

**PRESIDENT'S CABINET
MINUTES
Monday, December 12, 2005
9:00 a.m.**

Present: Elton Stuckly, Charles Reed, Pam Price, John Spradling, Dr. Darline Morris, Dale Norwood, Jake Beaver, Monica King, Eliska Flores, Alexis Neumann and Kathy Podsednik.

Guests: Lana Anderson, representing Carrie Gayeske
Carliss Hyde, Resource Development
Robert Evans, Student Government Vice President

Absent: Carrie Gayeske
Richard Wheat

Elton Stuckly

Elton Stuckly called the meeting to order at 8:30 a.m. Charles Reed conducted the remainder of the meeting, due to the early departure of President Stuckly. Mr. Stuckly is meeting today with local high school officials regarding the implementing of additional concurrent enrollment classes.

Richard Wheat

Due to the absence of Richard Wheat, the *College Operating Procedure 7.37 Student Graduation* agenda item is deferred at this time.

Alexis Neumann

Alexis Neumann distributed the Winter 2005-06 issue of *Around Downtown* magazine for Downtown Waco and The Brazos River Corridor. The magazine features an article about TSTC Waco in its "Partner Profile" which provided information about the history of the college, program offerings and other vital information.

Rob Wolaver (Guest: Carliss Hyde)

Rob Wolaver distributed for review the Texas Workforce Commission (TWC) report on the Skills Development program administered by Texas State Technical College in December 2005. The review was administered to identify opportunities to strengthen management controls and support with contract requirements to ensure compliance with state and federal requirements. Various issues were addressed including the procedure for the posting of vacancies, documentation of support training hours and completion of training, controls to ensure performance objectives and monitoring controls.

Action: Resource Development will implement internal control processes and monitoring will be developed for the revision of procedures regarding Texas Workforce Commission (TWC) contracts to ensure compliance with state and federal requirements. Following the response, Carliss Hyde will travel to TWC in Austin, Texas for presentation of the procurement process and controls for internal compliance.

Eliska Flores

Eliska Flores provided information on the Earned Income Tax Credit for tax relief especially directed for earning incomes of less than \$18,000 per year.

Action: Carrie Gayeske will review the Earned Income Tax Credit for tax relief especially directed for those earning incomes of less than \$18,000 per year for possible implementation as applicable to the payroll system.

Charles Reed

Charles Reed distributed the Parking and Traffic Committee minutes of December 7, 2005 indicating issues to be presented to the Executive Team. These included the intersection of Airline Drive at the TSTC Waco Airport apron, housing area occupancy guidelines for crowded parking on streets and possible "Children at Play" signs in the housing area. Pam Price reported that bike racks are scheduled for installation in the areas as originally identified and the Physical Plant is scheduled to complete the stripe work in designated parking lots during the month of December. Discussion included the busy traffic on Campus Drive from the parking lot by Educators Credit Union and the John B. Connally Technology Center to crossover to the Industrial Technology Center.

Action: Pam Price will review areas addressed by the Parking and Traffic Committee and determine the status or possible implementation of their recommendations.

Elton Stuckly (represented by Charles Reed for the remainder of the meeting)

Information was distributed from System Operations regarding the final Achieve Global training session for the President's, Vice President's, Chief Financial Officers and System staff will be held in January 2006. Greta Bane Hecker, TSTC Waco, and Adam Hutchinson, TSTC Harlingen, will provide a one-day facilitation training session in March 2006.

The Texas Higher Education Coordinating Board (THECB) issued a letter of approval as of December 1, 2005 for the TSTC Waco Physical Plant construction, with noted conditions, for a cost of \$2,200,000 with the fund source as the Private Development Fund.

Action: The Texas Higher Education Coordinating Board (THECB) issued a December 1, 2005 approval of the TSTC Waco Physical Plant construction and conditions for the \$2,200,000 with the Private Development Fund.

System Operations issued a schedule for the preparing of materials for the February 3, 2006 Board of Regents meeting to be held in Harlingen, Texas. The deadline for the meeting materials is 12:00 noon on January 6, 2006.

Action: The deadline for the preparing of materials for the February 3, 2006 Board of Regents meeting in Harlingen, Texas is 12:00 noon on January 6, 2006.

The American Association of Community Colleges (AACC) provided information for students in Louisiana and Mississippi whose lives and educations were disrupted by hurricanes Katrina and Rita to apply for up to \$1,000 in financial assistance. The assistance is made possible by a \$2 million grant awarded to the AACC by the Lumina Foundation for Education. The funds are available to both full-time and part-time community and technical college students who relocated to other states to attend other colleges. Details regarding funds for assistance to these students are available on the AACC web site at:

http://www.aacc.nche.edu/Content/NavigationMenu/NewsandEvents/Hurricane_Relief/Hurricane_Relief_Fund.htm.

