

**PRESIDENT'S CABINET
MINUTES
November 10, 2003
9:00 a.m.**

Present: Elton Stuckly, Pam Price, Carrie Gayeske, Sandra Wynn, Richard Wheet, Brian Seymour, and Kathy Podsednik.

Guests: Dr. Wayne Matthews, Director of Resource Development
Dr. Darline Morris, Director of Institutional Effectiveness
Eliska Beaty, Director of Marketing and Communications
Dale Norwood, Director of Network Services
Rob Wolaver, representing Charles Reed
Dennis Meyers, representing John Spradling
Jackie Adler, Director Financial Aid
Ron Parker, Horizons, Inc.

Absent: Charles Reed
John Spradling

Elton Stuckly

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

Brian Seymour

Brian Seymour opened discussion regarding campus transportation and the limited parking spaces on various days at particular areas of the campus. Areas of concern are the Provence Center and Chemistry Building, commonly on Tuesday's and Thursday's. The number of available handicap parking spaces was also addressed.

Action: Elton Stuckly will research parking concerns as presented by the Student Government Association in designated areas. Brian Seymour is currently serving on the Parking and Traffic Committee, who have been made aware of these concerns. Consensus agreed that due to budget constraints an affordable means of campus transportation is not possible at this time.

Brian Seymour reported that television antennas are being removed in Family Housing without notification to the residents. He expressed concerns for residents who cannot afford a cable provider, thus making use of the antennas, with cabling costs primarily provided by the resident. This now creates a limited number of accessible stations to the residents. Pam Price reported miscommunication of the start of this project; therefore,

prior notification failed to be extended to the residents. Ms. Price stated that the antennas were overdue in being removed, since Heartland Cable never removed their equipment once they ceased being a provider. She reported that the majority were being removed due to safety issues; although, self-installed cable costs could be presented to the business office for possible reimbursement of the now unusable cable wiring.

Mr. Seymour reported that on February 7-8, 2004 the Student Government Association (SGA) will host a regional officers meeting for approximately ten local colleges. The region includes McLennan Community College, Austin Community College, and Wharton Jr. College (including Sugar Land). The purpose of the meeting is to prepare for the State Student Government Convention to be held in March 2004.

Action: Brian Seymour will provide Elton Stuckly with a schedule of the Regional Student Government Officers meeting to be held on the campus February 7-8, 2004 to prepare for the State SGA Convention, so that he may address the group.

Richard Wheat

Richard Wheat distributed a 2004-2005 calendar proposed by the Faculty Senate Committee, which created 16-16-12-week semesters. Discussion of the calendar included effect on contact hour funding, faculty workload, possible implementation of min-semester, and the option to try the calendar since it will not be a base year for the college.

Action: Elton Stuckly will propose the Faculty Senate's 2004-2005 calendar at the Executive Cabinet meeting.

Dr. Wayne Matthews

Dr. Wayne Matthews provided an update of the Texas Workforce Commission with L-3 in Greenville.

Dale Norwood

Dale Norwood made a presentation on the Statewide Cloud Network that detailed network risks involved due to multiple vendors with limiting disaster recovery, in addition to, redundant paths and higher administrative efforts and costs. Mr. Norwood stated current requirements and proposed the reduction of costs to provide a more secure statewide security, connectivity, and growth. The proposed network will provide a 20% cost savings to the Waco campus, with a return on investment within eight months.

Action: Dale Norwood will work with Systems and the other campus NTS Directors to implement the proposed Statewide Cloud Network, which will reduce Waco costs by 20% within eight months.

Carrie Gayeske

Carrie Gayeske deferred the confidentiality of records recycling agenda item to the next meeting.

Pam Price

Pam Price presented the proposed *College Operating Procedure (COP) for Abandoned Property*, which has been approved by Ray Rushing, Legal Counsel. Ms. Price explained that the many times when the incorrect item is received or damaged, the vendor fails to provide a return goods authorization due to costs of freight involved. This new COP will provide a procedure by which to remove abandoned property on the campus.

Action: Pam Price presented *College Operating Procedure (COP) for Abandoned Property*. Richard Wheet made a motion to accept the new COP and Dennis Meyers made a second to the motion. The President's Cabinet approved the *College Operating Procedure (COP) for Abandoned Property*.

Pam Price distributed a handout to review and identify accounts and fund managers. The fund manager's are the imitators of purchasing requests for approval in Colleague.

Action: The accounts and fund managers update and changes are to be brought to the Executive Team meeting in two weeks on November 24, 2003.

Charles Reed

Ron Parker of Horizons Inc., along with Jackie Adler, Financial Aid Director, discussed TSTC's Waco's outstanding student loans and their process and techniques of collection. Horizons, Inc. is a pre-collection process, not a collection agency, which helps to assist students in developing a payment plan for loans. Mr. Parker provided a handout of the Historical Default Rate Trend Analysis/Cohort Default Rate Forecasting for Fiscal Year 2000 through Fiscal Year 2003. In addition, Mr. Parker reported percentages of the Cohort Default Rate Projections, Portfolio Statistics, Delinquency Enrollment Analysis, Contacts, and Quick Solution, their Student Receivables Management Company. Students receive loan balance statements and receive individual counseling for their loan. Horizons, Inc. has proven to be successful in their efforts and has assisted TSTC Waco in the recovery of outstanding student loans.

