

**PRESIDENT'S CABINET  
MINUTES  
Monday, June 12, 2006  
8:30 a.m.**

**Present:** Elton Stuckly, Charles Reed, Fred Khozein,  
Carrie Gayeske, Dr. Darline Morris, Dale Norwood, Richard Wheet,  
Jake Beaver, Monica King, Eliska Flores and Kathy Podsednik.

**Guests:** Dana Baer, representing Pam Price  
Angela Ball, representing Rob Wolaver  
Willow Hibbard, Student Government Association Public Relations Officer  
Jonathan Hoekstra, TSTC System Internal Audit  
Michelle Rachels, Director of Resident Life/Student Discipline  
Nancy Green, Family Housing, Accounting Assistant III

**Absent:** Pam Price  
Rob Wolaver  
Carliss Hyde  
Alexis Neumann

**Elton Stuckly**

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

**Monica King**

Monica King reported on current and upcoming activities of the Student Government Association (SGA). These include: participating in the Keep Waco Beautiful/Don't Mess With Texas Trash and Treasure Hunt at Indian Spring Park on June 11, 2006; collecting donations of food, clothing and baby items for the Salvation Army scheduled June 13 through July 12, 2006; and volunteering with Habitat for Humanity to build homes for the less fortunate on July 22, 2006. The annual SGA banquet is scheduled on July 27, 2006 and they will begin fundraising for the \$1,500 scholarships for the Mr. and Mrs. TSTC Pageant planned in the fall.

**Action:** President Stuckly recommended Monica King request assistance from Alexis Neumann regarding the fundraising of the scholarships for the Mr. and Mrs. TSTC Pageant. He complimented the Student Government Association's involvement in the community and on the campus.

The Student Government Association (SGA) selected the TSTC Learning Center by sponsoring various improvement projects. They would like to assist the center by cleaning the litter on the property and to locate donors that would assist with

improvements to the outside appearance, such as planting flowers or painting the outside sign. In addition, the SGA recommended that a speed bump or a crosswalk be considered by the facility due to speeding vehicles that frequent the area while parents and children are entering and exiting the center.

**Action: Charles Reed will report the Student Government Association's (SGA) recommendations to the Parking and Traffic Committee for either a speed bump or crosswalk to be considered for the safety of parents and children entering and exiting the TSTC Learning Center to discourage speeding vehicles. In addition, Mr. Reed will alert TSTC Public Safety to increase patrol around the center especially during peak hours. Dana Bear, Director of Auxiliary Services, will review the current lease agreement for the TSTC Learning Center to determine the type of assistance the SGA could offer.**

Ms. King reported that the SGA would again like to participate in DORI Sessions to provide students with information about the organization.

**Action: President Stuckly approved the Student Government Association to participate in DORI Sessions to provide students with information about the organization.**

### **Dale Norwood**

Dale Norwood reported that the TSTC Waco Recreational Vehicle program and Network and Telecommunications Services have assisted with a total of six 'Go Mobile' trailers for the Texas Higher Education Coordinating Board (THECB). The trailers are used to visit schools throughout Texas to encourage students to pursue a college education. The THECB is now asking for field support and some repair actions on these trailers.

**Action: Dale Norwood will contact the Texas Higher Education Coordinating Board (THECB) to confirm that TSTC Waco would provide field support and repair actions for the six 'Go Mobile' trailers.**

Mr. Norwood reported that additional security cameras have been placed in needed areas across the campus. The monitors can function live at any location on the campus. The cameras/monitors have been placed in the Bookstore, Deaf and Disabled Student Services, Student Recreation Center, Basketball courts and weight room. Equipment locations will change periodically.

### **Carrie Gayeske**

Carrie Gayeske reported that Disney's "Keys to Excellence" sessions have been confirmed for TSTC Waco on February 1, 2007.

**Action:** Disney's "Keys to Excellence" will be held on the TSTC Waco campus on February 1, 2007. Corporate sponsors will be contacted to support the sessions and offered the opportunity to attend this event. A Disney Planning Committee will begin meeting next month.

### **Richard Wheet**

Richard Wheet requested review of *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*, Procedures K and L, for the removal of contact hour and class hour requirements from large class stipends.

**Action:** The proposed revision to *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* regarding large class stipends will be presented for approval at the President's Cabinet meeting on July 10, 2006.

Mr. Wheet opened discussion of the proposed draft of *College Operating Procedure (COP) for Faculty Compensation for Training and Continuing Education Courses*. He stated that faculty has raised concerns about the minimum and maximum rates and requirements as part of their class load. Discussion and review of the proposed COP will continue.

