

**PRESIDENT'S CABINET
MINUTES
June 14, 2004
8:30 a.m.**

Present: Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Dr. Darline Morris, Richard Wheat, Sandra Wynn, Rob Wolaver, Dale Norwood, Eliska Beaty, and Kathy Podsednik.

Guests: Tom Dean, Assistant Department Chair, Computer Networking

Absent: Elton Stuckly
Dr. Tom Liston
Dennis Meyers
Brian Seymour

Charles Reed

Charles Reed called the meeting to order at 8:30 a.m.

Richard Wheat

Richard Wheat discussed criteria of faculty rankings and questioned several faculty listings on the TSTC website. John Spradling reported that some faculty appear to be posted incorrectly on the website.

Action: John Spradling will review Faculty Rankings and correct the listings on the TSTC website. Carrie Gayeske will review the *System Operating Standard (SOS) E.S.1.07 Faculty Ranking* and confirmed it is currently being adhered to as stated.

Mr. Wheat reported that the TSTC Waco Faculty Senate is sponsoring a Dell Notebook Computer for donations to benefit the Scholarship Fund. In addition, he noted that old textbooks could be donated, which would also benefit the fund.

Richard Wheat recommended that *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* be revised to incorporate the "draft" calculations currently being used for weighing small classes on a percentage basis. Small class sizes and overload payouts were discussed.

Action: John Spradling will prepare a revision of *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* to include a specific provision of weighing small classes on a percentage basis and present it for approval.

Richard Wheat requested the review of the workweek for state employees, in regard to faculty hours. Mr. Wheat compared the campus with large state universities, such as,

The University of Texas in Austin and Texas A & M University in College Station, which he believes do not adhere to the 8 to 5, Monday through Friday, workweek. Carrie Gayeske clarified that state employees are to handle the business of the state within the 8 to 5, Monday through Friday, workweek; although, the state business by profession is handled accordingly, as an example, the Police Force adheres to a 24 hour a day and 7-days a week workweek.

Action: John Spradling and Carrie Gayeske will request that Rich Morris, Associate Vice Chancellor, Human and Organization Development, research the faculty workweek issue.

Richard Wheet suggested that a Computer Standards Committee be formulated to address issues related to the campus Network and Telecommunication Services, such as, the implementation of the email-filtering project that impacted the instructors file transfer process and blocked some emails. By consensus, the group agreed that a designated computer committee would delay and restrict the normal operation of the department, and good communication was the key to keeping the campus informed of any changes to be implemented.

Action: Dale Norwood and John Spradling will assure that good communication remains open and offer lead time for changes, so that the campus is informed of Network and Telecommunications Services (NTS) processes that might affect the Instruction areas. Dale Norwood will attend the Faculty Senate meeting to discuss the email-filtering process.

Sandra Wynn

Sandra Wynn reported that employees need release time to attend Staff Senate meetings.

Action: Carrie Gayeske will revise *College Operating Procedure (COP) 2.35 Work Schedules* to include release time for employees to attend Staff Senate meetings.

Carrie Gayeske

Carrie Gayeske presented revisions to *College Operating Procedure (COP) 2.47 Drug and Alcohol Testing*. The change to Procedure B states that any state employee, not just Physical Plant employees, are subject to post-accident drug testing according to circumstances as listed in the COP and deemed serious by the Director of Human Resources or Designee.

Action: Richard Wheet will review revisions to *College Operating Procedure (COP) 2.47 Drug and Alcohol Testing* with the Faculty Senate. Further revisions to the COP are to be directed to Carrie Gayeske, who will present the COP at the next President's Cabinet for approval.

John Spradling

John Spradling distributed the new College Operating Procedure (COP) Instructional Services for approval.

Action: John Spradling presented the new College Operating Procedure (COP) Instructional Services for approval. Richard Wheet made a motion to approve the COP and Dr. Darline Morris made a second to the motion. The new College Operating Procedure (COP) Instructional Services was unanimously approved.

John Spradling reported that the ad hoc committee for DORI qualifications had not met.

Action: Mr. Spradling will report on the ad hoc committee for DORI qualifications at next week's Executive Team meeting.

Pam Price

Pam Price presented *College Operating Procedure (COP) 5.14 Vehicle Fleet Management Plan* for approval. The COP provides guidelines for compliance, as specified under state mandates, for the vehicle Fleet Management Program.

Action: Pam Price presented *College Operating Procedure (COP) Vehicle Fleet Management Plan 5.14* for approval. Richard Wheet made a motion to approve *COP 5.14*, with a second to the motion by Carrie Gayeske. The President's Cabinet unanimously approved *College Operating Procedure (COP) 5.14 Vehicle Fleet Management Plan*.

Charles Reed (representing Elton Stuckly)

Charles Reed reported on the letter of thanks from the Cooper Foundation of Waco, Texas for hosting a visit and tour of the campus by the 2004 Group Study Exchange (GSE) team from India, funded through the Rotary Foundation.

Mr. Reed distributed for review the Southern Association of Colleges and Schools (SACS) Compliance Certification for Harlingen.

Systems announced that Jan Osburn, Director of Marketing and Communications, and Mark Burdine, Audio/Visual Coordinator Photographer, of the Waco campus are among this year's recipients for the 2004 TSTC Chancellor's Award for Team Excellence. This annual award recognizes the outstanding contributions and achievements of those whose commitment to excellence is shown through their cooperation with their peers across the colleges.

Summaries of all the TSTC System Transformation projects were distributed for review.

Information was distributed from the National Campus Voter Registration Project requiring postsecondary institutions to make a good-faith effort to distribute voter registration forms.

Action: The National Campus Voter Registration Project requires that a good-faith effort be made to distribute voter registration forms. Charles Reed reported that concerted efforts have been made through student registration and campus organizations to reach students regarding their voter registration, and will ensure that students are supplied with voter registration forms. Carrie Gayeske will make available voter registration forms for employees.

Achievements are to be reported to Jan Osburn, Director of Marketing and Communications, by 5:00 p.m. today to complete the Board of Regents report.

All airport clients or communications regarding the airport are to be handled through Jeanna Maughan, Director of Auxiliary Services.

All travel requisitions are to be received in advance of the travel date, in particular for out-of-state travel.

The *System Operating Standard (SOS) F.A.A.13 Disposal of Surplus Property* was distributed for review. The SOS addresses property used by a technical partnership. The SOS is to be presented for approval at the next Management Council meeting.

President Stuckly has notified the effected VP's and personnel in the contracts and grants offices of his intentions to consolidate the two areas under a single supervisor and will probably announce his choice to head the new department on or before July 5th.

The meeting adjourned at 9:40 a.m.