

**PRESIDENT'S CABINET  
MINUTES  
Monday, March 14, 2005  
9:00 a.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, John Spradling, Dr. Darline Morris, Sandra Wynn, Carrie Gayeske, Dale Norwood, Rob Wolaver, Alexis Neumann, and Kathy Podsednik.

**Guest:** Richard Wheet, representing Tom Dean

**Absent:** Eliska Flores  
Tom Dean  
Mike Young

**Elton Stuckly**

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

**Sandra Wynn**

Sandra Wynn requested review of the Facilities Committee members to find if a Staff Senate representative is included among the members.

**Action:**           **The President's Office will review the Facilities Committee for its members, to ensure all are included in the scheduled meetings.**

Discussion included the computers required by Network and Telecommunications Services to be used at the National Institute for Staff and Organizational Development (NISOD) Conference to not interfere or deplete the classroom utilization requirements. Dale Norwood will continue to monitor these requirements and schedule computers required for NISOD.

Concerns were expressed regarding the distribution process of possible raises in the fall. The Staff Senate will provide input regarding this subject.

Sandra Wynn issued a reminder of the Staff Senate Appreciation lunch is scheduled on Thursday, March 17, 2005.

**Richard Wheet (representing Tom Dean)**

Richard Wheet asked for Faculty Senate input, not voting ability, to Vice President's and Executive Cabinet meetings to provide additional and informative comments regarding chosen topics for discussion or final decisions.

**Action:**            **President Stuckly will offer the suggestion at the next Executive Cabinet meeting for the Faculty Senate's input to Vice President's and Executive Cabinet meeting.**

Mr. Wheet stated that the System Operating Standard (SOS) ranking and evaluation needs to be revised across the system.

**Action:**            **President Stuckly will discuss the review of ranking and evaluation for compensation at the next Executive Cabinet meeting.**

Richard Wheet requested clarification for graduate requirements to enroll in the college. Federal law allows a student to enroll in an institute of higher education without the completion of a high school or previous degree. The Texas Higher Education Coordinating Board (THECB) requires the college to have the high school degree information if completed in the student's file.

### **Carrie Gayeske**

Carrie Gayeske commented on last week's Executive Team agenda item regarding Tex-Saver 457, which is available for state employees. She reported that although the option is available, it is not easily processed under the present system. Human Resources can provide additional information, if requested.

### **Pam Price**

Pam Price presented revisions to *College Operating Procedure (COP) 3.22 Development of Budgets*. Revisions included using the Unit Action Plans in preparing the budget, defining the Needs Assessment Plan, the evaluation of the proposed Executive Summary by the President's Cabinet, and the Chief Financial Officer's office to forward the budget to be reviewed by the President, Vice President's, and TSTC System for submission for the Board of Regents' approval.

**Action:**            **Pam Price presented revisions to *College Operating Procedure (COP) 3.22 Development of Budgets*. Charles Reed made a motion to approve COP 3.22 and Dr. Darline Morris made a second to the motion. *College Operating Procedure (COP) 3.22 Development of Budgets* was unanimously approved.**

Ms. Price reported on room utilization during bookstore renovations, along with cafeteria and Financial Aid moves.

### **Charles Reed**

Charles Reed presented *College Operating Procedure (COP) 7.37 Student Graduation* to address the revision to eliminate potential graduates, with a 2.0 grade point average or

higher who lack 6 (six) or fewer hours, to participate in the end of term graduation ceremony beginning in Fall 2005.

**Action:** **Charles Reed presented revisions to *College Operating Procedure (COP) 7.37 Student Graduation*. John Spradling made a motion to approve the revision of *COP 7.37* and Dr. Darline Morris made a second to the motion. *College Operating Procedure (COP) 7.37* was unanimously approved.**

### **Elton Stuckly**

Elton Stuckly distributed for discussion the TSTC System Comparison of Base Year Contact Hours BY 2002 and BY 2004 for all the TSTC campuses from the Vice President's Council meeting of February 16, 2005.

Information was distributed regarding the national insurance groups of Horace Mann Companies, focusing on educators' financial needs, that is offering scholarships to help educators continue their education.

Dr. Darline Morris will attend the Community College Survey of Student Engagement (CCSSE) 2005 Workshop Engagement by Design scheduled May 29, 2005.

Information was distributed on the Texas Association of College and Technical Educators (TACTE) Annual Conference of the Texas Community College Instructional Administrators Association (TCCIA) Conference is scheduled June 5-7, 2005.

President Stuckly provided an update of the Management Council meeting of March 11, 2005 that included the revised Institutional Membership Approval Form and the TSTC Chancellor's Award for Excellence.

The Industrial Technology Center (ITC) renovation project is being displayed on current advertising of Brown Reynolds Watford Architects, Inc.

Elton Stuckly issued a reminder that all employee travel is to be approved by their supervisor prior to the Travel Request being submitted to the President's Office for an approval signature.

President Stuckly discussed the ruling for state agencies from the Attorney General, not to allow formal prayers or an invocation at state functions. He requested input from both the Faculty Senate and the Staff Senate. Discussion of a moment of silence to replace an invocation determined that it might bring more attention to the fact that a prayer is disallowed for state agency functions.

Donated items and equipment are to be properly documented in order that a complete report of donations to TSTC Waco can be submitted at the upcoming Board of Regents meeting.

Campus construction and renovations must be routed through the Facilities Committee, regardless if the project is funded by E & G accounts, grants, and local accounts. The use of indirect funds requires the President's approval.

President Stuckly reported on the possible training opportunities at Georgetown and Bay City, Texas.

TSTC is the first 2-year college to be admitted into BioHouston Consortium for the TSTC Waco Biotechnology Systems Program.

The local newspaper article was distributed concerning the TSTC Waco campus and airport visit of U.S. Assistant Secretary of Commerce for Economic Development, David Sampson.

President Stuckly reported that McLennan Community College has decided not to offer TSTC Waco Continuing Education Welding class at the Highland Ranch.

The meeting adjourned at 10:35 a.m.