**Action:** President Stuckly and Fred Khozein will attend the Faculty Senate meeting scheduled today, June 12, 2006 to discuss *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* and the proposed *College Operating Procedure for Faculty Compensation for Training and Continuing Education courses*.

Richard Wheet requested discussion of *College Operating Procedure (COP) 7.41 Student Evaluation of Faculty* for the replacement of the removed exemption of reviewing the Peer Evaluation with the Evaluation and Development Plan by anyone except the faculty and peer reviewer. Mr. Wheet recommended the development of a valid evaluation document approved by the faculty. Dr. Darline Morris provided an update of the approval at the President's Cabinet meeting on May 8, 2006 to meet the Southern Association of Colleges and Schools (SACS) requirements.

**Action:** *College Operating Procedure 7.41 Student Evaluation of Faculty* will be presented for further discussion at the President's Cabinet meeting on July 10, 2006. Dr. Darline Morris and Richard Wheet will schedule a meeting to discuss *COP 7.41* to meet the Southern Association of Colleges and Schools (SACS) requirements.

Mr. Wheet presented and discussed the proposed *College Operating Procedure (COP)* draft for a Faculty Ranking Process that would clarify the ranking procedure for tracking and final approval processes.

**Action:** The proposed College Operating Procedure (COP) draft for a Faculty Ranking Process to clarify the process of a ranking approval will be presented at the President's Cabinet meeting on July 10, 2006.

Richard Wheet requested discussion of raising the Department Chair increments, which was last implemented in 1991.

**Action:** President Stuckly reported that raising the Department Chair increments would require system wide approval and stated that the other campuses are also struggling financially, which could impact the final decision. President Stuckly will present the topic at the Executive Cabinet videoconference meeting scheduled on Friday, June 16, 2006.

Richard Wheet presented Faculty Grievance Procedures and Faculty Compensation based on performance for discussion.

**Action:** Carrie Gayeske will schedule a meeting to discuss Faculty Grievance Procedures and Faculty Compensation, based on performance, which will include Fred Khozein, Richard Wheet (Faculty Senate), Jake Beaver (Staff Senate), Richard Moore and Rich Morris, both with TSTC System Human and Organization Development.

Mr. Wheet requested that the college consider issuing Faculty Contracts with the academic year rather than the current process to issue them with the fiscal year.

**Action:** President Stuckly reported that the Faculty Senate recommendation to issue Faculty Contracts with the academic year rather than the fiscal year would be given to Human Resources for review. TSTC System Human Organization Development would need to acquire approval from all the campuses and the final approval would come from the Board of Regents.

#### **Dr. Darline Morris**

Dr. Darline Morris distributed the TSTC Waco Continuous Improvement Summary for 2003-2005, which completes the 2-year Unit Action Plans. Questions or comments regarding the summary should be directed to Dr. Morris.

**Action:** Dr. Darline Morris distributed the TSTC Waco Continuous Improvement Summary for 2003-2005 for review.

## **Pam Price (represented by Dana Baer)**

Pam Price presented the following revision to *College Operating Procedure (COP) 6.1 Family Housing, Practice A*: “Rent houses to either (1) persons who are 23 years of age or older or (2) TSTC students who receive an exemption under *Student Housing College Operating Procedure (COP 4.1)* will be considered on an individual basis. Tenants who fall under this requirement are limited to where they can reside within Family Housing and must pay each semester in full at the beginning of each semester.” This would generate college revenue from students when Red River and Lavaca facilities are at maximum capacity. Several problems regarding Village Oaks were discussed. Michelle Rachels, Director of Resident Life/Student Discipline, will continue to document all student complaints, including those involving Village Oaks.

**Action:** **Dr. Darline Morris made a motion to approve *College Operating Procedure (COP) 6.1 Family Housing* to allow single students over age 23 to reside in unoccupied family housing with proper approval. Monica King made a second to the motion to approve *COP 6.1*. Revision to *COP 6.1* was unanimously approved. Charles Reed will address Village Oaks student housing issues at the next scheduled Village Oaks Board meeting.**

## **Charles Reed**

Charles Reed received a request from the Rapoport Academy, which is scheduled to begin classes at their location on the TSTC Waco campus in Fall 2006, for the students to have access to the Student Recreation Center. Discussion included the overlapping of the Rapoport Academy students and our students to remain in the current hours of operation and the affect on our students.

**Action:** **Charles Reed will schedule a meeting with Vincent Taylor, Director of the Student Recreation Center; to determine available times the Rapoport Academy students could utilize the Student Recreation Center with the least amount of disruption to our scheduled student hours of usage.**

Discussion of the proposed retiree identification card received recommendations to include use of the Library, to be provided with an email account and a parking sticker.

