

**PRESIDENT'S CABINET
MINUTES
Monday, April 9, 2007
8:30 a.m.**

Present: Elton Stuckly, Charles Reed, Pam Price, Fred Khozein, Carrie Gayeske, Rob Wolaver, Dr. Darline Morris, Richard Wheat, Jake Beaver, De'Leon Harris, Student Government President, and Kathy Podsednik.

Guests: Marcus Balch, representing Alexis Neumann
Vincent Taylor, Coordinator of Student Services
Charity Wilson, incoming President, Student Government Association
Josue Martinez, incoming Secretary, Student Government Association
Shante Tasby, incoming Parliamentarian, Student Government Association

Absent: Alexis Neumann
Carliss Hyde

Elton Stuckly

Elton Stuckly called the meeting to order at 8:30 a.m.

Richard Wheat

Richard Wheat requested an update on adjunct contracts for part-time faculty.

Action: Carrie Gayeske is developing the College Operating Procedure (COP) for part-time faculty to be paid by a contract, based on the number of hours in a course, which is the current process at some of the other TSTC campuses.

The *System Operating Standard (SOS) Human Resources (HR) 2.1.9 Employee Contracts* is being evaluated by TSTC System. Richard Wheat will forward the latest version to President Stuckly.

Richard Wheat reported that the new add/drop forms do not have a place for the instructor to sign the form. He expressed concern that the instructor is not being notified if the student has dropped the course, which does not provide the instructor an opportunity to counsel the student.

Action: Charles Reed will review the new add/drop form and process changes with Dawn Khoury, Director of Admissions and Records and report the findings at the next President's Cabinet meeting.

Carliss Hyde (represented by Elton Stuckly)

The proposed College Operating Procedure (COP) draft of Human Subjects Participating in Research Studies was presented for approval.

Action: Charles Reed made a motion to approve the proposed College Operating Procedure (COP) for Human Subjects Participating in Research Studies for approval. Richard Wheet made a second to the motion. The COP for Human Subjects Participating in Research Studies was unanimously approved.

Jake Beaver

Jake Beaver reported that System Operations will establish client serve through Notify Link for individuals that purchase a Blackberry. System has proposed that limited number of stipends would be established to cover the monthly service costs. Additional information will be forthcoming as it is established.

Mr. Beaver reported good reviews and attendance to the Waco Intertribal Powwow held on the TSTC Waco campus on April 7, 2007.

Carrie Gayeske

A system wide grievance policy committee has been established by TSTC System and currently does not include a Staff Senate representative.

Action: President Stuckly will email Jonathan Hoekstra, TSTC System Vice Chancellor for Strategic Initiatives, regarding the committee assigned for the review of a system wide grievance policy.

Fred Khozein

Fred Khozein reported on the success of the first annual Mike Denn Benefit Scholarship Golf Tournament for student scholarships organized by his family on March 31, 2007 in Moody, Texas. Mr. Denn was the former Department Chair of Network Security Technology at TSTC Waco.

Action: The first annual Mike Denn Benefit Golf Tournament, held on March 31, 2007, attracted 21 teams and raised \$5,700 for TSTC Waco student scholarships.

Charles Reed

Charles Reed and Vincent Taylor, Coordinator of Student Services, introduced the incoming Student Government Officers (SGA) present at the meeting.

Action: The incoming Student Government Officers beginning in Summer 2007 include: Charity Wilson, President; Chance Hagen, Vice President; Josue Martinez, Secretary; Ed Thorpe, Treasurer; and Shante Tasby, Parliamentarian.

De'Leon Harris provided information on a customized "Waco-opoly" game with a Waco theme through Pride Distributors, Incorporated as a proposed fundraising opportunity for the Student Government Association (SGA). The SGA would make a minimum investment, acquire local

sponsorship and sell the games for profit. The profits would be used for SGA activities and student scholarships. Discussion included a possible game of this type currently being promoted in the Waco area, since the college has recently been approached to participate as a sponsor.

Action: The Student Government Association will meet with Charles Reed, Vincent Taylor and Sophia Strother, Director of Development, to research the success of undertaking a customized “Waco-opoly” game through Pride Distributors, Incorporated as a fundraising activity and if a game of this type is currently being prompted in the Waco area.

Mr. Harris provided an update of the current events the Student Government Association has participated in, which include: Black History Month, the community’s American Cancer Association Cancer Walk, TSTC Waco Open House and Alumni Weekend, attendance to Regional Student Government meetings and numerous awards achieved at sporting competition of the TSTC campuses. The Executive Team complimented the SGA officers for the positive leadership they have exemplified and the many activities in which they have participated, both on the campus and in the community.

Elton Stuckly

Information was distributed from Francette Carnahan, Vice Chancellor Educational Effectiveness, regarding the document imaging system wide efforts these past five years. In May 2007, upgrades to the latest release of the document imaging software will be implemented to better manage the imaging process and enable automation of record retention processes to be in compliance with state guidelines. Current issues with the document imaging process and scanners were discussed. Brenda Montemayor, Director of Programs, will be contacted regarding problems with the Human Resources scanner.

Information was distributed from the Texas General Land Office regarding the Texas Program’s 21st Annual Spring Cleanup scheduled on Saturday, April 28, 2007 on various Texas beaches.

Action: The Student Government Association was provided information for their proposed participation in the 21st Annual Spring Cleanup of Texas’ beaches scheduled on Saturday, April 28, 2007 from the Texas General Land Office.

President Stuckly requested input for the proposed capital campaign to fund a new campus building to house administrative offices, the library and Food Services and Culinary Arts.

Many compliments were received regarding the success and attendance of the TSTC Waco Spring Preview held on March 30, 2007.

Elizabeth Smith of the Cooper Foundation suggested that TSTC Waco review the culinary equipment and space availability at the former Paul Quinn Campus for TSTC Waco’s Food Service and Culinary Arts. The concept was briefly discussed and the proposal may be researched in the future.

Carl Perkins funds will be reviewed to provide funding for the new marketing videos for the instructional programs.

Initial summer enrollment and new student registration press release information was distributed by Marketing and Communications.

President Stuckly reported that the Texas Legislative sessions will end in May 2007.

President Stuckly will meet this week with representative of Texas Nuclear, TXU, Exelon and Texas A & M University in College Station, Texas regarding future partnering and industry training.

Criteria for Fall 2007 merit raises throughout the TSTC System are being discussed as the approval of TSTC System budget is determined by the State of Texas.

The meeting adjourned at 9:55 a.m.