

**PRESIDENT'S CABINET  
MINUTES  
Monday, July 10, 2006  
8:30 a.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, Fred Khozein,  
Carrie Gayeske, Richard Wheat, Jake Beaver, Rob Wolaver,  
Carliss Hyde, Eliska Flores, Alexis Neumann and Kathy Podsednik.

**Guests:** Sophia Mullen, Director of Development  
Ramon Vargas, Student Government Association

**Absent:** Dr. Darline Morris  
Dale Norwood  
Monica King

**Elton Stuckly**

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

**Alexis Neumann**

Alexis Neumann introduced Sophia Mullen as the new TSTC Waco Director of Development as of July 3, 2006.

**Ramon Vargas (Student Government Association)**

Ramon Vargas reported that the Student Government Association would seek possible donations for the improvements they would volunteer to complete at the day care center located on the campus.

**Jake Beaver**

Jake Beaver issued a reminder of the Staff Senate Annual meeting and lunch scheduled on July 13, 2006 in the IDEAS Center.

**Action:** The Staff Senate Annual Membership meeting and luncheon is scheduled on July 13, 2006 in the IDEAS Center.

**Richard Wheat**

Richard Wheat distributed *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* regarding the revision to remove "or faculty workload" in Procedures 'K' and 'L' for large class stipends.

**Action:** Fred Khozein made a motion to approve the revision of large class stipends in *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*. Richard Wheet made a second to the motion and the revision to *COP 7.30* was unanimously approved.

The proposed draft of a new College Operating Procedure (COP) for a “Faculty Ranking Process” was presented for review and approval. The addition of the President’s Office to receive the Change Notification will be made in Procedure ‘J.’

**Action:** The proposed College Operating Procedure (COP) for a “Faculty Ranking Process” was presented for approval with the addition of the President’s Office to receive the Change Notification outlined in Procedure ‘J.’ Fred Khozein made a motion to approve the proposed COP and Richard Wheet made a second to the motion. The proposed College Operating Procedure (COP) for the “Faculty Ranking Process” was unanimously approved.

Discussion of industrial training compensation for faculty included variations in contracts and original agreements to factor the pay as part of direct costs, percentage of direct pay, faculty overload pay, and Federal and State guidelines for grants.

**Action:** Industrial training compensation for faculty will be discussed at the system wide Vice President’s meeting scheduled on August 15, 2006.

Richard Wheet requested discussion of *College Operating Procedure (COP) 7.41 Student Evaluations of Faculty*. Dr. Darline Morris reported that the process was originally established in a System Operating Standard (SOS) in 1992 and System Operations later directed the colleges to establish a COP at their discretion regarding the student evaluations of faculty. *COP 7.41* was approved at the President’s Cabinet meeting on May 8, 2006, for the completion of required documents for Phase III of the Virtual College of Texas (VCT) for the Southern Association of Colleges and Schools (SACS). The COP may be reviewed at a later date.

Mr. Wheet requested an update of any revision of Grievance Policy as stated in *College Operating Procedure (COP) 2.4.2 Non-disciplinary Grievance Procedure*. Elton Stuckly stated that he has addressed the issue with System and is not aware of changes as of this time.

**Action:** President Stuckly and Richard Wheet will address the Grievance Policy in *College Operating Procedure (COP) 2.4.2 Non-disciplinary Grievance Procedure* with the TSTC Chancellor by the end of August if it has not been addressed prior to that time.

Richard Wheet requested that faculty contracts be revised from fiscal year to the academic year, in particular 9-month contracts, to eliminate two separate contracts issued due to the start of classes. Carrie Gayeske has previously discussed the issue with Rich Morris, TSTC System Associate Vice Chancellor Human and Organization Development, and noted that this would be a system wide decision.

**Action: Fred Khozein will discuss the faculty contract issue at the system wide Vice President's meeting on August 15, 2006 regarding the change from fiscal year to academic year, addressing the issue of 9-month contracts.**

Mr. Wheet addressed faculty compensation and possible faculty merit increases as stated in *System Operating Standard (SOS) HR.2.2.9 Faculty Compensation*. President Stuckly reported that System Operations has discussed the issue and plans to establish a system wide team to address the issue.

