

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

Present: Elton Stuckly, Pam Price, John Spradling, Carrie Gayeske, Dr. Darline Morris, Richard Wheat, Sandra Wynn, Mike Young, Rob Wolaver, Dale Norwood, Eliska Flores, and Kathy Podsednik.

Guests: Sandy Pulliam, representing Charles Reed
Margie Vrbas, representing Pam Price
Reggie Cobb, Student Government Vice President

Absent: Charles Reed
Pam Price

Elton Stuckly

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

Mike Young

Mike Young stated that the Student Government Association (SGA) currently sends representatives to the Parking and Traffic Committee meetings and requested an update on possible open parking on the campus. President Stuckly reported that he recently met with Meredith Pearson, SGA Secretary, clarifying that no open parking would be in place on the campus and due to various technologies relocating there would be no remarking of the parking spaces at this time. Due to ample parking spaces on the campus that are within reasonable walking distances, no changes will be made to existing faculty and student parking areas. The Parking and Traffic Committee recommendations are directed to the Executive Team for final approval or implementation.

Mr. Young noted that the Café Committee has not been meeting for discussion of student issues. President Stuckly reported that when he met with Meredith Pearson, SGA Secretary, he had agreed to the meetings and informed Carl Hobie, TSTC Café Manager, to be available to meet with SGA representatives for monthly meetings. Meredith Pearson was charged to schedule the meetings.

The Student Government Association requested information on campus student organization activities and fundraiser permits seeking proper approval before a scheduled event.

Action: **John Spradling will address the Cluster Directors to clarify that all campus student organizations seek proper approval through Charles Reed's office regarding planned activities and fundraiser permits.**

Dale Norwood

Dale Norwood requested feedback on email filtering. No concerns were expressed and comments favored the current system in place.

Action: Email filtering concerns and comments are to be directed to Dale Norwood.

Mr. Norwood reported that the CTEN meeting last Friday had received positive input and several new action groups and subcommittees were created.

Dr. Darline Morris

Dr. Darline Morris reported that the Distance Learning Library Survey determined that many students are not aware of the library resources available.

Richard Wheat

Richard Wheat discussed the no raffles for fundraisers as designated by state policy.

Carrie Gayske

Carrie Gayske presented revisions to *College Operating Procedure (COP) 2.35 Work Schedules*, which clarifies employee's time commitments to serve on college committees. Sandra Wynn stated that a more comprehensive breakdown of hours, depending on the requirements of their committee position in the committee, such as, the President, or President-elect, etc., should be included in the COP so that the Staff Senate is allowed the time as with the Faculty Senate allowed in *COP 7.30 Teaching Faculty Productivity*.

Action: Carrie Gayske will revise *College Operating (COP) 2.35 Work Schedules* to clarify and detail hours allowed to serve on campus committees. Ms. Gayske will forward the update to all the President's Cabinet members for review prior to voting at the next President's Cabinet meeting.

Pam Price (represented by Margie Vrbas)

Margie Vrbas presented *College Operating Procedure (COP) 6.1 Family Housing* for approval. Discussion ensued, with no objections to the revisions.

Action: Margie Vrbas presented *College Operating Procedure (COP) 6.1 Family Housing* for approval. John Spradling made a motion to approve *COP 6.1*, with a second to the motion by Richard Wheat. The President's Cabinet unanimously approved *College Operating Procedure (COP) 6.1 Family Housing*.

Ms. Vrbas presented a new College Operating Procedure (COP) for Procurement Cards for authorized purchases, after the completion of a proper requisition.

Action: **The President's Office will review the new College Operating Procedure (COP) for Procurement Cards and direct all comments to Shannon Wiggins in Administrative and Financial Services. The COP for Procurement cards will be presented at the next President's Cabinet meeting for approval.**

Charles Reed (represented by Sandy Pulliam)

Sandy Pulliam discussed the current information on the Compact With Texans.

Action: **The customer representative for the TSTC Compact With Texans for the Waco campus is Charles Reed. Sandy Pulliam will request updated information be submitted to Dr. Terry Conroy, Director Educational Technology for web posting, with the change to be submitted on future campus catalogs. Notification of resolve will be within 7-10 days of its receipt.**

The *System Operating Standard (SOS) HR.2.2.1 Wage and Salary Administration* will be tabled and presented by Charles Reed at a later time.

Elton Stuckly

Information from the Heart of Texas Council of Governments was distributed regarding a Solid Waste Grant Application Workshop scheduled July 20, 2004.

Action: **John Spradling will forward the information regarding the Solid Waste Grant Application Workshop scheduled July 20, 2004 by the Heart of Texas Council of Governments, to Bob Gordon, Director Instructional Support Services.**

Dr. Darline Morris provided John Spradling with information on the CB-116 Supplemental Graduate Follow-up for 2001-2002 Students for identification on the State Automated Graduate and Adult Learner Follow-up System.

Action: **The CB-116 Supplemental Graduate Follow-up forms must be completed, signed, dated, and returned to the Technical Cluster Director's office by Friday, July 30, 2004.**

Information was distributed from Francette Carnahan, System Vice Chancellor, Educational Effectiveness, regarding base year and reporting cycles for the Third Quarter 2004 Continuing Education classes and Summer 2004 Credit classes.

Action: **Francette Carnahan, System Vice Chancellor, Educational Effectiveness, will work with Dawn Khoury, Director of**

Admissions and Records, and Dr. Jerry Hutyra, Coordinator of Curriculum, regarding base year and reporting cycles for the Third Quarter 2004 Continuing Education classes and Summer 2004 Credit classes to assure reports are error-free and on time to the Texas Higher Education Coordinating Board.

The meeting adjourned at 9:30 a.m.