

**PRESIDENT'S CABINET
MINUTES
January 12, 2004
8:30 a.m.**

Present: Elton Stuckly, Charles Reed, John Spradling, Pam Price, Carrie Gayeske, Richard Wheet, Sandra Wynn, Mike Young, Vice-President Student Government, and Kathy Podsednik.

Guests: Carliss Hyde, representing Dr. Wayne Matthews
Dr. Darline Morris, Director of Institutional Effectiveness
Dale Norwood, Director of Network Services
Eliska Beaty, Associate VP of Marketing and Communications
Tom Dean, Assistant Department Chair, Computer Networking

Elton Stuckly

Elton Stuckly called the meeting to order at 8:30 a.m.

Dr. Wayne Matthews (represented by Carliss Hyde)

Carliss Hyde presented revisions of *College Operating Procedure (COP) 5.5 Acceptance of Gifts, Bequests and Contributions, Both Equipment and Monetary*. The revisions include the current procedure of receipt and acknowledgment of contributions. It was noted that the Office of Responsibility should be changed from Administrative and Financial Services to Resource Development.

Action: **Revisions of *College Operating Procedure (COP) 5.5 Acceptance of Gifts, Bequests and Contributions, Both Equipment and Monetary* are to be reviewed and presented at the next President's Cabinet for approval.**

Richard Wheet

Richard Wheet addressed System Operating Standards (SOS) that are implemented without input from faculty or staff for the realization of actual processes.

Action: **John Spradling will address the request from Richard Wheet at the next Vice-President's meeting, concerning the implementation of System Operating Standards (SOS) that affects the responsibilities and processes of faculty or staff, without their prior review.**

Mr. Wheet addressed the issue of an expedited capability or process for the faculty to be informed of DREG students.

Action: John Spradling, Richard Wheet, and Dawn Khoury, Registrar, will discuss an improved process for the faculty to be informed of DREG students.

John Spradling

John Spradling presented revisions of *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*. Revisions include: Section C.3 Assistant Department Chairs, 14-18 hours; Section D.12. Graduation activities; Section H. Overloads; Section J. removes twelve-month faculty; Section K. and L. addition of faculty workload stipends. The Executive Team approved revision of the COP on December 22, 2003.

Action: John Spradling presented revisions of *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* for approval. Charles Reed made a motion to approve the COP. Richard Wheet made a second to the motion. The President's Cabinet approved revision of *COP 7.30*.

Pam Price

Pam Price tabled the agenda item of the COP for Fleet Inventory to an upcoming meeting.

Charles Reed

Charles Reed distributed a revision to *College Operating Procedure (COP) 7.37 Student Graduation*. The revision requires that a Graduate Exit Survey be issued at the same time as the application for graduation. The survey must be completed and returned to the advisor before the student's application for graduation is approved and forwarded to the Registrar's Office for processing and certification.

Action: Charles Reed presented a revision to *College Operating Procedure (COP) 7.37 Student Graduation* for approval. John Spradling made a motion to approve the revision of *COP 7.30*, with a second to the motion by Richard Wheet. The President's Cabinet approved revision of *COP 7.30*.

Mr. Reed proposed that TSTC provide Internet connectivity, for Village Oaks residents at a rate of \$15.00 per month, with research into the possibility of offering the same service in housing. Discussion included the delaying of long distance service, and the costs and availability of outside Internet providers.

Action: Charles Reed will present the \$15.00 per month Internet connectivity at the upcoming Village Oaks Management meeting scheduled February 11, 2004.

Elton Stuckly

Elton Stuckly distributed a handout from Resource Development regarding aviation development with FreeFlight, ACT-1, Baylor, and TSTC. Mr. Stuckly provide an update on the current hanger space lease with Baylor University.

Mr. Stuckly distributed a handout from the Texas Association of Black Personnel in Higher Education (TABPHE) regarding the 31st Annual State Conference to be held March 4-6, 2004 in San Antonio, Texas.

Elton Stuckly stated that Tara Odom, Associate Vice Chancellor, Systems - Institutional Development, has reported that the TSTC Regents Circle Fund Board will issue a revision to the administrative fee of 5%, which is to be assessed only on gifts that are the result of Circle solicitations.

Mr. Stuckly discussed the copying of textbooks and copyright problems.

Action: Eliska Beaty will discuss the copying of publications with the Print Shop to review current procedures to ensure they are in compliance with protection laws. The President's Office will review current committee assignments for the review of copyright procedures.

Discussion of the proper graduation attire for faculty was addressed.

Action: The Faculty Senate will inform the faculty that appropriate regalia should be worn for their degree status at commencement ceremonies.

Elton Stuckly reported that increased enrollment has been realized for Spring 2004 and efforts will continue to encourage growth of our enrollment figures. In addition, the Mr. Stuckly stated that Resource Development would proceed to solicit funds from within the community.

The meeting adjourned at 9:55 a.m.