

**PRESIDENT'S CABINET  
MINUTES  
August 11, 2004  
1:30 p.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Richard Wheet, Sandra Wynn, Rob Wolaver, Dale Norwood, Eliska Flores, and Kathy Podsednik.

**Guests:** Ted Donovan, representing Dr. Darline Morris

**Absent:** Dr. Darline Morris  
Rob Wolaver  
Mike Young

**Elton Stuckly**

Elton Stuckly called the meeting to order at 1:30 p.m.

**Dale Norwood**

Dale Norwood presented the revision of *College Operating Procedure (COP) 1.55 Personal Use of E-Mail and the Internet* for compliance with state standards. Discussion included the clarification of business appropriate use and allowed use of the Internet during release time for classes, which is all under the discretion of the supervisor.

**Action:** **Revision of *College Operating Procedure (COP) 1.55 Personal Use of E-Mail and the Internet* was presented by Dale Norwood. Charles Reed made a motion to approve *COP 1.55* and John Spradling made a second to the motion. *COP 1.55* was unanimously approved.**

**Carrie Gayeske**

Carrie Gayeske reported that the Applicant Management System (AMS) is to be rolled out for September 1, 2004 hiring processes. All hiring supervisors must take the AMS training. Ms. Gayeske reported that all employee applications are now handled online.

**Action:** **The Applicant Management System (AMS) training, beginning next week, is to include all hiring supervisors for hiring after September 1, 2004.**

**John Spradling and Richard Wheet**

Richard Wheet discussed small class size and overload pay included in *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*.

**Action:** John Spradling and Richard Wheat will review the options to reduce the number of small classes and overload pay.

John Spradling presented an advertising opportunity in a new magazine, *Texas Happenings* available in the Waco area, the Midland/Odessa area, and at tourist entry points in the state.

**Action:** Marketing and Communications will research the *Texas Happenings* magazine for possible advertising.

### **Pam Price**

Pam Price presented new College Operating Procedure (COP) for Procurement Cards for authorized purchases, after the completion of a proper requisition and training for its use. Discussion included the correction to “personnel” wording.

**Action:** Pam Price presented new College Operating Procedure (COP) for Procurement Cards. Richard Wheat made a motion to approve the new COP for Procurement Cards and Dale Norwood made a second to the motion. The new COP for Procurement Cards was unanimously approved.

**Pam Price stated that the approved Student Internet Access Fee of \$15 a month, \$60.00 per term, is to begin for Fall 2004.**

### **Charles Reed**

Charles Reed presented revisions to *College Operating Procedure (COP) 7.37 Student Graduation* noting wording clarifications, the Texas Success Initiative (TSI) requirements, and correction to Marketing and Communications being provided the list of eligible graduates to be listed in the program.

**Action:** Charles Reed presented revisions to *College Operating Procedure (COP) 7.37 Student Graduation*. Richard Wheat made a motion to approve *COP 7.37* and John Spradling made a second to the motion. *COP 7.37* was unanimously approved.

**All approved College Operating Procedures (COP's), new or revised, are to be electronically sent to the President's Office for distribution and retention.**

### **Elton Stuckly**

Elton Stuckly distributed renewal information for the Texas Association of College Technical Education (TACTE).

**Action: John Spradling will oversee the renewal of all the Director's membership to the Texas Association of College Technical Education (TACTE).**

Information was distributed from Sandy Pulliam, Assistant to Vice President of Student Development, regarding notification from the Texas Higher Education Coordinating Board (THECB) Notice of Awards (NOA) for Fiscal Year 2005 Perkins Grants. These included the Annual Application, Fuel Cell Technology Curriculum, and Intensive English for Specific Technical Occupations.

Information was distributed on "Educause 2004" scheduled in October regarding IT planning and maintaining networks. Dale Norwood reported that he has discovered no value in attending this conference in the past.

Agenda items for the September 10, 2004 Management Council meeting are due by August 27, 2004.

Information was distributed from the Heating, Air-conditioning and Refrigeration Distributors International to President George W. Bush addressing the need for administration support to develop skilled professionals in technical education.

**Action: The letter from Heating, Air-conditioning and Refrigeration Distributors International to President George W. Bush addressing the need for administration support to develop skilled professionals in technical education can serve as an effective tool for High School Counselors. President Stuckly, in his recent greeting to President Bush at the TSTC Airport, requested he visit the college and its various technologies training.**

The Sweetwater campus issued a letter of appreciation, in particular to Dr. Darline Morris, Director of Institutional Effectiveness, Research and Planning, for her valuable assistance in preparing for their reaffirmation of accreditation.

Information was distributed from the United States Department of Commerce, International Trade Administration, regarding another student recruitment mission for Texas higher education institutions to two new Mexico cities, San Luis Potosi and Guadalajara. In Spring 2004, the Lone Star Education Coalition promoted Texas schools in Mexico City and Monterrey.

**Action: Eliska Beaty will follow-up with the System Office for possible representatives with the Lone Star Education Coalition Mission to Mexico cities for student recruitment in Texas higher education institutions.**

The picture of the new sign at the Ft. Bend Technical Center was distributed.

President Stuckly discussed a visit from Scooter Ratcliff, Bellmead City Manager, regarding their goal to develop property along Interstate 35 for an increase to their tax revenues.

The travel arrangements and attendees to the TSTC Appreciative Inquiry Conference in Marshall, Texas was discussed. Some individuals may not be able to attend due to the timing of the conference being scheduled in the last two days of the fiscal year and during student registration.

**Action: Names of attendees to the TSTC Appreciative Inquiry Conference in Marshall, Texas are to be sent to the President's Office by 4:00 p.m. on Friday, August 13, 2004.**

The new Industry Solutions brochures of Professional Development Workshops for Fall 2004 were distributed and reviewed.

The new TSTC View Books are currently available and were distributed for review.

President Stuckly reviewed local community college continuing education offerings and stated the need to determine technical continuing education offerings, in particular, for Fall 2004.

Edge 2004 was held on the Waco campus for all the TSTC System on August 8-10, 2004.

**Action: Elton Stuckly, John Spradling, and Mark Long, Project Manager, publishing, Special Instructional Services, will meet with Dr. Bill Segura, Chancellor, regarding the completion of the Intellectual Property Agreement, which they discussed at the camp.**

President Stuckly discussed initiatives for Fall 2004. Discussion included a possible online picture directory with a signed release and security measures, a Student Appreciation (Welcome) Day after the 12<sup>th</sup> class day with all the Executive Team in attendance, and the wearing of TSTC name badges by all employees, unless already on a uniform or a hindrance to job performance. Follow-up to these issues will be discussed at next week's Executive Team meeting.

The meeting adjourned at 3:50 p.m.