

**PRESIDENT'S CABINET
MINUTES
Monday, January 9, 2006
9:00 a.m.**

Present: Elton Stuckly, Charles Reed, Pam Price, John Spradling,
Carrie Gayeske, Dr. Darline Morris, Richard Wheat, Jake Beaver,
Dale Norwood, Rob Wolaver, Eliska Flores and Kathy Podsednik.

Guests: Brenda Montemayor, Director of Programs
Larry Davis, Retention Coordinator, Enrollment Management

Absent: Alexis Neumann

Elton Stuckly

Elton Stuckly called the meeting to order at 9:00 a.m.

Richard Wheat

Richard Wheat requested review of *College Operating Procedure 7.37 Student Graduation* regarding procedures to complete the Graduate Exit Survey and the application for potential graduates.

Action: Richard Wheat requested review of *College Operating Procedure 7.37 Student Graduation*. Charles Reed will research the current application procedures for potential graduates and bring it back for review or revision.

Rob Wolaver

Rob Wolaver distributed reorganization recommendations for the External Resource Development (ERD) office to ensure that compliance standards are in place as recommended by the Texas Workforce Commission site visit. Any comments or questions concerning the recommendations should be directed to Rob Wolaver. President Stuckly issued a reminder that grants are to be handled through the ERD office.

Action: Reorganization recommendations for the External Resource Development (ERD) office will be reviewed at the Executive Team meeting on January 30, 2005.

Charles Reed (Guests: Brenda Montemayor and Larry Davis)

Charles Reed requested Brenda Montemayor to provide an update on the problems with Colleague and inability to register students on Friday, January 6, 2006. She is currently

identifying students that were deregistered due to the Colleague problem or for other reasons. Problems occurred with System Operations, which affected all campuses. Francette Carnahan, Vice Chancellor, Educational Effectiveness, stated that all campuses would have to agree to allow late registration on Monday, January 9, 2006 with no penalty to student.

Action: Brenda Montemayor will keep President Stuckly and Charles Reed informed of the status of students unable to register due to Colleague problems on Friday, January 6, 2006. President Stuckly requested that registration be extended through Monday, January 9, 2006 without penalty to the student. System Operations will clarify the registration extension for all the campuses due to Colleague problems.

Mr. Reed and Larry Davis, Retention Coordinator, Enrollment Management, distributed information on a \$96,000 grant offer from The Texas Guaranteed Student Loan Corporation (TGSLC) to increase the effectiveness and resources of the Another Chance to Succeed (CTACT 100) program. The grant offered by TGSLC will enable Retention and Counseling Services to utilize additional peer tutoring, lab assistants and an at-risk advisor to aid the existing network in reaching more at-risk students listed on financial aid probation, financial aid suspension, academic alert and academic probation statuses each semester. The information in the Budget Proposal for the ACTS program may be slightly adjusted. Commitment to continue the levels of services and new resources with the approval of the TGSLC grants proposal will provide for our students beyond the designated period of the grant support. This would be accomplished by the recaptured funds available as a result of reducing the rate and numbers of students earning all F's and participating in less than 60% of the term. In addition, Richard Wheet requested a formal policy be put in place for student retention efforts. This would clarify the procedure to follow for both the staff and the student, and provide a final location of proper authority to complete the process.

Action: Details of a \$96,000 grant offer from The Texas Guaranteed Student Loan Corporation (TGSLC) to increase the effectiveness and resources of the Another Chance to Succeed (CTACT 100) program was distributed for review. Charles Reed and Larry Davis, Retention Coordinator, Enrollment Management, will review the proper procedure to be established to handle student retention efforts.

Charles Reed distributed information concerning the Community College Leadership Program (CCLP) visit to TSTC Waco scheduled February 7, 2006. CCLP sent several pages of various subjects and questions to be addressed during their visit.

Action: The Community College Leadership Program (CCLP) visit to TSTC Waco is scheduled February 7, 2006. The Executive Team will prepare information concerning their respective department in preparation for the CCLP visitors. Charles

Reed is handling communications with the CCLP and arranging for their visit.

Elton Stuckly

The list of attendees for the TSLAC (Texas State Library and Archives Commission) Training for TSTC Waco, scheduled February 13-14, 2006 in IDEAS Center, was distributed for review.

Elton Stuckly reported on plans with TXU Energy to review a possible lineman program.

Action: President Stuckly, John Spradling, Rob Wolaver, Lance Zimmerman, Director of Distance Learning, and Sid LeNoir, Electrical/Electronics Technology Instructor, will oversee plans to review a possible lineman program.

President Stuckly will attend the National Council for Marketing and Public Relations (NCMPR) Awards ceremony to recognize TSTC Waco recipients on March 18, 2006 at the Renaissance Hotel in Austin, Texas.

Action: Eliska Flores will complete reservations for President Stuckly to attend the National Council for Marketing and Public Relations (NCMPR) Awards ceremony to recognize TSTC Waco recipients at the Renaissance Hotel in Austin, Texas on March 18, 2006.

President Stuckly and Charles Reed will review the current student registration numbers for TSTC Waco. President Stuckly confirmed that TSTC Waco would need to extend registration through today, Monday, January 9, 2006, with no penalty to the student, due to the inability to complete their registration on Friday, January 6, 2006 due to Colleague problems.

The Executive Team meeting will not be rescheduled due to the Martin Luther King holiday on Monday, January 16, 2006. President Stuckly will be out the office January 17-20, 2006. Charles Reed will administer his duties in his absence.

Information was distributed from System Operations regarding a court order forbidding any TSTC employee from destroying, deleting or otherwise making unavailable any emails, records, documents, spreadsheets, either in paper or electronic form, including backup tapes, discs or other storage media until further notice.

Action: All employees must comply with the Systems Operations notice to not destroy or delete any emails, records or any form of storage media until further notice in compliance with a court order by Federal District Judge T. John Ward.

President Stuckly reported that a meeting is scheduled today, January 9, 2006 with the Attorney General's Office and representatives regarding the John B. Connally Technology Center (JBCTC) structure issues.

Elton Stuckly and Pam Price will attend the DFW (Dallas-Fort Worth) Regional Aerospace Cluster at the Fort Worth Botanic Gardens Rose Room on January 12, 2006. The landmark meeting of cluster members and education partners will bring together industry leaders to coordinate efforts that promote and enhance the aerospace workforce. Their vision and mission of this organization is to create a regional center of excellence to meet the education and workforce needs of the Aerospace Industry.

The final approved state funded cell phone listing by position was distributed for review.

The meeting adjourned at 9:55 a.m.