

**PRESIDENT'S CABINET  
MINUTES  
Monday, December 11, 2006  
8:30 a.m.**

**Present:** Charles Reed, Alexis Neumann, Fred Khozein,  
Carrie Gayeske, Rob Wolaver, Carliss Hyde,  
Richard Wheat, Jake Beaver and Kathy Podsednik.

**Guests:** Aaron York, representing Pam Price  
De'Leon Harris, Student Government Association  
Brenda Suggs, Director of Special Projects

**Absent:** Elton Stuckly  
Pam Price  
Monica King

**Charles Reed (representing Elton Stuckly)**

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

**De'Leon Harris (Student Government Association)**

De'Leon Harris reported that all the current Student Government Association (SGA) officers, excluding himself, will graduate this semester. The SGA will replace these office positions in January 2007. Mr. Harris reported that the SGA will sponsor or participate in at least one project per month. Some of the upcoming SGA events include assistance in the community at the Feast for Sharing, the annual Christmas parade and Santa's Workshop and plans for the Martin Luther King recognition.

**Richard Wheat**

Richard Wheat distributed a draft developed by the Faculty Senates for revisions to *College Operating Procedure (COP) 2.47 Drug and Alcohol Testing*. The revision removes the "near-accident" wording for an employee involved in an accident due to human error that requires substance testing. The President's Cabinet discussed the revisions.

**Action:** Comments or changes recommended to the draft revisions of *College Operating Procedure (COP) 2.47 Drug and Alcohol Testing* should be sent to Richard Wheat and copied to Carrie Gayeske. *COP 2.47* will be presented for approval at the next President's Cabinet meeting scheduled in January 2007.

Mr. Wheat presented the proposed draft of System Operating Standard (SOS) for Faculty Expectations and Workload, which has been reviewed by all the Faculty Senates throughout the TSTC System, and revised by Francette Carnahan, TSTC System Vice Chancellor of

Educational Effectiveness. The TSTC Waco Faculty Senate will review the revisions at their meeting tonight, December 11, 2006. Richard Wheat stated that the SOS would not alter existing SOS's or COP's pertaining to Faculty contracts or compensation, including *7.30 Faculty Productivity and Teaching* that is still valid. The TSTC System SOS defines the 15-hour minimum (with certain exceptions) for Faculty workload. Mr. Wheat stated that *COP 2.19 Holding Dual Offices or Positions* should also be addressed.

**Action: The proposed draft of System Operating Standard (SOS) for Faculty Expectations and Workload will be presented for approval at the next system wide Vice President's meeting. Additional information will be forthcoming as it is developed.**

Mr. Wheat reported a concern from a faculty member that received delayed billing from a course taken through employee scholarship assistance for which the individual had not successfully completed the course. Aaron York reported on the time required for processing of grades and billing. The individual reported not knowing about the required reimbursement to the college for the unsuccessful course until he was attempting to register for the next semester. Charles Reed prints an employee scholarship report of the grades each semester upon the conclusion of the course to determine any unsuccessfully completed employee scholarships for the individual to reimburse the college. Mr. Reed disseminates the report to the appropriate supervisors.

**Action: Aaron York will check on the billing process for reimbursement of employee scholarships for the unsuccessful completion of a course, which was presented from concerns of a faculty member to Richard Wheat.**

### **Carrie Gayeske (Guest: Brenda Suggs)**

Brenda Suggs reported that the Access and Equity Committee recommended that the college establish Student Ambassadors to be role models to their peers, assist with recruiting efforts and to promote the college both internally and within the community. They proposed the Student Ambassadors be recognized at commencement and be assured of a President's letter of recommendation for job applications or future scholarship or admissions to further their education. Former TSTC Waco student ambassadors were provided blazers, although the committee recommended they wear t-shirts to be more approachable by their peers.

**Action: Alexis Neumann will meet with Marcus Balch, Director of Recruiting, to discuss the idea of Student Ambassadors possibly suited program by program, and discuss the criteria for those selected. This would include an established minimum grade point average, expectations and number of hours required to fulfill the position. Additional information will be forthcoming as it is developed.**

### **Alexis Neumann**

Alexis Neumann and Sophia Strother-Mullen, Director of Development attended TSTC Waco's Recruiting TSTC Road Show in Fairfield, Texas on December 6, 2006.

Approximately 640 students from 10 local school districts were in attendance. TSTC Waco received 30 completed student application at the event.

Ms. Neumann distributed the December 2006 shopping edition of *Waco Today* featuring TSTC Waco's latest advertisement. Additional advertising will include an insert in the *Waco Tribune-Herald* and at the Richland Mall. Rob Wolaver requested that Marketing and Communications inform the department being featured in recent advertising so they could be prepared for the additional incoming calls that it would generate.

**Action: Marketing and Communications will inform the departments that are featured in local advertising for them to be prepared for additional incoming calls.**

Alexis Neumann reported that scholarship applications for the Disney Institute session scheduled February 2007 has been extended for an additional week and a reminder will be featured in the upcoming *Online*. All Executive Team members were encouraged to complete their applications and to inform interested employees to apply.

#### **Pam Price (represented by Aaron York)**

Aaron York reported that the process for the Employee dependent scholarships is in place for the student's application and enrollment.