**Action: System Operations will establish a system wide team to address the issue of merit based faculty compensation. President Stuckly will report any updates as they occur on this issue.**

### **Eliska Flores**

Eliska Flores reported that the CBS Early Show's "Great American Vacation" giveaway is scheduled to be in Waco, Texas at 5:30 a.m. on Friday, July 21, 2006. Employees will be encouraged to attend. Ms. Flores reported that CBS accepted her proposal for the Recreational Vehicle program to conduct a 10-point check of their vehicle; although, this service will not offer the college any additional publicity. In addition, she indicated that TSTC Waco would not have an opportunity to submit a nominee for the giveaway as of this late date, and that a decision had already been determined from the over 2,100 applicants that were received.

Ms. Flores reported that the Media Communication and Information Technology (MCI) students have agreed to prepare the CORD Communications video for Dan Hull, Chief Executive Officer, who will be vacating his position.

**Action: The Media Communication and Information Technology (MCI) students have agreed to prepare the CORD Communications video for Dan Hull, Chief Executive Officer, who will vacate his position. The video will be presented at the National Tech Prep Conference in November 2006.**

### **Carliss Hyde**

Carliss Hyde distributed information on the Department of Labor High Growth Job Training Initiative for Advanced Manufacturing and provided an update of current funding projects.

## **Carrie Gayeske**

Carrie Gayeske recommended employee scholarships, not release time, be extended to part-time faculty and staff. These courses would benefit the college in this base year for our future funding. This would involve a small number of possible participants and could offer them an opportunity for professional development.

**Action: The Executive Team agreed that employee scholarships be extended to include part-time faculty and staff and would not include release time.**

## **Fred Khozein**

Fred Khozein distributed for review a proposed draft of a College Operating Procedure (COP) for "Excused Leave for Military Personnel."

**Action: The proposed draft for a College Operating Procedure (COP) for "Excused Leave for Military Personnel" will be presented at the President's Cabinet meeting on August 14, 2006 for approval.**

## **Pam Price**

Pam Price distributed a proposed draft for a College Operating Procedure (COP) for "Building Configuration Control" to monitor and maintain both internal and external configuration of college facilities, with proper approval prior to implementation.

**Action: The proposed draft for a College Operating Procedure (COP) for "Building and Configuration Control" will be presented at the President's Cabinet meeting on August 14, 2006. The Executive Team and Faculty Senate will review the COP for their approval and direct suggestions or revisions to Pam Price.**

## **Charles Reed**

Charles Reed requested that computer equipment and wireless accessibility be available in the Student Services Center hallways for all divisions involved with the new student registration for Fall 2006 due to the renovation process in the building.

**Action: Jake Beaver will make arrangements for all equipment and wireless accessibility in the Student Services Center for all divisions involved in new student registration for Fall 2006.**

Mr. Reed reported that the "Waco Wranglers," an American Basketball Association expansion team located in Waco, Texas, would begin their inaugural season in November 2006. The team has been using the TSTC Waco gymnasium for practices and requested

the option to schedule exhibition league games on the campus. Additional information will be forthcoming as the agreement is developed and completed.

The next Recruitment and Retention Committee meeting is schedule from 9:00 a.m. to 11:00 a.m. on Tuesday, July 25, 2006 in the IDEAS Center.

**Action: The Recruitment and Retention Committee meeting is scheduled from 9:00 a.m. to 11:00 a.m. on Tuesday, July 25, 2006 in the IDEAS Center.**

### **Elton Stuckly**

The Texas Higher Education Coordinating Board (THECB) requested comments on the tuition revenue criteria by the August 1, 2006 deadline.

**Action: The Texas Higher Education Coordinating Board (THECB) comments regarding the tuition revenue criteria would be completed and submitted by Pam Price prior to the August 1, 2006 deadline.**

The Teacher Tech Camp 2006 of the Heart of Texas Tech Prep Consortium was held on the TSTC Waco campus June 12-16, 2006. A letter of appreciation was expressed to the faculty and staff for their assistance.

TSTC Waco Committee Assignment recommendations were distributed for review.

**Action: Recommendations and assignment changes to the TSTC Waco Committee Assignments for 2006-2007 should be submitted to the President's Office promptly for final approval of all committees at the August 14, 2006 President's Cabinet meeting. President Stuckly reported that the Energy Committee should begin meeting and additional assignments should be forwarded to Charles Reed.**

President Stuckly will meet at 4:00 p.m. today, July 10, 2006, in the Administrative Conference room with Fred Khozein, Lance Zimmerman, Ron Sanders, Rob Wolaver, Eliska Flores and Alexis Neumann to complete preparation for the Board of Regents meeting at the end of the month on the Marshall campus.

President Stuckly reported that all student services and instruction staff must assure that provide proper office coverage and that all correspondence of student's schedules/courses are properly completed.

The meeting adjourned at 10:30 a.m.