

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

Present: Elton Stuckly, Charles Reed, Carrie Gayeske, Dale Norwood, Rob Wolver, Tom Dean, Sandra Wynn, Alexis Neumann, and Kathy Podsednik.

Absent: Student Government Representative

Elton Stuckly

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

Alexis Neumann

All National Institute for Staff and Organizational Development (NISOD) attendees should coordinate travel in state vehicles with Alexis Neumann. The President's Office must report all attendees to the conference to System.

Action: All National Institute for Staff and Organizational Development (NISOD) attendees are to contact Alexis Neumann to coordinate travel in state vehicles. The President's Office must be informed of all attendees to provide the information to System.

Tom Dean

Tom Dean distributed the Faculty Senate election results. The results are: Richard Wheet, President; Todd Ewing, Secretary; and Steve Betros, Treasurer.

Pam Price

Pam Price displayed the certificate for presentation to this year's scholarship winners. Various Presidents' Cabinet members and the Recruiting Office will be made available to present the scholarships at local school's awards ceremonies.

The proposed College Operating Procedure (COP) for Cellular Phone and Internet Stipends was reviewed and discussed. The stipends would be established only for employees that are required to conduct State business via mobile phones or the Internet on a regular basis. Suggested changes included using the employee's Colleague ID number verses their Social Security number, the wording of "moderate to heavy" for the \$75 stipend, termination concerning penalty for fraud and other word corrections.

Action: Recommendations or revisions of the College Operating Procedure (COP) for Cellular Phone and Internet Stipends are to be directed to Pam Price. The revisions and updated COP will be presented at the next President's Cabinet meeting scheduled June 13, 2005.

Charles Reed

Charles Reed reported two employees' received an IP grade in a class for an employee scholarship. Employees who fail to successfully complete an employee scholarship class will not be able to enroll in additional courses until the course is completed. In the event that the course is not completed, the employee must reimburse the college for the course.

Action: Carrie Gayeske will revise College Operating Procedure (COP) for release time and employees scholarships stating that no additional scholarship funds will be allotted to an employee until an IP has been completed, which must be completed within the next term.

Mr. Reed provided an update of summer enrollment as of this date. Discussion included the possible implementation of a \$25.00 late registration fee.

Action: President Stuckly will present the possible implementation of a \$25.00 late registration fee at the next Executive Cabinet meeting.

Elton Stuckly

Information was distributed from the Texas Higher Education Coordinating Board (THECB) regarding the 2005 Star Awards to recognize excellence in achieving one or more of the goals of the higher education plan.

Dr. Darline Morris provided an update and sound clip site from the National Center for Education Statistics (NCES) for the proposed data collection of the Student Database to become part of the new Higher Education Act.

Information was distributed from the U.S. Department of Labor (DOL) regarding the Community-Based Job Training Imitative Grant Program.

President Stuckly distributed information on the System Leadership Training meetings scheduled May 23-25, 2005 on the Waco campus for the college President's, Vice President's and Chief Financial Officers.

Updated information was distributed from Rich Morris, System Associate Vice Chancellor for Human and Organization Development, concerning administration decisions concerning Succession Planning.

Information was distributed from System regarding TSTC Harlingen's raising \$300,000 in their scholarship challenge.

The 2006 Budget Timeline draft was distributed for review.

President Stuckly requested an ad hoc committee be established for campus room utilization after the new software package for scheduling is purchased.

Action: John Spradling will purchase the new software to help improve our room utilization.

President Stuckly visited with the Technical Trade School Foundation of Aransas County May 4-5, 2005 for a possible technical trade school to be established in the Aransas County.

President Stuckly met with Betty McCrohan, President of Wharton County Jr. College, on May 6, 2005 regarding additional training opportunities at the college.

Mr. Stuckly reported that a 40th Anniversary Celebration for our campus will be planned this summer and will not be incorporated in the Employees Award Day scheduled May 27, 2005.

President Stuckly reminded those interested in attending Edge 2005 on the TSTC Harlingen campus in August 2005 must complete their application by Friday, May 13, 2005.

The Executive Team prepared Waco campus input for the System Fiscal Year 2006 Hot Strategies for the videoconference scheduled this afternoon. These strategies included retention and development of staff; internal and external awareness of TSTC; perceived image, cost efficiency; expanding of training credits; expanding resource development; and student success.

The meeting adjourned at 11:30 a.m.