

**PRESIDENT'S CABINET
MINUTES
Monday, January 8, 2007
8:30 a.m.**

Present: Elton Stuckly, Charles Reed, Pam Price, Alexis Neumann, Fred Khozein, Carrie Gayeske, Rob Wolaver, Jake Beaver, Dr. Darline Morris and Kathy Podsednik.

Guests: Eunice Williams, representing Carliss Hyde
Tom Dean, representing Richard Wheet

Absent: Carliss Hyde
Richard Wheet
Student Government Association Representative

Elton Stuckly

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

Carrie Gayeske

The Customer Service Committee will continue the recognition of employees submitted for providing outstanding customer service.

Action: The Executive Team members will be responsible for distributing the Customer Service certificates to recognized employees.

Fred Khozein

Fred Khozein distributed the latest revisions to the proposed Faculty Expectations and Workload System Operating Standard (SOS). The SOS is flexible and can be tailored for each TSTC college campus. Revisions will be distributed as they are developed.

All TSTC Colleges have provided some funding and will continue to support the Publishing Department.

Action: The Publishing Department will present quarterly financial status reports. The next report will be presented at the Executive Team meeting on January 29, 2007.

Fred Khozein provided an update of meetings with Temple College representatives regarding plans and financial obligations associated with the proposed Eastern Williamson County Higher Education Center. TSTC Waco would provide dual credit offerings and training.

Action: Financial obligations associated with the Eastern Williamson County Higher Education Center will be discussed at the January 19, 2007 meeting scheduled in Taylor, Texas.

TSTC Waco will be hosting the Recreational Vehicle Association (RVA) Troubleshooting Clinic in the IDEAS Center, Student Services Center and the Student Recreational Center on January 8-12, 2007. Hosting the event on the campus provides national exposure for TSTC Waco and the TRVA plans to donate several valuable generators to the college for hosting the project.

Fred Khozein reported on some issues which are yet to be resolved in the scheduling of academic offerings for Summer 2007. Brenda Montemayor, Director of Programs, will continue to work with the Cluster Directors on the scheduling of classes (including flex classes) and work with the faculty log sheets.

Charles Reed

Charles Reed reported results of the employee scholarship enrollments for Fall 2006. Of the 33 employee scholarships, there were 3 withdrawals and one failing. The business office will be sending out the notice for employee reimbursement. Supervisors will be advised of the results.

Mr. Reed reported that Village Oaks has instituted a policy of using the student's Tech One debit card to pay their rent while waiting on their Financial Aid to come into their account and have instituted a charge for this service, which includes relinquishing their security access. This arrangement has not been discussed or approved.

Action: Charles Reed will meet with Village Oaks to verify the procedure they are using for the student's rent to be paid through their Tech One debit cards. Pam Price will research a process to provide some of the funds due to Village Oaks prior to the availability of the student's Financial Aid to avoid these additional charges to the student.

The testing of student's "ability to benefit" for those without High School diplomas or GED's (General Education Development) testing as of February 1, 2007 may occur once in a 3-month period for each individual.

Elton Stuckly

Information was distributed confirming Jim Brazell's "Age of Science Non-Fiction" sessions to be presented for the community at 11:30 a.m. on Wednesday, April 18, 2007 and will be mandatory for employees on Thursday, April 19, 2007 at sessions scheduled at 9:00 a.m., 12:00 noon and 3:30 p.m. in the John B. Connally Auditorium.

The preliminary enrollment data for the Board of Regents meeting scheduled on February 9, 2007 was distributed. The TSTC System Five Year Trend Analysis Contact Hours Generated data includes Fall 2002 through Fall 2006 Semester Credit hours, Training Credit hours and the Percentage 5-Year change. Anticipated changes in enrollment reflect a decrease in contact hours as a result of changing student demographics and part time students.

Carliss Hyde distributed information regarding the House and Senate Chairmen of The Appropriations Committees' announcement that there would be a yearlong continuing resolution with no earmarks for the balance of Fiscal Year 2007. Fiscal Year 2008 requests for funding should be completed by October 1, 2007.

Recommendations for a replacement of Pat O'Connor to the Parking and Traffic Committee should be submitted to President's Office for review.

Action: Recommendations for a replacement of Pat O'Connor to the Parking and Traffic Committee should be submitted to the President's Office for review.

President Stuckly requested that two instructional programs develop hybrid class offerings for Fall 2007. Strategies should be developed promptly for the marketing of these courses.

Action: Fred Khozein will begin the development of two instructional programs to offer hybrid class offerings for Fall 2007.

TSTC System confirmed that the host college for the Board of Regents meeting would discuss one achievement and will have the specific contributors (student, employees, etc.) present for the recognition of the featured achievement, which replaces the usual Achievements report from each of the colleges. The new reporting process will begin with the Board of Regents meeting in Harlingen on February 9, 2007. Achievements should continue to be submitted to Jan Osburn, Director of Marketing and Communications, for input into the Online and to be collected yearly for the selection of the achievement to be featured at the Board of Regents meeting when it is hosted on the TSTC Waco campus.

Action: Beginning with the Board of Regents meeting in Harlingen on February 9, 2007, TSTC System approved the host college to discuss one achievement and have the specific contributors (student, employees, etc.) present for the recognition of the achievement, which replaces the usual Achievements report from each college.

Current enrollment for TSTC Waco is down 1.4% even with growth achieved at Ft. Bend. President Stuckly stated that we must continue to emphasize the importance of contact hour generation, including dual credit offerings, night classes and student retention.

The next Executive Team meeting is scheduled at 8:30 a.m. on Tuesday, January 16, 2007 due to the observance of Martin Luther King Day on Monday, February 15, 2007.

President Stuckly announced the new director positions beginning this month. Patrick Davison will serve as the Director of Network and Telecommunication Services (NTS) and he thanked Jake Beaver for serving as the interim for the position. Steve Lowe will serve as the Physical Plant Director and thanked Rhett Reddell and Henning Hansen for serving as interim directors for the position.

The meeting adjourned at 10:45 a.m.