

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

Present: Elton Stuckly, Pam Price, John Spradling, Carrie Gayeske, Robert Larsen, Sandra Wynn, and Kathy Podsednik

Guest: Rob Wolaver, representing Charles Reed
Dr. Wayne Matthews, Director Resource Development
Dr. Darline Morris, Director of Institutional Effectiveness
Janice Otto, representing Dale Norwood
Eliska Beaty, Director of Marketing and Communications
Louis Maze, Human Resources Staff Development
Chief Donny Harland, Public Safety

Absent: Charles Reed
Dale Norwood
Brian Seymour

Elton Stuckly

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

Brian Seymour (absent)

Mr. Stuckly reported that Brian Seymour, Student Government President, was unable to attend the meeting and that his agenda items would be placed on the next President's Cabinet meeting on July 14, 2003.

Chief Donny Harland requested discussion on the agenda item concerning additional speed bumps and speed limit signs on the campus. 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. Discussion continued regarding the advantages and disadvantages of speed bumps, cost of installation, and possible additional locations. He issued a reminder that individuals may go through the process of filing a complaint for this type of incident. Chief Harland stated that incoming reports frequently provide the department with the license plate number of the violating vehicle. The officer must witness the violation in order to issue the violator a citation; otherwise, the individual is given a warning if there has been a previously reported incident by that vehicle.

Action: Elton Stuckly tabled discussion of additional speed bumps and speed limit signs on campus until the next President's Cabinet

Meeting to ensure presentation of this matter by Brian Seymour, Student Government President.

Internet access to family housing was discussed. This option is not feasible at this time due to the current budget shortfall, the costs of the initial investment and installation, and would require additional staff.

Action: Elton Stuckly requested that Brian Seymour, Student Government President, place the Internet access to family housing agenda item on the next President's Cabinet Meeting to ensure presentation of this matter.

Dr. Wayne Matthews

Dr. Wayne Matthews presented discussion of the proposed creation of a Connally Airbase Museum in the Industrial Technology Center (ITC) Building. Discussion ensued concerning the museum's attraction of possible airbase reunion groups and interested groups to the campus, available space and campus locations for this type of museum, and available displays or photos for the museum. Many political and community leaders who originally trained at the James Connally Air Force Base could encourage support and donations to the proposed museum. The James Connally Aviators Association meets yearly and is scheduled to meet in San Antonio, Texas in 2004, and is currently searching for a site for their 2005 reunion. Eliska Beaty stated the museum would compliment the Wings Across Texas, the women's aviator group who requested relocation of their office space to the TSTC Waco campus from Baylor University. Dr. Matthews stated a search for both State and Federal funds could provide needed revenue for the museum. He reported that Robert Gamboa is currently working with the McLennan County Historical Board to acquire a historical marker for TSTC as a state historical site.

Action: The Resource Development Department will research possible funding for the creation of a Connally Airbase Museum. Robert Gamboa will proceed with acquiring a historical marker for TSTC as a state historical site of the James Connally Air Force Base.

Dr. Matthews distributed a handout of the "*College/University Administrator and Technology Survey*" from the Market Data Retrieval, the leading compiler of educational data dedicated to maintaining updated information about colleges and universities in the United States. Updated information on this survey will be submitted by the Resource Development Department, which has a deadline of July 1, 2003.

Action: Updated information from each department for the "*College/University Administrator and Technology Survey*" from the Market Data Retrieval, should be submitted to the Resource Development Department by June 23, 2003.

Janice Otto (representing Dale Norwood)

Janice Otto reported that GroupWise has been updated from version 6.0 to version 6.5, which will improve many of its functions. These improved functions include improved security, increased virus scanning and accomplishing tasks quicker. Network Services will ensure the latest version is on all desktops.

Ms. Otto stated that Network Services has provided Internet access for the Civil Air Patrol Headquarters on the campus. The Civil Air Patrol will be participating in mock exercises June 13-15, 2003.

Carrie Gayeske

Carrie Gayeske and Louis Maze provided a handout regarding plans for “Leadership and Managerial Skills for TSTC Waco Supervisors,” which will be for new and experienced supervisors of faculty or staff, and upper management. Program topics will include soft skills from AchieveGlobal, America’s premier provider of management training courses. Hard skills will offer existing TSTC staff development courses and contributing experienced TSTC supervisors, in addition to, guest speakers as appropriate. AchieveGlobal handbooks will cost \$33.00 per participant, with facilitator’s materials paid by Human Resources. Most sessions will accommodate 8-15 participants, with customized offerings by department or cluster group. Discussion included suggested topics for the enhancement of supervisor skills and responsibilities.

