

**PRESIDENT'S CABINET  
MINUTES  
Monday, August 14, 2006  
8:30 a.m.**

- Present:** Charles Reed, Pam Price, Carrie Gayeske, Dr. Darline Morris, Richard Wheat, Jake Beaver, Rob Wolaver, Eliska Flores and Kathy Podsednik.
- Guests:** Ron Sanders, representing Fred Khozein  
Eunice Williams, representing Carliss Hyde  
Willow Hibbard, Public Relations, Student Government Association
- Absent:** Elton Stuckly  
Fred Khozein  
Carliss Hyde  
Alexis Neumann  
Monica King

**Charles Reed (representing Elton Stuckly)**

Charles Reed called the meeting to order at 8:30 a.m.

**Richard Wheat**

Richard Wheat presented proposed revisions to *College Operating Procedure (COP) 7.55 Nine-Month Contract Faculty*. Revisions include the elimination of the calendar, designating days of employment, detailing required attendance to specific events and duties defined.

**Action:** Recommended revisions to *College Operating Procedure (COP) 7.55 Nine-Month Contract Faculty* will be forwarded to the President's Cabinet for review and will be discussed at the President's Cabinet meeting on September 11, 2006.

Mr. Wheat presented recommendations for adjunct faculty contracts to establish a level of pay for each course broken down into an hourly rate, including labs verses lectures, and with requirements for the faculty's availability. Carrie Gayeske stated that this could be implemented on the campus and does not need to be approved system wide.

**Action:** Fred Khozein will distribute a proposal for adjunct faculty contracts to incorporate levels of pay for each course and forward the update prior to the next President's Cabinet meeting scheduled on September 11, 2006.

Richard Wheet recommended additional perks for faculty and staff be reviewed and instituted, which would improve morale and provide incentives for employees. Carrie Gayeske reported on the Exceptional Customer Service nomination process that has been established for an employee recommended for exceptional customer service, which includes a three-tier process for recognition, time off and lunch with the President.

**Action: The Faculty and Staff Senates are requested to develop a list of recommendations and incentives for faculty and staff to be presented at the President's Cabinet meeting on September 11, 2006.**

Richard Wheet reported on Faculty Senate concerns and the notification process for faculty non-renewal of contracts. Carrie Gayeske clarified that Ray Rushing, TSTC Legal Counsel recently revised the release of contract letter and no explanation is required. Ms. Gayeske noted that faculty evaluations contribute to the decision for the non-renewal. Mr. Wheet recommended that, as a courtesy, a reason for faculty non-renewal of contract be provided, particularly in the case of employees with an extended number of years with the college. In addition, Mr. Wheet questioned the practice of one-year contracts. Charles Reed and Carrie Gayeske noted that faculty yearly contracts coincide with the yearly budget for the college that is determined and received from the state for Texas.

#### **Willow Hibbard (representing Monica King)**

The Student Government presented various projects planned by the Student Government Association. These projects include Habitat for Humanity and DORI Sessions. Ms. Hibbard requested a review of Lavaca Hall for needed restroom repairs and received recommendation for water misters around the campus. Mr. Reed reported that the Lavaca Hall restroom repairs are being worked on and the feasibility of water misters around the campus would have to be reviewed.

#### **Carrie Gayeske**

Carrie Gayeske distributed handouts of a proposed online evaluation process established on the TSTC Harlingen campus that includes Employee, Supervisor and Peer Assessments. The online process resets the date for the next evaluation and sends an email notification to the supervisor that an evaluation is due, and includes additional reminders until the new evaluation is completed. The Executive Team would pursue the online evaluation process for TSTC Waco, which could be revised to the needs of the campus. Additional information will be forthcoming as it is developed.

Due to the end of the fiscal year, payroll's timeline for the input of new hires for September 1, 2006 is limited. New hire decisions for September 1<sup>st</sup> must be completed promptly to be entered into the payroll system.

#### **Fred Khozein (represented by Ron Sanders)**

Ron Sanders distributed System Operations drafts of the 2007-2008 Academic Calendars

based on 16-16-12 week and 15-15-15 week semesters for review of the advantages and the disadvantages to students and faculty. The distributions included various considerations for the review of the calendar and included backup data relating to Texas Higher Education Board's (THECB) common start dates. Comments regarding the drafts should be directed to Fred Khozein.

The proposed College Operating Procedure (COP) for "Excused Leave for a Person Called to Active Military Service" was presented for approval.

**Action: Dr. Darline Morris made a motion to approve the new College Operating Procedure (COP) for "Excused Leave for a Person Called to Active Military Service." Carrie Gayeske made a second to the motion. The new COP was unanimously approved.**

The August 2006 local magazine, the WACOAN, highlighted information on local, higher education opportunities and included TSTC Waco. The magazine featured an article titled "Silicon Prairie" about Nick Cram, TSTC Waco Instructor and TSTC's pursuit of biotechnology instrumentation.

### **Pam Price**

Pam Price presented the proposed College Operating Procedure (COP) for Building Configuration Control that would monitor and maintain internal and external configuration of the college's facilities through proper approval prior to implementation.

**Action: Carrie Gayeske issued a motion to approve the proposed College Operating Procedure (COP) for Building and Configuration Control and Jake Beaver made a second to the motion. The new COP was unanimously approved.**

### **Elton Stuckly (represented by Charles Reed)**

The Texas Higher Education Coordinating Board (THECB) sent an advanced notice that the Board will be producing new enrollment forecasts for all institutions during August and September 2006. Every two years the enrollment forecast is updated by the Texas State Data Center.

**Action: Charles Reed will verify that System Operations will handle the Texas Higher Education Coordinating Board (THECB) new enrollment forecasts.**

System Operations requested the Tours of Excellence be resumed on each of the campuses the day before the scheduled Board of Regents meetings during the next year, beginning with the October 2006 meeting scheduled on the Sweetwater campus. The tours will offer the new TSTC Regents, Presidents and Vice President's an opportunity to view and learn about the campuses.

The draft of TSTC's Corporate College Preliminary Workflows and Processes were distributed for review.

Fall 2006 enrollment numbers are lower than anticipated and lower than the past year. President Stuckly requested the Executive Team, and the Faculty and Staff Senate, to assist Recruiting with calls to student prospects and returning students that have not completed their re-enrollment process. In addition, the Student Government Association offered their assistance to the phone bank.

TSTC Waco Committee Assignment recommendations were distributed by email for final review and approval.

**Action: TSTC Waco Committee Assignments for 2006-2007 were approved and will be distributed by the President's Office by September 1, 2006.**

The meeting adjourned at 10:20 a.m.