

**PRESIDENT'S CABINET  
MINUTES  
July 14, 2003  
9:00 a.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Robert Larsen, Sandra Wynn, Brian Seymour, and Kathy Podsednik

**Guest:** Dr. Wayne Matthews, Director Resource Development  
Eliska Beaty, Director of Marketing and Communications  
Dale Norwood, Director of Network Services  
Chief Donny Harland, Public Safety  
Robert Gamboa, Director of Development  
Beverly Clark, Staff Assistant, Resource Development

**Absent:** Dr. Darline Morris

**Elton Stuckly**

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

**Brian Seymour**

Brian Seymour discussed the request for additional speed bumps and speed limit signs around the campus, in particular, in the family housing areas. Chief Harland reported that the Safety Department regularly receives reports of speeding vehicles particularly around the campus housing area, which generally increases during the summer months. He stated that individuals have the option of filing a complaint regarding the speeding vehicle. Chief Harland stated that an officer must witness the violation in order to issue the violator a citation. Speed limit signs are not displayed throughout all the housing area, although, state law mandates a 30 miles per hour speed limit in all residential areas. In addition, the officers would require a clocking device to record the violator's speed in order to issue a citation, and a citation cannot be issued based on the estimated speed provided by a witness. Costs to provide speed limit signs in all housing areas and build speed bumps on all residential streets would be extremely costly, and is not possible under the current budget shortage. In addition, safety issues were discussed regarding vehicles parked on the streets since most residential driveways provide ample parking for two vehicles.

**Action:** Charles Reed will arrange for the Physical Plant to erect approximately three to four speed limit information signs at the main entrances of residential housing, with the 30 miles per

**hour specified. Charles Reed, Brian Seymour and Chief Harland will identify hours that are to be monitored closely in areas most frequently violated and all safety information will be specified on the safety signs. Eliska Beaty will publish the 30 miles per hour speed limit in residential areas in Tech Times, and will be considered for display in the Student Services Center. In conclusion, if these options do not resolve the speeding violators, temporary speed bumps will be placed in those areas.**

Internet access to family housing was discussed. Brian Seymour stated that only Village Oaks has Internet access and questioned if it was possible to have access in single housing. Due to the high costs of the initial investment and installation of Internet access, it is not feasible at this time due to the current budget shortage.

**Action: Pam Price will address a possible reduced rate arrangement from Time Warner Cable for Internet access in both single and family housing on the campus.**

#### **Dr. Wayne Matthews**

Dr. Wayne Matthews asked Beverly Clark, Resource Development Staff Assistant, to explain the procedure process for gifts, bequest and contributions, to comply with Systems procedure changes effective July 2003. Ms. Clark reported that the Resource Development Office would maintain a permanent centralized file of all letters from donors of gifts, bequest and contributions, which contain the provisions of the use and disposition of the donation. In addition, the Resource Development Office will generate all appropriate correspondence. Ms. Clark distributed guidelines for the gift acceptance and transmittal forms, which are to be forwarded within five working days of receipt of the gift, bequest or contribution. Samples of acknowledgment letters to donors were reviewed. Procedures for Accessing Funds from The Regents Circle were also distributed and discussed. The improved process will ensure the proper use, disposition, acknowledgement, and reporting of all gifts, bequest and contributions. Proper procedures will be followed and properly identified for endowments, such as those designated for a student, a particular department, scholarships, or financial aid. Discussion included the request for the Women's Resource Center to place a dollar value on all donated clothing.

**Action: The Resource Development Office will maintain all procedures and processes of donor's gifts, bequests and contributions under a revised process effective July 2003. Procedures for Gifts, Bequest and Contributions and Procedures for Accessing Funds from The Regents Circle are available in MSWord from the Resource Development Office through electronic mail or by computer disk. The Gift Acceptance and Transmittal Form is to be forwarded to the Resource**

**Development Office within five days of the receipt of the gift, bequest or contribution. Pam Price has requested Jackie Adler create an award code to identify endowments for student scholarships for proper reporting, and will discuss the replacement value for reporting with Tara Odom, Systems Executive Director of Development. Charles Reed will inform the Women's Resource Center to place a dollar value on all donated clothing. John Spradling will present the donation procedures at the next Director's meeting. The Resource Development Office will create a College Operating Procedure (COP) for gifts, bequests and contributions after Systems completes the Systems Operating Standards (SOS).**

Mr. Stuckly asked that Dr. Matthews defer Robert Gamboa's agenda item regarding cash donations to TSTC Waco to the next Executive Team meeting.

#### **Eliska Beaty**

Eliska Beaty requested recommendations for a speaker for Summer Graduation scheduled August 15, 2003. John Spradling with request recommendations at the next Director's meeting.

Robert Larsen complimented the Marketing Staff's new commercials and the articles published in Tech Times. Ms. Beaty stated the next student commercial is to be produced this week. She discussed future marketing goals, which include increased focus on student life. Marketing efforts have increased student applications by 200 in comparison to last year's numbers at the end of July.

#### **Dale Norwood**

Elton Stuckly requested Dale Norwood defer the follow-up of the Strategic Planning Session to the next Executive Team meeting. Lance Zimmerman will be present for the discussion.

#### **Sandra Wynn**

Sandra Wynn requested clarification of the designated smoking areas as being 20' from the building entrance. She stated the signs posted read 20' from the building, and that all building still houses the smoking receptacles at the entrance to the buildings. Expense of covered smoking areas and permanent signs were discussed.

