

**PRESIDENT'S CABINET
MINUTES
Monday, February 13, 2006
8:00 a.m.**

Present: Elton Stuckly, Charles Reed, Pam Price, Fred Khozein, Dr. Darline Morris, Eliska Flores, Alexis Neumann and Kathy Podsednik Dale Norwood, Rob Wolaver, Eliska Flores and Kathy Podsednik.

Guests: Kelly Contella, representing Carrie Gayeske Jackie Adler, Director of Financial Aid

Absent: Richard Wheat
Monica King

Elton Stuckly

Elton Stuckly called the meeting to order at 8:00 a.m.

Eliska Flores

Eliska Flores presented a draft of a new System Operating Standard (SOS) for Ownership and Use of TSTC's Name, Marks and Logos. Ms. Flores is offering all the campuses an opportunity to review the proposed SOS prior to its presentation at the Management Council meeting for their approval and implementation. The SOS provides guidance as to the permissible and restricted use of the Texas State Technical College protected name, marks, symbols and logos.

Action: Eliska Flores presented the proposed System Operating Standard (SOS) for Ownership and Use of TSTC's Name, Marks and Logos. Fred Khozein made a motion to approve the proposed SOS and Kelly Contella made a second to the motion. After approval from the all TSTC campuses, Eliska Flores will present the proposed SOS to Management Council for approval an implementation.

Eliska Flores reported on the first TSTC Road Show that was planned by Recruiting Services. The event was held in Academy, Texas on February 7, 2006. Approximately 800 students from six surrounding schools visited the show, reviewed technology offerings and many student applications were completed.

Dr. Darline Morris

Dr. Darline Morris will oversee the Community College Survey of Student Engagement (CCSSE) survey to be distributed in a selected number of courses during the last week of

March 2006. The surveys are proctored and are of short duration. Information will be forthcoming about the survey.

Charles Reed (Guest: Jackie Adler)

Jackie Adler distributed information on the Major Student Loan Reauthorization Provisions Deficit Reduction Act of 2005 (S. 1932) program changes awaiting the President's signature for a general effective date of July 1, 2006. Student provisions include increased loan limits in the student's first two years, phasing out of origination fees, expansion of PLUS loans to graduate students, fixed interest rate of Stafford loans, expanded loan forgiveness for teachers, new needs-based grant aid focused on Math and Science, expanded financial aid eligibility and clarification of student aid rules on drug-related offenses. School provisions include the school as a lender moratorium, eliminates the "50-percent rule" and disbursement provisions. Consolidation reform and lender provisions are also detailed.

Action: Jackie Adler distributed information on the Major Student Loan Reauthorization Provisions Deficit Reduction Act of 2005 (S. 1932) program changes awaiting the President's signature for a general effective date of July 1, 2006. Upon the adoption of this act, the college would no longer hold first time borrowers funds for 30 days and students would have the loan prior to the start of school. In the event the act is signed, Marketing and Communications will develop a strong campaign to inform students of changes to the loan program and to remind them that counseling is available for their assistance.

The *College Operating Procedure (COP) 7.37 Student Graduation* revisions were reviewed and presented for approval. Revisions included ensuring that students complete the required exit points if planning to leave school before completing the total curriculum for a program are counseled concerning the eligibility to graduate from an exit point. In addition, revisions included the student graduation forms being available on the TSTC website, meeting the student application by the published deadline and the insertion of the on-line payment option.

Action: Revisions to *College Operating Procedures (COP) 7.37 Student Graduation* were presented for approval. Dr. Darline Morris made a motion to approve the revision to *COP 7.37* and Fred Khozein made a second to the motion. *College Operating Procedure (COP) 7.37 Student Graduation* was unanimously approved.

A. J. Moore Academy anticipates sending 17 students from their Academy of Engineering to TSTC Waco for the summer semester. The academy has asked if the students could take their introductory classes and spend part of the day working in various labs. Jackie Adler reported that Department of Education Title IV restrictions would prevent the college from awarding any financial aid funds to these students.

Action: Fred Khozein reported that the department chairs would prepare for 17 A. J. Moore students from the Academy of Engineering to attend the summer semester. Possible funds to cover student lab hours were discussed.

Elton Stuckly

Elton Stuckly distributed information from the Texas Higher Education Coordinating Board (THECB) regarding the Senate Subcommittee on Capital Funding activating a survey site for Tuition Revenue Bonds to gather updated and comprehensive information.

Applicant information was distributed from the Rotary Club of Waco, Texas for Ambassadorial Scholarships for the 2007-2008 academic years. The application deadline is Friday, May 12, 2006.

Action: Fred Khozein will distribute the Rotary Club of Waco, Texas Ambassadorial Scholarship application information for the 2007-2008 academic years.

System Operations requested TSTC Waco remove two of the attendees designated to attend the Best of Organizational Development (BOD) Summit in Chicago, Illinois scheduled May 15-18, 2006.

Action: TSTC Waco attendees to the Best of Organizational Development (BOD) Summit in Chicago, Illinois scheduled May 15-18, 2006 will include Charles Reed, Fred Khozein, Carrie Gayeske, Rob Wolaver and Eliska Flores.

System Operations reported that with the on-going transformation process, the goal is to reflect the President's key executives as a team of equals. Effective immediately, each college Human Resources department will implement the title of the Chief Financial Officer (CFO) to the title of Vice President of Financial Services.

Action: System Operations has directed each campus Human Resources Department to implement the title change of all college Chief Financial Officers (CFO) to the title of Vice President of Financial Services effective immediately.

President Stuckly distributed a thank you from SkillsUSA for the TSTC Waco hosting the events on the campus. SkillsUSA is scheduled February 10-11, 17-18, 24-25, 2006.

The University of Texas at Austin sent a thank you letter for TSTC Waco hosting the visit of their Community College Leadership Program (CCLP) students on February 7, 2006.

President Stuckly distributed the newly published Greater Waco Chamber of Commerce Relocation Guide that features information about TSTC Waco.

All Executive Team and President's Cabinet meetings will be regularly scheduled at 8:30 a.m., unless otherwise stated.

President Stuckly issued a reminder that the office is to be informed of who will be in charge when any team member is out of the office.

Fred Khozein was introduced as the Interim Vice President of Student Learning. President Stuckly noted that it is essential for the college to do well in the upcoming base year.

President Stuckly will send a thank you to TSTC Waco's Phi Theta Kappa organization for cleaning the trash from the roadways at the back entrance to the college.

President Stuckly issued a reminder of the TSLAC (Texas State Library and Archives Commission) Training for TSTC Waco, scheduled February 13-14, 2006 in the IDEAS Center.

The meeting adjourned at 8:30 a.m.