

**PRESIDENT'S CABINET  
MINUTES  
August 11, 2003  
9:00 a.m.**

**Present:** Charles Reed, Pam Price, Carrie Gayeske, Robert Larsen, Sandra Wynn,  
and Kathy Podsednik

**Guest:** Dr. Wayne Matthews, Director of Resource Development  
Dr. Darline Morris, Director of Institutional Effectiveness  
Jan Osburn, representing Eliska Beaty  
Dale Norwood, Director of Network Services  
Dennis Meyers, representing John Spradling

**Absent:** Elton Stuckly  
John Spradling  
Brian Seymour  
Eliska Beaty

**Charles Reed**

Charles Reed called the meeting to order at 9:00 a.m.

**Jan Osburn**

Jan Osburn provided information on possible successful TSTC alumni to speak at future commencements. Historically the spring commencements have been political leaders; although, the number of graduates remains generally consistent at the spring, summer and fall exercises. Current TSTC Regents were also discussed as possible choices for fall and spring commencement, which would be contacted by the President's Office.

**Action: The Marketing and Communications Department will retain  
an updated list of possible future commencement speakers.**

Ms. Osburn discussed current developments in marketing, which include television, radio, magazine, and newspaper segments, as well as, an upcoming new commercial. Remaining Carl Perkins funds provided additional revenue for advertising before the end of the fiscal year.

**Dale Norwood**

Dale Norwood reported on the CTEN Board meeting held August 8, 2003 on the TSTC campus. The board approved a Memorandum of Understanding (MOU) detailing the

current agreement, and delayed a rate increase to await year-end financial status reports. The rate increase to be proposed is to cover risks of any major equipment failures, which most of the equipment has remaining warranty coverage of more than one year.

Mr. Norwood reported on reassignments of the technical support areas of responsibility on the campus into four established areas. The reassignments will improve department operations and responsibility functions.

### **Dr. Darline Morris**

Dr. Darline Morris reported that the Institutional Effectiveness Unit Action Plans for 2003-2005 are accessible on the web beginning September 1, 2003. Previous objectives may be carried over and revised to implement new action plans.

### **Dr. Wayne Matthews**

Dr. Wayne Matthews reported on progress of negotiations of new programs with TRANE, Family Dollar and a medical transcriptionist program with the Texas Workforce Commission (TWC). Dr. Matthews noted that a new TWC Executive Director is to be named. He stated that TSTC is in good standing and has an exceptional working relationship with the Texas Workforce Commission.

Discussion included current open positions on the Texas Higher Education Coordinating Board.

### **Sandra Wynn**

Congratulations were offered to Sandra Wynn for her recent completion of a Bachelor of Science Degree in Information Technology and Telecommunications from the University of Phoenix.

Ms. Wynn reported that the Staff Senate has discussed the effect of state budget cuts on raises, open positions, and the changes in the insurance and benefits plans.

### **Robert Larsen**

Robert Larsen thanked the President's Cabinet for his tenure to serve, and is currently elected to serve as the Parliamentarian for the Faculty Senate. Richard Wheat, Senior Instructor in Chemistry, has been elected to serve as Faculty Senate President. Mr. Larsen reported that he is continuing work on his PhD.

### **Carrie Gayeske**

Human Resources will be completing faculty and staff contract letters for 2004 to be distributed to the various department supervisors for distribution to employees.

Ms. Gayeske reported that the retiree list is currently being compiled while awaiting a final decision from several employees. Approximately 20 employees are on the retiree list.

Carrie Gayeske issued a reminder that two more weeks remain for open benefits enrollment for TSTC employees.

### **Dennis Meyers**

Dennis Meyers requested input for Continuing Education Courses, with ideals and suggestions discussed.

Mr. Meyers reported that ExxonMobil's Russian and African students have arrived on campus.

### **Charles Reed**

Charles Reed discussed the need to review the Village Oaks agreement including previous service records, the costs to update wiring cables for Internet connections, and the handling of costs for future wiring services.

**Action: Elton Stuckly, Charles Reed, Pam Price, and Dale Norwood will meet this week to address current and future issues regarding Village Oaks wiring connections and services.**

Mr. Reed forwarded a copy of the Senate Concurrent Resolution 12, regarding higher education institutions to adopt service learning for outreach and citizenship, to Brian Seymour for Student Government Association comment. Comment has not been received from Student Government Association.

**Action: Charles Reed will initiate contact with the Student Government Association, Phi Theta Kappa, and department clubs to determine current service outreach programs. The list of current service activities will be publicized to encourage additional outreach projects by campus organizations, and for the development of new service projects designated to improve the campus and surrounding community. Campus organizations will be encouraged to promote and publicize their service projects.**

Charles Reed reported that a meeting would be scheduled this week regarding the student meal plan for fall to address recent concern over its implementation. The other TSTC campuses currently have a student meal plan in place. Inquiries regarding the guidelines of the student meal plan have been addressed as calls are received with relatively no opposition.

**Action: Charles Reed will schedule a meeting this week to address the student meal plan with attendees to include Elton Stuckly, Pam Price, Rob Wolaver, and Dawn Khoury.**

The meeting adjourned at 10:00 a.m.