**Action: Pam Price will research costs of covered areas in the four main traffic areas including, the John Connally building and the Student Services Center. Ms. Price will report these finding at the next Executive Team meeting and the next President's Cabinet meeting. Pam Price will schedule the**

**Physical Plant to move the smoking receptacles away from the front entrances of all buildings.**

### **Carrie Gayeske**

Carrie Gayeske discussed the need to train at least one or two Human Resources employees' campus-wide to handle open records requests. The open records requests require a large amount of time to discuss the request, gather the material, compile the material, and to produce the reply.

**Action: John Spradling will ask Dr. Lynn Parks to assist Carrie Gayeske in the open records requests replies.**

Carrie Gayeske stated that the payroll register will no longer be distributed, and that Human Resources will provide all departments with appropriate information to be distributed.

The *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* will be deferred to the next President's Cabinet meeting. Robert Larsen stated that a quorum was not present at the last Faculty Senate meeting to review this COP.

**Action: *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* will be deferred to the next President's Cabinet meeting.**

Carrie Gayeske distributed a handout of Leadership and Managerial Skills for TSTC Waco Supervisors. Louis Maze is certified to teach the AchieveGlobal courses at a cost of \$33.00 per participant, which is to cover the cost of the handbook for the session to be offered. Ms. Gayeske asked for input of the favorite course selections in order to schedule the sessions. The courses are two hours each, and two courses will be considered to be combined into a one-day session.

**Action: Four choices of the Leadership and Managerial Skills workshops are to be reported to Carrie Gayeske. The training sessions will be extended to staff, not in supervisory training, that would benefit from the workshop for their Professional Development.**

### **John Spradling**

John Spradling presented *College Operating Procedure (COP) Library Materials and Access at Remote Sites* for approval.

**Action: Robert Larsen made a motion to approve *College Operating Procedure (COP) Library Materials and Access at Remote Sites*,**

**with a second to the motion by Charles Reed. The COP was approved.**

### **Pam Price**

Pam Price asked that agenda items for new College Operating Procedures (COP) for Abandoned Property and Administration of Contracts be deferred to the next Executive Team meeting for discussion, to allow Legal Counsel Ray Rushing to review and approve.

**Action: Pam Price will present College Operating Procedures (COP) for Abandoned Property and Administration of Contracts at an upcoming Executive Team meeting, after legal counsel review.**

### **Charles Reed**

Charles Reed's handout requesting a change to *College Operating Procedure (COP) Student Meal Plan*, which is the mandated meal plan for incoming freshmen, first-time new students residing in single-student housing effective September 1, 2003. Mr. Reed stated that 5 meals per week would be allowed, with no carry-forward meals to the next week or semester. The Vice President for Student Development or the Chief Financial Officer of the College, or their designees, will be authorized to make exceptions to this policy due to mitigating student circumstances. The cafeteria renovation plans will be delayed until the fall semester to determine the number of students using the meal plan. Mr. Reed stated that the cafeteria would extend its hours in the fall, with weekend meals to be reviewed if needed. In the event the student withdraws, the refund process for the meal plan would follow the same prorated procedure established in the *COP 3.9 Refund of Registration Fees, Fees and Deposits*.

**Action: Robert Larsen made a motion to approve the changes of five (5) meals per week allowed for the *College Operating Procedure (COP) Student Meal Plan*. John Spradling made a second to the motion. *College Operating Procedure (COP) Student Meal Plan* was approved. Charles Reed will discuss the Student Meal Plan with the Student Government Association, if needed for clarification.**

Charles Reed provided a handout regarding the Recreation Center Advisory Committee meeting of July 3, 2003. The Student Government Association brought forth the issue of the swimming pools hours. New hours began on July 8, 2003 which alternates days in which children are able to stay late in the pool, as well as, allow adults weekend time without children. The new schedule has been effective in allowing all groups to enjoy the pool and Brian Seymour stated that the Student Government has not received any complaints concerning the new pool hours. In addition, the Advisory Committee approved the bid process to replace the Student Recreation Center carpet with ceramic

tile. The initial bid is approximately \$25,825 and will be covered by monies in the current Fiscal Year 2003.

### **Elton Stuckly**

Elton Stuckly congratulated Carrie Gayeske's certification as a Senior Professional in Human Resources (SPHR) from the Certification Institute Society for Human Resource Management.

Mr. Stuckly distributed a New Vacation Accruals and Allowable Carryover Chart resulting from passage of House Bill 2425 effective July 1, 2003. The bill increased hours accrued per month and the allowable carryover hours from one Fiscal Year to the next.

Attendees for the Leadership Forum on "Who Moved My Cheese?" Scheduled on the campus on August 13th are to be reported to the President's Office by July 15, 2003. The campus will offers tours if requested by the visiting guests attending the forum.

Mr. Stuckly reported that the 2004-2005 School Calendar has not been finalized and will be distributed when it is approved.

Elton Stuckly distributed a handout of the 90-day delay for election of Optional Retirement Program (ORP). Section 43 of House Bill (HB) 3459 (78<sup>th</sup> Legislature, Regular Session) established a delay of a new employee's membership in the Teacher Retirement System for 90 days from the first day of employment, which would effect new hires.

Mr. Stuckly distributed a handout from Dawn Khoury regarding the certified/validated data from System's for the 2003 Summer semester.

Elton Stuckly thanked Brian Seymour for the recent Student Government Association Luncheon and recognition award.

Elton Stuckly reported that he would be attending the Executive Cabinet meeting, The Regent's Circle meeting, and the Board of Regents (BOR) meeting June 23-25, 2003 in Marshall, Texas. Pam Price and Eliska Beaty will be attending the BOR meeting. Robert Larsen and Richard Whet will represent the Faculty Senate at the Board of Regents meeting. Charles Reed will manage the duties of Mr. Stuckly in his absence.

The meeting adjourned at 11:00 a.m.