

**PRESIDENT'S CABINET
MINUTES
May 10, 2004
8:30 a.m.**

Present: Elton Stuckly, Charles Reed, John Spradling, Carrie Gayeske, Dr. Darline Morris, Richard Wheat, Dr. Tom Liston, Rob Wolaver, Dale Norwood, Dr. Wayne Matthews, Eliska Beaty, Dennis Meyers, Mike Young, and Kathy Podsednik.

Guests: April Strickland, representing Pam Price
Rick Gauer, representing Sandra Wynn
Reggie Cobb, Vice President Student Government Association
Greta Hecker, Interim Executive Assistant to the President
Tom Dean, Assistant Department Chair, Computer Networking

Absent: Pam Price
Sandra Wynn

Elton Stuckly

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

Mike Young

Mike Young requested information on the number of meals available per day for the summer cafeteria hours.

Action: Elton Stuckly assured the Student Government Association that the cafeteria would offer three meals a day during the summer semester.

Mr. Young discussed the need for additional counselors for students on suspension and probation. Rob Wolaver reported on meetings with Jackie Adler, Director of Financial Aid, and Dawn Khoury, Director of Admissions and Records, to implement changes for the fall in the current process. Information will be made available as it is developed and changes instituted.

Mike Young acknowledged that the Student Government Association understands the concerns to meet the needs of proper signage in the Deaf and Disabled Services.

Eliska Beaty

Eliska Beaty requested input for her community service involvements required of the Leadership Waco Class for The Greater Waco Chamber of Commerce. Suggestions included any city wide marketing efforts and city government issues.

Richard Wheet

Tom Dean complimented Network Services and Telecommunications for keeping our network clear of the new worm virus effecting other colleges and businesses.

Richard Wheet requested information on the progress of the College Operating Procedure (COP) for Copyrighted Instructional Materials. John Spradling reported that the review and questions have been completed, and it is to be presented for approval at the next meeting.

Action: John Spradling will present the College Operating Procedure (COP) for Copyrighted Instructional Materials at the next President's Cabinet meeting for approval.

Dennis Meyers

Dennis Meyers reported on the Medical Transcriptionist testing for enrolled students, which was established by SCRIBE standards of medical terminology. Only two of the four students have passed the placement test and none have job placement. This Texas Workforce Commission agreement impacts the success of TSTC, the guidelines of the Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools (SACS), Carl Perkins, and our creditability. This agreement is a non-certificate, non-credit training course that is to offer employment placement. New students are currently anticipating enrollment in the next session.

Action: Brenda Suggs, Director of Special Projects of the Resource and Development Department, will have a conference call today with the Texas Workforce Commission and SCRIBE representatives to discuss the Medical Transcriptionist testing. Update of this matter will be forwarded to Mr. Stuckly.

Pam Price (represented by April Strickland)

April Strickland reported on the successful Surplus Property Auction held Saturday, May 8, 2004. Approximately \$69,000 net was reported for the event. Discussions continued on offering future surplus items online.

Elton Stuckly

Elton Stuckly distributed the latest Enrollment Report from Dawn Khoury, Director of Admissions and Records, reporting that Waco has 167 new students and 1,950 returning students. Ms. Khoury noted that 535 students utilized WebAdvisor for their registration. Charles Reed reported on the continued issue of conflicting semester standards for Academic suspension and standards for Financial Aid suspension. Mr. Reed also noted that by depending on the Emergency Tuition Fund to assist students in crisis, we will continue to impact the budget deficit.

Action: Charles Reed will present the conflicting semester standards for Academic suspension and standards for Financial Aid suspension for review at the Vice President's meeting scheduled next week.

Information was distributed from Florida Community College regarding a national study designed to improve teaching and learning in distance education. Under a grant from the Fund for the Improvement of Postsecondary Education (FIPSE) and in partnership with Virginia Tech, the college has developed a three-credit, graduate level course known as CREOLE (CREeating Optimum Learning Environments). The course offering provides registration for the 16th International Conference on College Teaching and Learning in Jacksonville, Florida in 2005.

Action: John Spradling will forward the information regarding the course offering established by Florida Community College to interested staff.

Mr. Stuckly distributed The Greater Waco Chamber of Commerce May newsletter that congratulates Eliska Beaty, who will graduate with the Leadership Waco Class in a celebration on May 20, 2004 at Ridgewood County Club.

Action: Elton Stuckly and Charles Reed will attend The Greater Waco Chamber of Commerce Leadership Waco Class graduation program, featuring Eliska Beaty, on May 20, 2004 at Ridgewood Country Club.

Elton Stuckly distributed a thank you letter from the Boy Scouts of America for hosting the Merit Badge Camporee on the TSTC Waco campus.

Information was distributed for notification by the Texas Workforce Commission, Civil Rights Division (TWC-CRD), regarding the statutory responsibility of reviewing personnel policies and procedural systems of state agencies and institutions of higher education on a six year cycle for compliance with Chapter 21 of the Texas Labor Code, Sections 21.451-456, scheduled for Fiscal Year 2005. The TWC-CRD will review agency's hiring and promotion (recruiting), personnel evaluations, disciplinary actions, workplace accommodations and equal opportunity (including sexual harassment) policies and procedures.

Action: Carrie Gayeske will administer all notification and scheduling of the Texas Workforce Commission, Civil Rights Division (TWC-CRD), for personnel and procedural policies in compliance with the Texas Labor Codes review of Fiscal Year 2005.

Elton Stuckly reviewed qualifications of potential and current DORI instructors. Mr. Stuckly stated that we must meet the Southern Association of Community Schools (SACS) compliance and Guideline for Instructional Programs in Workforce Education (GIPWE).

Action: Elton Stuckly requested an ad hoc committee review of the qualifications for DORI instructors. John Spradling will chair the committee or name a designee. The committee will include the following: Staff Senate (1); Faculty Senate (2); Carrie Gayeske; Dr. Darline Morris, Dr. Lynn Moore; and Larry Davis. The deadline for the DORI committee results will be reported at the President's Cabinet meeting on June 14, 2004.

Elton Stuckly will meet with Richard Wheet and John Spradling after the meeting to discuss campus signage.

Mr. Stuckly stated that Rich Morris, Associate Vice Chancellor, Human and Organization Development, reported to the Executive Cabinet on April 29, 2004 that no raises will be given due to the budget deficit. The only exception is the justification for the bid of a new job.

Elton Stuckly reported on his recent visit to Palacios and the Matagorda County Navigation District, which will complete the 5-year agreement in April 2005. Mr. Stuckly complimented the work at Palacios in the Computer Lab and in the Library. Discussion concluded that the site is ideal for the Recreational Vehicle Repair course to be offered on the campus.

The meeting adjourned at 9:20 a.m.