

**PRESIDENT'S CABINET
MINUTES
Monday, November 13, 2006
8:00 a.m.**

Present: Elton Stuckly, Charles Reed, Pam Price, Alexis Neumann, Fred Khozein, Carrie Gayeske, Rob Wolaver, Carliss Hyde, Dr. Darline Morris, Richard Wheet, Jake Beaver and Kathy Podsednik.

Absent: Monica King

Elton Stuckly

Elton Stuckly called the meeting to order at 8:00 a.m.

Pam Price

Pam Price provided an update of the Texas Air Fiesta held at the TSTC Waco Airport on November 11, 2006 from 10:00 a.m. to 4:00 p.m. The event proved to be successful, was well attended and provided increased publicity for TSTC Waco.

Alexis Neumann

Alexis Neumann reported that Marketing and Communications have published the short course offerings for TSTC Waco on the website. Jan Osburn, Director of Marketing and Communications, will meet with each department offering short course programs for advertising information, with a push for the new short and flex courses via the media, Internet and at the Richland Mall.

Action: TSTC Waco's short course offerings are updated on the website and will be widely marketed.

TSTC Waco is now linked in a new website, Goodsearch.com, with the college receiving a penny every time the search engine connects to the TSTC Waco website. The automatic payment from this website goes directly to TSTC Waco and will be used to fund student and employee scholarships.

Action: TSTC Waco is linked to a new website, Goodsearch.com with the college receiving a penny every time the search engine connects to our website. The automatic funds will come directly to the college and will be used to fund student and employee scholarships. Sophia Strother-Mullen, Director of Development, is the contact for the project.

The TSTC Waco Alumni Association is planning a “TSTC Waco Spring Fling” alumni weekend in Waco, Texas on March 30 and 31, 2007. Sophia Strother-Mullen, Director of Development, is coordinating the event and the contact for information. The event will be held in conjunction with College Preview. The event includes a tour of the Texas Sports Hall of Fame, dinner and entertainment; Seniors and Alumni breakfast; Alumni Plaza dedication and presentation; Alumni meeting; campus tours; TSTC Game Show; and an Alumni verses Students basketball game.

Action: The TSTC Waco Alumni Association is planning a “TSTC Waco Spring Fling” alumni weekend in Waco, Texas on March 30 and 31, 2007.

Various offices on the campus are researching ways to encourage departments to use the document imaging equipment. Ideas and suggestions should be forwarded to Alexis Neumann.

Alexis Neumann issued a reminder that all departments should schedule presentation dates with Institutional Effectiveness Research and Planning for actual outcomes of Unit Action Plans (UAP) for 2005/2006.

Action: All Unit Action Plan (UAP) presentations of actual outcomes for 2005/2006 should be scheduled with Institutional Effectiveness Research and Planning and completed by mid-December. Questions concerning the UAP’s should be directed to Dr. Darline Morris.

Richard Wheet

Richard Wheet reported that the faculty should have training on the WebCT Vista for grade posting, course syllabus, etc. including courses in Distance Learning (DL) and Continuing Education (CE).

Action: Richard Wheet will make arrangements for faculty training of WebCT Vista with Dr. Terry Conroy, Director of Educational Technology.

The faculty expressed concerns of the limited time to administer the student survey for Institutional Effectiveness Research and Planning, suggesting at least a two-week window the next time they are to be administered.

Action: Institutional Effectiveness Research and Planning accepted the faculty recommendation to allow a two-week time period to complete student surveys and will implement it during the next cycle.

Richard Wheet requested an update and clarification of the lower cost of dependent tuition waiver. President Stuckly reported that the details of this program will be forthcoming and will be in place for the 2007 Spring semester. Discussion included the length of time an employee must be employed prior to claiming dependent tuition and the age limit of a dependent as defined by current insurance standards of the maximum age of 25 years.

Interested employees' dependents are encouraged to register early. Questions relating to registration should be directed to Dawn Khoury, Director of Admissions and Records.

Charles Reed

Charles Reed reported on the Executive Team core group's campus visit and tour of Navarro College in Corsicana, Texas on November 7, 2006. The group was impressed with their campus facilities, the Pearce Civil War Museum and the Southwestern Art Collection and the large donations the college has received.