**Action:** **Suggestions of employee benefits for a proposed retiree identification card should be forwarded to Carrie Gayeske.**

Mr. Reed stated that the recent Department of Assistive and Rehabilitative Services (DARS) Audit reported no findings and noted only minor recommendations. DARS funding supplements our TSTC Waco interpreters for Deaf and Disabled Student Services.

## **Elton Stuckly (Guest: Jonathan Hoekstra)**

Jonathan Hoekstra, TSTC System Internal Auditor, reported on changes to the internal audit process as a follow up to the Risk Management sessions recently held on all the campuses. Each campus will establish a Risk and Control Committee for establishment of structured controls and to recognize areas that require improved processes. In addition, each college will initiate an Ethics Task Force to assure that as public servants, employees possess good ethical behavior. Information will be provided to all the campuses on the “Whistleblower” law that protects an employee from retaliation for reporting violations of the laws. In addition, Mr. Hoekstra reported that a total of nine additional auditors would be added across the entire TSTC System.

**Action: Jonathan Hoekstra, TSTC System Internal Auditor, will schedule a meeting within the next week with President Stuckly, Vice President’s and the Director of Human Resources to discuss details of the implementation of the Risk and Control Committee and an Ethics Task Force. These committees will be established system wide. Mr. Hoekstra reported that nine additional auditors would be added across the entire TSTC System.**

The TSTC System Customer Service Report for 2006 was distributed for review, along with the 2004 report as a basis for comparison. The Legislative Budget Board (LBB) and the Governor’s Office in June of even-numbered years receive the biennial report. Information was collected from external customers as (1) business and industry and (2) students by on-line surveys sent to our advisory committee members by System Operations. The institutional effectiveness offices and procedures collected student data.

**Action: The TSTC System Customer Service Report for 2006 was distributed for review. The biennial report is provided to the Legislative Budget Board (LLB) and the Governor’s Office in June of even-numbered years.**

TSTC System Energy Conservation tip #5 was distributed regarding the implementation of various efforts to conserve energy and to report the wasteful use of energy.

**Action: Energy Conservation Tip #5 was distributed for conserving energy and reported wasteful use.**

TSTC System announced the 2006 TSTC Chancellor’s Award for Team Excellence. The annual award was established in 2001 to recognize and reward the teamwork that TSTC values so highly and is critical to its success.

**Action: TSTC System announced the winners of the 2006 TSTC Chancellor’s Award for Team Excellence. These winners will be recognized for their achievements at TSTC EDGE 2006 in Sweetwater in August 2006. TSTC Waco winners are Charles Reed, Pam Price and Fred Khozein.**

Carliss Hyde will discuss the update on policies and procedures for grants and contracts at the next Executive Team meeting

The Legislative Budget Board (LBB) has instructed state agencies to prepare budgets for the 2007 Legislature reflecting 90% of their 2006-2007 expenditures.

The TSTC EDGE 2006 Waco applicants list was distributed. TSTC Waco currently has 78 applicants.

TSTC System reported that the "Olympic" campus competitions should change the name due to the infringement of the trademark use, which is governed by United States Statute. Eliska Flores reported that the trademark infringing restricts use of the name on t-shirts, certificates and banners, or in the promotion of the competition. In addition, use of the 5 interlocking rings and torch are restricted.

**Action: TSTC System reported than any use or reproduction of the "Olympic" name or symbols, or used in the promotion of an event are restricted due to the infringement of the trademark, which is governed by United States Statute. System operations recommended a new name be created for the campus competitions.**

The TSTC System enrollment update was distributed for review. Both Harlingen and Waco indicate a decrease in the Summer 06 enrollment.

Recommendations for 2006-2007 Committee Assignments should be sent to the President's Office for updates to be reviewed and confirmed. The latest update was emailed to attendees for updates received as of this date.

**Action: Recommendations for 2006-2007 Committee Assignments should be forwarded to the President's Office by 5:00 p.m. on Friday, June 16, 2006 to complete an updated copy for review at the President's Cabinet meeting scheduled on Monday, July 10, 2006.**

Mr. Stuckly reported that Pell Grants are expected to increase for Fiscal Year 2007.

President Stuckly reported that Texas Higher Education Coordinating Board (THECB) has confirmed that the Carl Perkins allotments for Fiscal Year 2007 and Fiscal Year 2008 should remain fully funded.

Mr. Stuckly reported that the coordinator of a campus-wide event should also coordinate travel vehicles, to follow state requirements to ride together to same events.

The meeting adjourned at 10:40 a.m.