Action: The Human Resources Department will develop plans for “Leadership and Managerial Skills for TSTC Waco Supervisors.” Recommendations for this plan are due to Carrie Gayeske by June 23, 2003.

Ms. Gayeske presented *College Operating Procedure (COP) 2.42 Appointment of Non-Faculty Temporary Employees* revision recommended by the Executive Team from their May 19, 2003 meeting.

Action: Robert Larsen made a motion to approve revisions to *COP 2.42 Appointment of Non-Faculty Temporary Employees*. John Spradling made a second to the motion. Revision of *College Operating Procedure (COP) 2.42 Appointment of Non-Faculty Temporary Employees* was approved.

Carrie Gayeske presented revisions to *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*. Discussion of revisions included the mandate for attendance to graduation, faculty workload stipends, classroom hour assignments, and overloads of classroom hours.

Action: Robert Larsen will present revisions to *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* for

discussion at the next meeting of the Faculty Senate. John Spradling will present *COP 7.30* revisions at the Director's Meeting. Robert Larsen and John Spradling will consult Carrie Gayeske after further discussion of revisions for *COP 7.30*. Approval of the proposed revision of *COP 7.30* will be deferred to the next President's Cabinet Meeting.

Ms. Gayeske will continue to work on *College Operating Procedure (COP) 2.46 Faculty Credentialing* for input from John Spradling and Dr. Darline Morris for verification of SACS requirements for faculty credentialing.

Elton Stuckly

Elton Stuckly presented proposed *College Operating Procedure (COP) Student Meal Plan*, in the absence of Charles Reed. The proposed COP is for a mandated meal plan for incoming freshmen, first-time new students residing in single-student housing, effective September 1, 2003. Mr. Reed has presented the proposal to the Student Government. The office of responsibility for this COP will be Student Development. In addition, 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.

Action: Eliska Beaty will draft a letter for Student Development to Rob Wolaver for mail-out to the students, along with additional information concerning the cafeteria and meal plan. Rob Wolaver's personnel will handle incoming calls concerning the new meal plan policy. John Spradling made a motion to approve the COP for a Student Meal Plan. Robert Larsen made a second to the motion. *College Operating Procedure (COP) Student Meal Plan* was approved. The COP will be presented to Management Council on June 27, 2003.

Mr. Stuckly requested Dr. Darline Morris give an update on the SACS recommendation response. Dr. Morris will meet with Pam Price to expand the dialogue on several areas of concern. Dr. Morris stated that all areas required to respond are being received in a timely manner, and she will be compiling the documents for the SACS response.

Elton Stuckly distributed a handout from Enrollment Management who will host a Service Provider Professional Development Day and Technology Symposium scheduled on Wednesday, June 11, 2003 at 10:00 a.m. in the Student Services Center Assembly Room. The keynote speaker for the event is Dr. Ray Perryman, President of The Perryman Group. Dr. Perryman will speak on technical education and the impact on the Texas economy.

Mr. Stuckly distributed a handout for Management Council of the new *System Operating Standard (SOS) FA. 1.17 Texas Public Education Grants (TPEG) Emergency Student*

Tuition and Fees Loans, which will be treated as a new SOS since the prior SOS was rescinded. Changes should be emailed to Susan Vonder Hoya or Carmen Keiningham.

Action: **Pam Price and John Spradling will review the *System Operating Standard (SOS) FA 1.17 Texas Public Education Grants (TPEG) Emergency Student Tuition and Fees Loan*. Response is to be submitted by the deadline of June 12, 2003.**

Elton Stuckly distributed a handout concerning an upcoming Maricopa Advanced Technology Education Center (MATEC) Conference on Advanced Technological Education in Semiconductor Manufacturing (ATESM), scheduled July 28-31, 2003 in Portland, Oregon.

Mr. Stuckly stated that the publication from The Seventh Annual Texas Higher Education Law Conference held in March 2003 in Denton, Texas is available for review in the President's office.

Elton Stuckly reported that the office of the President has been receiving an increased number of misdirected calls, and asked if other departments have experienced the same volume. Mr. Stuckly stated that all areas of the campus should ensure calls are being handled efficiently and properly, in order to direct calls to the desired department.

Action: **Janice Otto will inquire with the operators if any changes have taken place in the routing of calls on the campus.**

Mr. Stuckly has scheduled two sessions for budget planning for the 2004 Fiscal Year.

Elton Stuckly asked Eliska Beaty for an update of the upcoming Camp TSTC to be held in Sweetwater. Ms. Beaty is currently collecting the nominations to be submitted to the Chancellor and is researching transportation options for the attendees.

The meeting adjourned at 11:10 a.m.