

**PRESIDENT'S CABINET
MINUTES
Monday, June 13, 2005**

Present: Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Janice Otto, Rob Wolver, Tom Dean, Sandra Wynn, Matthew Bell, and Diane Stroble

Guests: Janice Otto for Dale Norwood
Pam Hunter, Counselor
David Goodman, Director of Physical Plant
Michelle Rachels, Interim Director of Residential Life

Absent: Dale Norwood
Alexis Neuman

Elton Stuckly

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

Eliska Flores

Two international students should attend the Rotary Club of Waco sometime this year to emphasize the presence of international students on campus.

Action: Eliska Flores will talk to Chris King, Staff Assistant for ExxonMobil to determine which two students to approach for attendance to Rotary Club of Waco.

TSTC Waco has been live on Yahoo internet since June 4, 2005. Interest was evidenced by the "click through" rate and the number of content match impressions.

The article in the Waco Tribune Herald regarding the LAN Party at the Student Recreation Center was discussed.

Sandra Wynn

The staff is inquiring about raises. Elton Stuckly stated that there should be an announcement sometime around Thursday or Friday, June 19 or 20, 2005.

The cabinet was informed of the death of Luther Mitchell formally with the Physics Department of TSTC Waco.

Tom Dean

A general discussion was initiated regarding reviews and suggestions on Dia Techsana. The possibility of moving the celebration from a Thursday to a Tuesday was discussed.

Action: Charles Reed will look into ways to get the students more involved.

Rob Wolaver

The ExxonMobil Nigerian project is currently being developed to include approximately 120 trainees with about 90 instrument / mechanical technician students. The agreement is being developed to cover through December 2008.

Carrie Gayeske

College Operating Procedure (COP) 2.26 Professional Development Release Time and Employee Scholarship was revised to include information regarding employees who receive an IP or comparable "incomplete" grade in a TSTC course for which they received release time and / or scholarship money.

Action: A motion was made by Charles Reed to accept *College Operating Procedure (COP) 2.26 Professional Development Release Time and Employee Scholarship COP 2.26* as revised and seconded by John Spradling. The motion carried unanimously.

John Spradling

W. Clayton Allen, Ed.D. of the University of Texas at Tyler was suggested as a speaker for graduation.

The possibility of a partnership with Best Buy for new and/or additional programs was presented. Further information will follow as it develops.

The necessity of getting information to high school students regarding summer programs was discussed.

Action: Eliska Flores will meet with Janice Otto to review the information available to high school counselors.

Pam Price

College Operating Procedure (COP) 9.8 Fires on Campus was presented for approval of the revisions regarding buildings determined to be uninhabitable.

Action: A motion was made by John Spradling to accept *College Operating Procedure (COP) 9.8 Fires on Campus (COP) 9.8* as amended, and was seconded by Tom Dean. The motion carried unanimously.

The TSTC Waco swimming pool hours for families were discussed as well as the \$1.00 per guest charge for use of the pool. There was a general consensus that the hours and the charge were to remain unchanged. Charles Reed reported on the results of the inspection by the Health Department of the City of Waco. The health department is also requiring a land line phone to be installed outside of the swimming pool area for use in emergencies. Discussion ensued regarding the benefits of an emergency phone versus a SBC pay phone.

Action: The TSTC Waco pool hours for families and the \$1.00 per guest charge was re-approved by the cabinet. The pool is scheduled to be closed June 24, 2005 through June 28, 2005 to implement the changes and/or repairs required by the Health Department. This date is contingent upon receipt of the paint needed to paint the safety line in the bottom of the pool. Notices to be posted on campus listing the dates that the pool is to be closed. Charles Reed will investigate the costs of installing an emergency only phone versus the cost of installing a SBC pay phone.

Charles Reed **Guests: Pam Hunter, David Goodman, Michelle Rachels,**

The pilot program for tutoring students was discussed. Pam Hunter reported that there are eight (8) tutors ready and available. Locations for the tutoring were discussed.

Action: Letters will be sent to students regarding the pilot tutoring program. Janice Otto and Pam Hunter will look at the E-Commerce building with regards to using it for a temporary home for the tutoring program.

David Goodman and Michelle Rachels presented information regarding the renovation of areas of the Red River Apartments. Discussion ensued centering around the needed repairs, cost of needed repairs and timing of repairs.

Action: Renovation on 20 Red River apartments not currently occupied is about to commence. David Goodman will keep Pam Price informed regarding cost of renovations.

The changing of registration date to Thursday, August 25, 2005 was discussed as well as different ways to be sure that students are informed of this date.

Action: Postcards, posters and a large banner to be used to inform the student population of the last day for registration.

Charles Reed forwarded a thank you from the family of the student who recently passed away from natural causes on campus. The family donated the furniture that had been used by the student to the Women's Resource Center where it was immediately put to use by another student in need. Discussion ensued about the donation to the Women's Resource Center of other furniture abandoned by students.

Action: Ray Rushing, TSTC System Legal Counsel, to be consulted regarding the legalities involved in donation of personal property abandoned by students on campus.

Elton Stuckly

The Title III fee waiver received from the U.S. Department of Education was discussed.

The Higher Education Coordinating Board (THECB) approval of the Biotechnology Systems program was distributed.

Action: The program is to be implemented on September 1, 2005.

A letter from Texas Workforce Commission (TWC) regarding the economic database was distributed. The database development was reported as moving forward.

The TSTC Waco Final Report Audit of Air Pilot Training FAA Compliance Program was distributed and discussed.

The 40th Anniversary yearbook and the associated costs were discussed.

Action: It was decided by the cabinet that the costs involved in publishing the 40th Anniversary Yearbook were too great for the interest shown in the yearbook.

The 40th anniversary celebration for the campus employees was discussed.

Action: The 40th Anniversary celebration for campus employees is to be held on the same day as “Professional Development” Day on October 14, 2005. Eliska Flores will check into getting bids for polo shirts for the employees for the celebration. The shirts are to be paid for out of the president’s discretionary funds

The cutback on campus wide e-mails was discussed. The cutback could have been detrimental to activities of some departments on campus.

Action: All campus wide e-mails will be sent through a member of the President’s Cabinet, Cluster Directors, or their designees. Network / Telecommunication Services must be notified of the name of the designees.

Copies of the “Best Practices” published by TSTC Waco Publishing were distributed and reviewed.

Action: Someone will be designated to oversee the proof reading and editing of “Best Practices” by TSTC Waco Publishing

The meeting adjourned at 11:00 a.m.