Charles Reed presented *College Operating Procedure (COP) 4.34 Student Meal Plan* for revision to the policy, including age requirement for first-time students and minimum of two terms to coincide with the housing requirements, and to include refund information. Charles Reed reported the student survey of the meal plan was favorable. Bryan

Seymour reported that the SGA is reviewing local colleges' handling of their meal plans. Pam Price reported on improvements planned for the cafeteria.

Action: Charles Reed presented revision to *College Operating Procedure (COP) 4.34 Student Meal Plan*. Dr. Wayne Matthews made a motion to accept the revisions as stated and Dennis Meyers made a second to the motion. The President's Cabinet approved revision of the *College Operating Procedure (COP) 4.34 Student Meal Plan*.

Charles Reed presented revision to *College Operating Procedure (COP) 4.1 Student Housing* to include first-time students twenty-one (21) years of age and younger are required to reside in campus housing for a minimum of two terms. Discussion concluded that the words "their first" two "consecutive" terms be included, and the title for approval to be "President" not "Interim President."

Action: Charles Reed presented revisions to *College Operating Procedure (COP) 4.1 Student Housing*. Dr. Wayne Matthews made a motion to accept the revisions as stated and Dennis Meyers made a second to the motion. The President's Cabinet approved revision to *College Operating Procedure (COP) 4.1 Student Housing*.

Charles Reed discussed the Physics Circus requesting room reservations on the campus for May 8-21, 2004, which would include areas of the Student Services Center Assembly Room, along with Rooms #102/103, and the IDEAS Center.

Action: Consensus agreed to fulfill the requests for room reservations for the Physics Circus to be held May 8-21, 2004 utilizing the Student Services Center and the IDEAS Center.

Elton Stuckly

Elton Stuckly distributed a handout of the Texas Higher Education Coordinating Board (THECB) for the "Proposed Amendments to Coordinating Board Rules for Public Comment and Notification of Approved Amendments," with comments to be received by December 3, 2003, which included the exemption for dual credit students.

Action: John Spradling will review for comment the "Proposed Amendments to Coordinating Board Rules for Public Comment and Notification of Approved Amendments" by the December 3, 2003 deadline.

Mr. Stuckly distributed a handout from The Texas B-On-Time Loan Program created by the 78th Texas Legislature to provide relief to students who qualified for a TEXAS Grant, but were not able to receive it due of limited funding.

Action: Rob Wolaver will meet with Jackie Adler regarding the electronic submission of financial aid assistance for students who qualified for a TEXAS Grant but did not receive it due to limited funding. In addition, Mr. Wolaver will provide this information to Eliska Beaty for publication in Tech Times.

Elton Stuckly provided a handout regarding the State of Texas Travel Contract. Ms. Price did not receive this information, although the college is currently under the state travel contract.

Mr. Stuckly distributed a system-wide notice that effective Fall 2003, the Texas Success Initiative will replace TASP and passing TASP is no longer required to receive a degree or certificate from Texas institutions of higher education, in compliance with *Senate Bill 286* of the 78th Legislature. TSTC will implement this change in the Texas Education Code, beginning with students who apply for graduation for Fall 2003.

Action: Eliska Beaty will publish the Fall 2003 Texas Success Initiative to replace TASP in the Tech Times, and Rob Wolaver will update this information for recruitment; along with student letters and is noted on registration statements.

Information regarding the Heart of Texas Council of Governments “Hazard Mitigation Regional Planning Meeting” was distributed for discussion.

STARLINK, produced in collaboration with The Community and Technical College Division of the Texas Higher Education Coordinating Board, will be Tuesday, November 11, 2003.

Elton Stuckly reported on his meeting of November 7, 2003 at the Matagorda County Navigation District with William W. Turner, Director of the Port of Palacios, and Chuck Abshier, of the Ft. Bend Technical Center, regarding future plans to get an improved lab and offer more Continuing Education classes.

Mr. Stuckly distributed a handout of the Texas Association of Community Colleges (TACC) regarding the “RFP for Grants to Develop Distance Learning Degree and Certificate Programs.” The deadline for notices of intent to submit proposals is January 15, 2004 and the proposals are to be received by TACC by March 1, 2004.

Action: Dr. Wayne Matthews and Dennis Meyers will meet to discuss plans for the Texas Association of Community Colleges (TACC) deadlines for proposals of “RFP for Grants to Develop Distance Learning Degree and Certificate Programs.”

Mr. Stuckly distributed the Lab Salary Report to be completed by Carrie Gayeske, along with Pam Price, and will provide the President’s Office with a copy of the report.

Mr. Stuckly issued a reminder than beginning Monday, November 24, 2003, all Executive Team meetings and President's Cabinet meetings will begin at 8:30 a.m. instead of 9:00 a.m. Following each meeting, various individuals will be requested to remain to follow-up on new goals and initiatives for the college.

Mr. Stuckly reported that the next Executive Team meeting scheduled Monday, November 17, 2003 is to be conducted by Charles Reed, who will also be in charge during his absence to attend a conference November 17-20, 2003.

The meeting adjourned at 11:20 a.m.