

**PRESIDENT'S CABINET  
MINUTES  
Monday, April 11, 2005  
9:00 a.m.**

**Present:** Elton Stuckly, Charles Reed, Carrie Gayeske, Dale Norwood, Rob Wolver, Tom Dean, Sandra Wynn, Alexis Neumann, and Kathy Podsednik.

**Guest:** Aaron York, representing Pam Price  
Wayne Blinka, representing John Spradling  
Ted Donovan, representing Dr. Darline Morris  
Dawn Khoury, Director of Admissions and Records  
Iris Cunningham, Counseling and Testing Center

**Absent:** Pam Price  
John Spradling  
Dr. Darline Morris  
Eliska Flores  
Mike Young

**Elton Stuckly**

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

**Alexis Neumann**

Alexis Neumann reported that additional copies are available of the "TSTC Turns 40!" anniversary tabloid insert from the Waco Tribune-Herald newspaper of Thursday, April 7, 2005.

**Action:** **President Stuckly reported that additional copies of the 40<sup>th</sup> Anniversary tabloid were ordered for all departments to send to Advisory Committee members. John Spradling will inform the Cluster Directors of these available inserts.**

The 40<sup>th</sup> Anniversary breakfast, which includes local and community guests, is scheduled at 6:30 a.m. on Friday, April 22, 2005 in the John B. Connally Technology Center.

**Tom Dean**

Tom Dean was welcomed back to the meeting after his return from military duty. Mr. Dean issued a reminder that the Faculty Senate Elections are currently in progress.

**John Spradling (represented by Wayne Blinka)**

The suggestion of a commemorative yearbook in honor of TSTC Waco's 40<sup>th</sup> Anniversary was well received.

**Action: Eliska Flores will administer the initiative for a proposed TSTC Waco commemorative yearbook in honor of the 40<sup>th</sup> Anniversary of the college. Ms. Flores will schedule a meeting with President Stuckly, Charles Reed, and Mark Long, Project Manager for Publishing, to begin plans for this project.**

**Charles Reed (Guests: Dawn Khoury and Iris Cunningham)**

Iris Cunningham presented proposed dates for future Student Appreciation Days. She suggested that the Summer Student Appreciation Day be planned in conjunction with Dia Techsana Day, which is already scheduled on the student calendar. In addition, it was suggested that arrangements be reached with the student organizations that usually provide food for their fundraising efforts on Dia Techsana Day.

**Action: The proposed dates for future Student Appreciation Days were approved, which are scheduled on a Thursday each semester, and planned in the summer semester in conjunction with Dia Techsana Day. Arrangements will be made with the student organizations and departments that normally provide food booths for fundraising efforts on Dia Techsana Day, to incorporate the Student Appreciation Day. The dates for Student Appreciation Day are as follows:**  
**Summer 2005, Thursday, June 9<sup>th</sup>, with Dia Techsana**  
**Fall 2005, Thursday, September 29<sup>th</sup>**  
**Spring 2006, Thursday, March 30<sup>th</sup>**  
**Summer 2006, Thursday, June 8<sup>th</sup>, with Dia Techsana**  
**Fall 2006, Thursday, September 28<sup>th</sup>**  
**Spring 2007, Thursday, March 29<sup>th</sup>**  
**Summer 2007, Thursday, June 14<sup>th</sup>, with Dia Techsana**

Dawn Khoury provided an update of plans for Employees Award Day scheduled May 27, 2005. Discussion included leaving the divisions for the softball games unchanged, with all team members to be full-time employees by May 1, 2005. Student workers are not eligible to play.

Charles Reed distributed the details of staff restructuring in the Admissions and Records Office. Dawn Khoury, Director of Admissions and Records, has implemented the changes for staff cross training and to provide better customer service.

Mr. Reed reported that the Student Government elections would be complete by the next President's Cabinet meeting scheduled in May. The newly elected officers will be presented at the May 9<sup>th</sup> President's Cabinet meeting.

Charles Reed distributed the proposed registration schedule for Fall 2005. Discussion included dates for extended hours, the timing of the run for non-paid students and the de-registration listing on the Friday, prior to the start of classes on Monday.