John Spradling provided a list of personnel asked to serve on the SkillsUSA Standing Committee for 2006.

Action: The SkillsUSA Standing Committee for 2006 includes: Don Sharp, Project Coordinator; Trish Hendrix, Contest Coordinator; Bob Crosby, Volunteer Coordinator; John Spradling, Funding Coordinator; Vincent Taylor, Recreation Center; David Goodman, Facilities and Custodial; Donnie Harland, Security and Parking; Jan Osburn, Recruiting and Marketing; and Bob Gordon, Industry and Outside Contacts. Pam Price will coordinate account funds with SkillsUSA to cover fees and costs of travel to competition events, including the National contest in Kansas City, Missouri in June 2006.

The 19th Annual President's Community Prayer Breakfast with Dr. John M. Lilley, President of Baylor University in Waco, Texas is scheduled on Friday, January 6, 2006 at 6:30 a.m. in the Ferrell Special Events Center.

Action: Attendees for Baylor University's 19th Annual President's Community Prayer Breakfast scheduled on Friday, January 6, 2006 at 6:30 a.m. in the Ferrell Special Events Center includes the following: Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Dr. Darline Morris, Rob Wolaver, Dale Norwood, Eliska Flores, Alexis Neumann and Jake Beaver.

President Stuckly has been invited as a guest at the table of Dr. John M. Lilley, President of Baylor University.

A note of thanks and appreciation to all the TSTC Waco family was distributed from Nanette Torres, TSTC Waco Recruiting Admissions Advisor, for all the support received during the illness and the loss of her husband, Mike Torres, TSTC Instructor Digital Media Design.

The Energy Conservation Plan for the Texas State Technical College System as of December 1, 2005 prepared by Mike Buck, Associate Vice Chancellor Administrative Services, was forwarded to the Executive Team for review. The report included savings measurements, history of utility bills, fleet fuel management, preventative maintenance and documentation procedures. This report is prepared for the TSTC System goal to reduce energy consumption and energy costs by 5% during Fiscal Year 2006.

Action: Energy conservation should be implemented into all Unit Action Plans for TSTC Waco to comply with the TSTC System goal to reduce energy consumption and energy costs by 5% during Fiscal Year 2006 as outlined in the Energy Conservation Plan for the Texas State Technical College System as of December 1, 2005.

The scheduled date for Professional Development Day is Friday, October 6, 2006.

The Perryman Texas Letter dated November 30, 2005 provided enrollment information on the state's public universities, which included Texas State Technical College.

System Operations provided information from the Texas Supreme Court order and opinion regarding a Dallas class action for the legality of technology fees and increases in student services fees. The Texas Education Code section 130.123(c) details the authorization of technology fees and student service fees.

President Stuckly reported on the issue of cell phones and stipends for their usage. System Operations is recommending a \$30 or a \$50 per month stipend only for staff identified by necessity to carry a cell phone primarily utilized to conduct state business. System Operations will prepare a Minute Order to schedule the approval of the stipend procedure for Fiscal Year 2007. The Vice President's recommendation and the President's final approval will determine the emolument offer. TSTC will primarily adopt the policy to eliminate providing state issued phones, with the exception of positions that require on-call contacts such as Security Services, Airport/flight line functions, Physical Plant and Network and Telecommunication Services. Additional information will be forthcoming.

Action: The process is in place to review and reduce the number of cell phones currently provided by state funds other than those approved and deemed necessary for their respective position for on-call contact. The final approval of all state funded cell phones will be determined by President Stuckly. System

Operations is preparing a Minute Order for approval in Fiscal Year 2007 to institute a stipend for staff deemed necessary to be provided with a cell phone primarily utilized to conduct state business. Information will be forthcoming as it is developed.

The Texas Higher Education Coordinating Board (THECB) provided TSTC System an opportunity to review institutional targets and revise the “Updated Targets for Closing the Gaps” by recent enrollment progress and more ambitious statewide goals.

Action: President Stuckly reported that TSTC Waco revised the “Updated Targets for Closing the Gaps” for 2015 from 5,100 to 5,250 with the Texas Higher Education Coordinating Board (THECB) to meet the December 12, 2005 deadline.

President Stuckly plans to complete a campus video within the next week to provide an update of our goals and future plans for the campus.

The meeting adjourned at 10:05 a.m.