

**PRESIDENT'S CABINET
MINUTES
Monday, January 10, 2005
9:00 a.m.**

- Present:** Charles Reed, Pam Price, Carrie Gayeske, Sandra Wynn,
Mike Young, Dr. Darline Morris, Dale Norwood, Rob Wolaver,
Eliska Flores, Alexis Neumann, and Kathy Podsednik.
- Guests:** Wayne Blinka, representing John Spradling
Steve Betros, representing Tom Dean
Heath Grimes, Institutional Effectiveness, Research and Planning
- Absent:** Elton Stuckly
John Spradling
Tom Dean

Charles Reed

Charles Reed called the meeting to order at 9:00 a.m.

Dale Norwood

Dale Norwood reported that the Chancellor will again support a TSTC booth at the National Institute for Staff and Organizational Development (NISOD) Conference in May 2005. Network and Telecommunications Service will provide approximately 25 computers for attendees to check their emails and have computer access during the conference, along with a technician to handle any issues that may arise. Eliska Flores noted that due to larger booth size, she will coordinate TSTC material for the booth that would interest the other community and technical college attendees at the conference. This would include workforce training, partnerships, Nanotechnology, and possibly the emerging technologies, developed by Michael Bettersworth, Associate Vice Chancellor of Technical Advancement.

- Action:** **John Spradling, Eliska Flores and Dale Norwood will coordinate the booth materials and computer access available at the National Institute for Staff and Organizational Development (NISOD) Conference in May 2005.**

Eliska Flores

Eliska Flores provided an update of the coordinated efforts to host the Texas Lyceum Association meetings scheduled January 28-29, 2005 on the TSTC Waco Campus. This update included the requirements for the meetings and meals, as well as, technical and audio equipment. The group requested various technology booths, including the

electronics department robot available for the attendees to explore. Ms. Flores will provide an agenda when it is made available.

Information for the Board of Regents Achievements Report is to be submitted to Jan Osburn, Director of Marketing and Communications, by noon on Wednesday, so that it can be compiled, approved and forwarded to System.

Eliska Flores distributed the 2005-2007 TSTC WACO Catalog production timelines. Catalog information should be reviewed, marked for corrections or additions, and returned to Marketing and Communications by February 25, 2005.

Dr. Darline Morris

Dr. Darline Morris discussed the summary of information needed to develop the TSTC Waco Strategic Plan. John Spradling will forward the latest information compiled for Dr. Morris to begin the preliminary process for discussion. Charles Reed provided a handout of the 2004-2005 Strategic Plan for McLennan Community College, which is divided into three sections of Opportunity/Growth, Excellence and Community Enrichment. Using this process requires each department to develop their goals and objectives in their Unit Action Plans, including methods of implementation.

Action: Dr. Darline Morris will present a preliminary draft of the TSTC Waco Strategic Plan at the Executive Team meeting on January 24, 2005, using the summary of information recently compiled. John Spradling will forward the information summary to Dr. Morris. Suggestions or additions to the draft should be forwarded to Dr. Morris as soon as possible.

Dr. Morris reported that the all Unit Action Plans, which were due in Fall 2004, are to be complete by Feb 1, 2005.

Dr. Darline Morris requested that the Institutional Effectiveness Committee remain with the same title, as it is common at most colleges. The committee will continue its objectives to develop quality enhancement processes for review of continuous improvement. Dr. Morris will develop the committee objectives and committee membership.

Rob Wolaver

Rob Wolaver presented *College Operating Procedure (COP) 3.18 Charges for PRO Skills* to be reviewed and deleted. He reported that the COP was previously established when Continuing Education was being de-centralized.

Action: *College Operating Procedure (COP) 3.18 Charges for PRO Skills* will be presented at the next President's Cabinet meeting for deletion.

Carrie Gayeske

Carrie Gayeske distributed *College Operating Procedure (COP) 2.26 Professional Development Release Time and Employee Scholarships* to change the working of “full-time” budgeted versus “benefits-eligible” budgeted positions, which would offer pilots the opportunity for professional development courses. Revisions included the title of the request form and the current approval process. Discussion included the employee notification process for failure to successfully complete a course so that the institution is reimbursed.

Action: Revisions and changes to *College Operating Procedure (COP) 2.26 Professional Development Release Time and Employee Scholarships* are to be reviewed for approval at the next President’s Cabinet meeting.

Ms. Gayeske distributed Employee, Faculty and Staff Ethnic and Gender Analysis as of December 31, 2004. In addition, Faculty/Student Ethnic Ratios for Fall 2004 were reviewed. She reported that the college is to make a serious effort to increase the diversity of the faculty and staff ratios on the campus in future hiring. Discussion included current salary base and advertising markets for open positions in order to encourage a more diverse applicant base.

Action: Carrie Gayeske reported that the college is to make a serious effort to increase the diversity of the faculty and staff ratios on the campus. Pam Price will review additional advertising funds for Human Resources to market open employment positions to a broader, more diverse population.

Pam Price

Pam Price distributed revisions to *College Operating Procedure (COP) 3.19 Official Travel of Employees and Advance Travel Payments* in accordance with the official state guidelines and changes to the System Operating Standards (SOS).

Action: Pam Price presented updated revisions to *College Operating Procedure (COP) 3.19 Official Travel of Employees and Advance Travel Payments*. Dr. Darline Morris made a motion to approve COP 3.19 and Sandra Wynn made a second to the motion. COP 3.19 was unanimously approved.

Campus employee participation for donation to the Rotary Asian Relief Fund was discussed.

Action: Marketing and Communications and Pam Price will coordinate campus correspondence to offer employees and staff the opportunity to make donations to Rotary International for the Asian Relief Fund.

Charles Reed

Charles Reed reported that as of last Friday, January 7, 2005 enrollment is up by 28 students, compared to last year at this time. These numbers will continue to be reviewed.

Mr. Reed distributed the deregistration figures as reported for January 4 and 6, 2005. Of the 368 students that had been deregistered, 71 students were assisted with Financial Aid grants and awards, with a total of 128 being reinstated as of 4:30 p.m. on January 6, 2005. As of the morning of January 5, 2005 each Cluster Director was given access to the deregistration list, for the departments to make contact with the student.

Mr. Reed distributed supervisor information regarding unsuccessful course completion of employees for the Fall 04 employee scholarship funded courses for employee reimbursement to the college.

Charles Reed provided a handout of the Fall 04 Probation and Suspension report, which included the appeals that were approved, denied and pending.

Mr. Reed distributed the Fall 04 Scholastic Progress report, which included 923 students on alert, 210 students on probation, and 121 students on suspension. Dawn Khoury, Director of Admissions and Records, reported that letters were sent to each student on December 20, 2004 concerning their status.

Elton Stuckly (presented by Charles Reed)

Charles Reed distributed the Texas Association of Community Colleges (TACC) Funding Priorities Summary of Needs for All Texas Community Colleges for review. The summary included Legislative Priorities, Texas Community College Facts, Enrollment Growth, Funding Sources for McLennan Community College, and Future Needs.

The 2004-2008 McLennan Community College Strategic Plan was discussed under the agenda for Dr. Darline Morris.

Mr. Reed reported that aggressive efforts must continue to improve our Continuing Education numbers, as well as, seeking additional industrial training opportunities and partnerships.

Information was distributed from the Texas Higher Education Coordinating Board (THECB) Accountability System Introduction which is available online.

Information was distributed regarding the Mission Waco 10th Annual Banquet scheduled February 1, 2005 at the Waco Convention Center for those interested in attending.

The meeting adjourned at 11:00 a.m.