**Action: The Fall 2005 registration schedule was approved for distribution. Admissions and Records will run an early list of non-paid students and the DREG will be run on the Friday of registration, prior to the start of Monday classes.**

Charles Reed provided an update on enrollment and will monitor student holds for the summer semester enrollment.

### **Carrie Gayeske**

Carrie Gayeske requested input for possible dates for Professional Development Day in October 2005. The agenda item will be deferred to the upcoming Executive Team meeting to confirm the date.

### **Elton Stuckly**

The Texas Higher Education Coordinating Board (THECB) meeting is scheduled April 21, 2005. The meeting agenda is available on the Coordinating Board's web site at <http://www.thecb.state.tx.us/about/agendaminutes/Ag0405/>.

Information was distributed from Mike Buck, Associate Vice Chancellor of Administrative Services, regarding the Texas Higher Education Coordinating Board (THECB) Facilities Audits for all the TSTC campuses. TSTC Waco is scheduled for the room utilization audit in Winter 2009, Fiscal Year 2010.

Perkins allocations are to be planned for Fiscal Year 2006 Budgets, even though the allocations have not been received from the Coordinating Board.

President Stuckly distributed information from Academics Impressions regarding the "Retaining Students in Higher Education: A Framework for Improvement" Conference that is scheduled June 15-17, 2005 in Colorado.

Information was distributed from System regarding HEAF funds to be reviewed at the Executive Cabinet meeting. HEAF issues will not be taken to the Board of Regents meeting in April, although, the discussion of expenditures and allocations will provide strategies for investing the funds when we are informed of the amount to be received.

The Rapoport Foundation is developing a high school academy to be housed on the TSTC Waco campus in leased space. These students will be offered the benefits of dual enrollment. Maggie McCarthy, of the Rapoport Foundation, provided an article from CNN Online regarding the benefits of dual enrollment.

The Texas FFA Convention is scheduled July 11-15, 2005 in Lubbock, Texas. Marketing and Communications, along with Recruiting Services, will confirm arrangements for a TSTC booth display at this event.

**Action: Eliska Flores will coordinate the recruiting display booth for the Texas FFA Convention scheduled July 11-15, 2005 in Lubbock, Texas.**

The final report of the Audit of Annual Financial Report Procedures and Selected Financial Statement Disclosures for TSTC System was distributed for review. The audit results revealed no significant findings or recommendations.

The proposed Incentive Guidelines for the campus were presented for review and discussion.

**Action: Carrie Gayeske will schedule a meeting of the President's Cabinet to discuss the proposed Incentive Guidelines for the campus.**

Additional funds for Marketing and Communications will be discussed at the next Executive Team meeting.

The relaxed summer dress code was discussed, with the confirmation that it will be under the discretion of the supervisor to assure that appropriate business attire is worn in each job area.

**Action: The relaxed summer dress code will be allowed June 1, 2005 through August 31, 2005. It is the responsibility of each supervisor to determine that appropriate business attire is worn in each job area.**

President Stuckly provided an update of the special Executive Cabinet meeting scheduled March 24, 2005. Discussion included the business continuity plan for a disaster recovery plan, room utilization and the allocation of remaining computer funds by System.

The Fiscal Notes bulletin featuring an article entitled "Nano-size Me," was circulated which referenced TSTC Waco receiving a grant to begin a Nano technology program.

The Valley Mills Progress newspaper was distributed regarding the Valley Mills High School Career Day program that featured TSTC Instructor, Daniel Bateman, showing a student a thermal imaging device.

President Stuckly reported that in lieu of an invocation at the next commencement, the first verse of "The Star Spangled Banner" would be sung and last verse recited. Dr. Lynn Parks, Academic Cluster Director, issued the suggestion.

**Action: Michael Pierce, Supplemental Education Services Master Instructor, will sing the first verse and recite the last verse**

**of the “The Star Spangled Banner” at future graduation ceremonies, in lieu of an invocation.**

Concerns were expressed regarding errors on the new campus signs. A review of the order and corrections will be forthcoming.

The meeting adjourned at 10:30 a.m.