Ms. York reported on current student retention reports. She stated that Pam Price will provide an update on the student tuition revenues at the next Executive Team meeting on December 18, 2006.

#### **Charles Reed**

Charles Reed requested additional parking spaces be added to the back parking lot of the Student Services Center (SSC) to accommodate the additional demand for parking spaces for staff due to the re-locating of the TSTC Waco bookstore and Financial Aid Offices. Mr. Reed provided a detailed drawing of the parking lot layout which would produce 12 additional employee parking spaces.

**Action: Aaron York will forward the drawing of the back parking lot of the Student Services Center (SSC) to Pam Price for the proposed completion of the re-striping to be completed during the holiday break. The proposed layout would provide 12 additional staff parking spaces due to recent renovations in offices and the re-location of the TSTC Bookstore.**

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

The Texas Higher Education Coordinating Board (THECB) sent a notification of TSTC Waco's application approval for the January 1, 2007 implementation for an Associate of Applied Science degree in Gaming and Simulation Design.

**Action: The Texas Higher Education Coordinating Board (THECB) approved the January 1, 2007 implementation of the Associate of Applied Science degree in Gaming and Simulation Design.**

The Texas Higher Education Coordinating Board (THECB) requested the required input data for Institutional Space Model Reporting (Coordinating Board C-2 Schedule). The data will also be used in preparing the data survey template for the Fiscal Year 2006 Cost Study. The THECB expects to send the cost study data survey template to all institutions during the week of January 2-5, 2007 with a return deadline scheduled for January 19, 2007. Carliss Hyde recommended a review of the costs of facilities, for technical versus academic space, directed to improve budget estimates for the application for grants. Richard Wheet will review the issue for a response.

**Action:** Aaron York will forward the Texas Higher Education Coordinating Board (THECB) input data for Institutional Space Model Reporting (Coordinating Board C-2 Schedule) for the January 19, 2007 deadline to Henning Hanson, Facilities Manager, and Rhett Reddell, Director of Safety, for appropriate completion.

Dr. Gary Hendricks, TSTC System Vice Chancellor for Financial and Administrative Services, reported that Standard & Poor's have completed the review of TSTC's financial position for Fiscal Year 2006 and will be issuing an "A" rating on TSTC's bonding capacity.

**Action:** Standard & Poor's completed the review of TSTC's financial position for Fiscal Year 2006 and will be issuing an "A" rating on TSTC's bonding capacity. Aaron York will forward the update to Pam Price.

The 20<sup>th</sup> Annual Baylor Prayer Breakfast is scheduled at 6:30 a.m. on January 5, 2007 in the Ferrell Center in Waco, Texas.

**Action:** Executive Team members will inform the President's Office by the end of the week of their attendance to the 20<sup>th</sup> Annual Baylor Prayer Breakfast scheduled at 6:30 a.m. on January 5, 2007 in the Ferrell Center in Waco, Texas.

Information was distributed on TSTC Marshall's surplus property. Each campus makes the information on surplus property available to the other campuses and TSTC Waco posts the listing on the website. Alexis Neumann issued a reminder to Aaron York to review upcoming TSTC Waco's surplus property for usable equipment for the possible approval for the use of blackberries.

Sammy Rhodes, TSTC System Associate Vice Chancellor Chief Information Officer, provided information on federal law concerning the email retention policy and archiving for 10 years. Discussion included the ruling on the multitude of blocked spam within the time period. Additional discussion included using the current TSTC System Retention Schedule until the re-certification is completed with updated retention periods, including addressing document imaging.

**Action:** Network and Telecommunications requires additional storage capacity which requires funding for the purchase of equipment to comply with the federal law for the 10-year email retention policy and archiving. Aaron York will discuss the equipment purchase costs with Pam Price.

McLennan Community College (MCC) issued a letter of support for the proposal submitted by TSTC Waco for meeting the critical workforce needs of the aerospace and defense industries in regard to the “Aerospace and Defense Cluster” that Carliss Hyde has submitted for grants funding.

The Texas Higher Education Coordinating Board (THECB) requested an update of contact information according to their guidelines for the submission of a Letter of Intent between 30 and 180 days prior to submitting a formal application for approval of a new program. The request is for current contact information for our Workforce Dean, Technical Dean and/or Continuing Education Director.

**Action: Charles Reed will complete the contact information requested from the Texas Higher Education Coordinating Board (THECB) according to their guidelines for a Letter of Intent to be submitted between 30 and 180 days prior to submitting a formal application for approval of a new program by our Workforce Dean, Technical Dean and/or Continuing Education Director. Charles Reed will respond to the THECB request and submit the names of Fred Khozein and Rob Wolaver.**

Information was distributed from the Texas State Department of Health Services (TSDHS) regarding problems and recommendations concerning the Hepatitis B immunization requirements. Charles Reed will forward the information to TSTC Waco Health Services and the Director of Safety, Rhett Reddell.

Mr. Reed reported that new student enrollment is still down and that Saturday’s registration numbers were very low.

Charles Reed issued a thank you to those that assisted with the Recruiting phone bank to contact students regarding their enrollment. He reported that the task was completed prior to the estimated days due to the tremendous response and assistance from the Departments.

The meeting adjourned at 10:00 a.m.