Elton Stuckly

TSTC Waco received no recommendations on the draft review of the Virtual College of Texas (VCT) from the Southern Association of Colleges and Schools (SACS). The TSTC Harlingen and Marshall campuses each received one recommendation.

Action: TSTC Waco received no recommendations on the draft review of the Virtual College of Texas (VCT) from the Southern Association of Colleges and Schools (SACS). Alexis Neumann will assure the information is included in the next Board of Regents meeting update for the college.

The Texas Higher Education Coordinating Board (THECB) forwarded information from the regular session of the 79th Texas Legislature on Senate Bill (SB 30) regarding the Timely Graduation Pilot Project to award incentives to students who contract to graduate in a timely manner.

Action: Charles Reed will respond to the Texas Higher Education Coordinating Board (THECB) December 15, 2006 deadline to confirm that TSTC Waco plans to participate in the Timely Graduation Pilot Project to award incentives to students who contract to graduate in a timely manner.

The Texas Department of Health Services issued a Flu Pandemic notification from the Center for Disease Control and Prevention that requests available antiviral medications for stockpile use must be received by December 15, 2006.

Action: Charles Reed, Rhett Rhedell, Director of Safety, and Carol Cowart, Director of Student Health Services, will coordinate and handle the Texas Department of Health Services Flu Pandemic antiviral medications request for stockpile by the December 15, 2006 request deadline.

The Texas Higher Education Coordinating Board (THECB) released information on House Bill (HB 400), which passed the 77th Texas Legislature that requires school districts with high schools among the states' lowest 10 percent college-going rates to enter into public institutions of higher education partnership agreements. The THECB provided a list of the identified schools and the nearest public institutions of higher education.

Action: Alexis Neumann will review the potential partnership agreements from the identified school districts with the states' lowest 10

percent college-going rates entering into public institutions of higher education provided by the Texas Higher Education Coordinating Board (THECB) in compliance with House Bill (HB 400) from the 77th Texas Legislature.

Brookhaven College, of the Dallas County Community College District, sent a letter to congratulate the late Mike Denn, former Director of the Computer Graphics Cluster, for completing the Perkins State Leadership curriculum development project (Computer Forensics) this past year. The Steering Committee of the Texas State Leadership Consortium for Curriculum Development (now referred to as the Texas Leadership Advisory Council) wishes the college future success with the project.

Action: Charles Reed and Fred Khozein will disseminate the congratulatory letter of congratulations from Brookhaven College, of the Dallas County Community College District, for Mike Denn, former Director of the Computer Graphics Cluster, for completing the Perkins State Leadership curriculum development project (Computer Forensics).

Mr. Stuckly stated that the shortened meeting for the President's Cabinet meeting today, November 13, 2006, was arranged so that he and Richard Wheet, Faculty Senate President, can meet with TSTC System Chancellor, Dr. Bill Segura, on various college and faculty issues.

President Stuckly will schedule a series of 'Brown Bag Lunches' throughout the next few months as a communication tool to meet with Faculty and Staff on the campus.

Action: Alexis Neumann and Kathy Podsednik will establish a schedule for President Stuckly's series of 'Brown Bag Lunches' throughout the next few months as a communication tool to meet with the Faculty and Staff on campus. The first session will begin on December 15, 2006. Future dates will be provided in the *Online*.

Mr. Stuckly provided an update from the 2006 Celebration Ball for the Richmond/Rosenberg Chamber of Commerce held on November 11, 2006 in Rosenberg, Texas. The event provided an opportunity to meet with local officials and economic boards to discuss future partnerships.

President Stuckly discussed a press release of the joint venture of TSTC System and the Texas Faculty Association (TFA) for a state-of-the-art dispute resolution system for the TSTC campuses. The TFA will assist in the mediation of disputes between faculty and administration. This release can be viewed on the TSTC website in the "In the News" section and was released in the college's media markets.

Action: TSTC System and the Texas Faculty Association (TFA) have entered into a state-of-the-art dispute resolution system for the TSTC campuses.

The meeting adjourned at 9:00 a.m.