** Greta Hecker will explore the possibility of reactivation of the Family Association and Recreation Center Advisory Committee. This will address other issues brought by the Student Government Association not currently addressed in the Student Handbook. Costs will be examined to explore the feasibility of constructing a disc golf course.

## **Darline Morris**

Dr. Darline Morris announced that the Community College Survey of Student Engagement (CCSE) would be administered this week.

## **Eliska Beaty**

Charles Reed reported for Eliska Beaty that the use of “Good to Great” was acceptable as long as it is used internally but should not be used externally. Mr. Reed also distributed a draft copy of the 2004-05 College Calendar. He stated that the appropriate dates should be added and sent to Eliska Beaty by Friday, April 16, 2004.

**Action: Charles Reed stated that the draft copy of the 2004-05 College Calendar needed to be completed. He requested that the information for the blank dates be added and then sent to Eliska Beaty by Friday, April 16, 2004, for completion.**

## **John Spradling**

John Spradling distributed a handout of the proposed College Operating Procedure (COP) Development of Copyrighted Instructional Materials. Richard Wheet suggested it appeared to the Faculty Senate that the Department Chairs are left out of the loop regarding instructional material. After a lengthy discussion it was decided to review this document more completely and bring it before President’s Cabinet next month for an approval vote.

**Action: Charles Reed requested that a vote on the proposed College Operating Procedure (COP) Development of Copyrighted Instructional Materials be deferred until next President’s Cabinet meeting so that it can be reviewed more extensively.**

## **Pam Price**

Pam Price is in need of volunteers to serve as a Housing Focus Group. Ms. Price would like for it to be comprised of students, faculty, and staff. She explained that it should take approximately forty-five minutes per group.

**Action: Mr. Charles Reed requested that a list of names be submitted to Pam Price from three separate groups to comprise a Housing Focus Group. Greta Hecker will be responsible for putting together a list of sixteen names of faculty members, Sandra Wynn will be responsible for the same number of participants from staff, and Mr. Reed will be responsible for sixteen names of students. This list of names should be submitted to Ms. Price by no later than Monday, April 20, 2004.**

Pam Price presented revisions of *College Operating Procedure (COP) 5.14 Vehicle Fleet Management Plan*. The COP provides guidelines for compliance as specified under Texas House Bill 3125 and states responsibilities for the vehicle fleet management program established under the TSTC Administrative and Financial Services Division.

**Action:** Pam Price presented *College Operating Procedure (COP) Vehicle Fleet Management Plan 5.14* for approval. Richard Wheat made a motion to approve *COP 5.14*, with a second to the motion by John Spradling. The President's Cabinet approved *College Operating Procedure (COP) Vehicle Fleet Management Plan 5.14*.

Pam Price stated she removed the *College Operating Procedure (COP) 6.1 Family Housing* and will bring it forth at the next President's Cabinet meeting for approval. She asked for feedback from the group regarding stipulations for defining eligible tenants for family housing.

Ms. Price stated there were several unused department-related scholarships.

**Action:** Mr. Charles Reed requested that Pam Price contact Jackie Adler, Financial Aid Director, and describe the unused department related scholarships and clarify their nature so that Ms. Adler can advertise them for the student's advantage.

### **Charles Reed**

Charles Reed stated that Dr. Wayne Matthews developed and wrote a Resource Development Manual and presented it for approval. A discussion ensued regarding the Resource Development Manual and the need for a *College Operating Procedure (COP)* to address the current audit response. Pam Price concluded that a COP would be the most effective means to meet the request by the auditors in regards to how contracts are handled. Everyone agreed the Resource Development Manual met the needs for the Resource Development Office but did not address the needs of the Continuing Education Department or other areas.

**Action:** Charles Reed presented the Resource Development Manual for approval. He made the motion to approve the Manual, with a second to the motion by John Spradling. The President's Cabinet approved the Resource Development Manual. Mr. Reed requested that Pam Price revise the *College Operating Procedure* to ensure that it meets the need to address the current audit response for contracts. Charles Reed requested that Dennis Meyers develop a manual that would address the needs of the Continuing Education Department.

Charles Reed distributed a report on the U.S. Department of Housing and Urban Development's Ten-Year Anniversary Partnerships Conference attended by Dr. Wayne Matthews March 29, 2004-April 3, 2004 in New Orleans, Louisiana. The purpose of the

conference was to provide information concerning the various grant programs and to have several grantees discuss their grant-funded programs. This overview showed that a small percentage of community colleges received funding for Community Outreach Partnership Centers (COPC). In 2003, only one community college was funded. Since this is the case, no action will be taken by TSTC to apply.

### **Elton Stuckly**

Elton Stuckly returned from a previous engagement and conducted the remainder of the meeting.

Mr. Stuckly distributed an invitation by the Texas Higher Education Coordinating Board to a reception honoring Don W. Brown, Commissioner of Higher Education. The reception will be held Wednesday, April 21, 2004 from 5:30 p.m. to 7:00 p.m. at the Intercontinental Stephen F. Austin Hotel, in Austin, Texas. He stated if anyone is interested in accompanying him to the reception they should let him know.

Elton Stuckly distributed a handout from the Texas Higher Education Coordinating Board regarding our application for programs in Fuel Cell Technology and Recreational Vehicle Maintenance. Mr. Stuckly asked for a report from John Spradling regarding the status with the Texas Higher Education Coordination Board department for both the Fuel Cell and the Recreational Vehicle Maintenance. John Spradling reported that the requirements have been met for the Fuel Cell Technology, and the Recreational Vehicle Maintenance is in the final stages of completion.

Elton Stuckly noted that the proposed on-line auction for our surplus property is on hold until some issues have been resolved with the state.

Mr. Stuckly distributed a handout regarding the Texas Round-up. He noted that there is a web-site address if anyone is interested in more details regarding the walk and health fair this weekend.

Elton Stuckly distributed copies of an email message regarding the registration fee for the upcoming NISOD Conference. The registration cost for TSTC personnel attending NISOD will be \$175. He stated the Chancellor's Award winners will need to register.

**Action: Mr. Stuckly requested that Directors ensure that the Chancellor's Award Winners register for the NISOD Conference in May. The NISOD Conference registration fee is \$175 this year.**

Mr. Stuckly noted that John Spradling would attend the General Motors Body Service Program graduation and luncheon on April 16, 2004.

The meeting adjourned at 10:40 a.m.