

**PRESIDENT'S CABINET  
MINUTES  
October 13, 2003  
9:00 a.m.**

**Present:** Elton Stuckly, Charles Reed, Pam Price, John Spradling, Carrie Gayeske, Brian Seymour, Sandra Wynn, Richard Wheet, and Kathy Podsednik.

**Guests:** Dr. Wayne Matthews, Director of Resource Development  
Ted Donovan, representing Dr. Darline Morris  
Jake Beaver, representing Dale Norwood  
Eliska Beaty, Director of Marketing and Communications  
Meredith Pearson, Student Government Association Secretary  
Mike Young, Student Government Association Vice President

**Absent:** Dr. Darline Morris  
Dale Norwood

**Elton Stuckly**

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

**Brian Seymour**

Brian Seymour and Meredith Pearson, Student Government Association Secretary, discussed current ACT I restricted parking spaces.

**Action: The Parking and Traffic Committee will address restricted parking spaces at the ACT I facility.**

The Student Government Association requested that signs be posted around the Deaf and Disabled Student Services office to inform drivers of impaired students using the traffic crossings.

**Action: The Physical Plant will be informed to erect adequate signage around Deaf and Disabled Student Services informing drivers of impaired students using the traffic crossings.**

Brian Seymour reported that the Student Government Association (SGA) has issued a recommendation that no other clubs can be petitioned for student line-item funds. Currently the only national club accepted for petitioned funds is Phi Theta Kappa Honor Society.

**Action: The Executive Team affirmed that no other campus clubs will be permitted to petition the Student Government Association for funds.**

Brian Seymour introduced Mike Young who has replace Toni Thompson as the Student Government Vice President.

Mr. Seymour reported that a walk to benefit the American Diabetes Association is scheduled Saturday, October 18, 2003 at Indian Spring Park in Waco. Robin Mack, Financial Aid Technician, will provide a campus-wide message concerning the walk to raise funds to fight diabetes.

Charles Reed informed the Student Government Association that he has provided information to Iris Cunningham, Student Activities Supervisor, regarding the adoption of community service projects. In addition, Mr. Reed has shared the information with Phi Theta Kappa. The service learning projects are eligible for grants, with a deadline of December 13, 2003.

### **Richard Wheat**

Richard Wheat provided a handout of a resolution, proposed by the Faculty Senate and developed by the Personnel Committee, regarding the non-renewal of contract for faculty. John Spradling reported that the resolution was discussed and tabled at the last Vice President's meeting, and is to be reviewed again in November. Elton Stuckly stated that the Executive Cabinet has discussed the resolution. The current College Operating Procedure's (COP) and System Operating Standard's (SOS) currently cover the non-renewal of contract for faculty.

Mr. Wheat questioned the current status of the FY 2005 school calendar. It was reported that the calendar has not been resolved as of this date, although, the latest proposed version was considered the best of all the other calendars that were being considered.

**Action: John Spradling will provide Richard Wheat with the latest proposed version of the Fiscal Year 2005 school calendar that has not be completed or approved as of this date.**

### **Carrie Gayeske**

Carrie Gayeske reported that employees are to discuss their non-attendance of Professional Development Day scheduled October 17, 2003, with their immediate supervisor for consideration of reasons or current workload.

### **John Spradling**

John Spradling distributed a handout of *College Operating Procedure (COP) 1.53 Computer Standards*. Mr. Spradling reported that the Dale Norwood and the Executive Team have approved the current revisions.

**Action:** **Richard Wheet made a motion to accept the revision of *College Operating Procedure (COP) 1.53 Computer Standards*. John Spradling made a second to the motion. The revision change of *College Operating Procedure (COP) 1.53 Computer Standards* was unanimously accepted.**

### **Pam Price**

Pam Price provided a revision of *College Operating Procedure (COP) 3.19 Official Travel of Employees and Advance Travel Payments*, which follows the System Operating Standard (SOS). Revisions include updated state information, including the current state issued credit card from Bank One.

**Action:** **John Spradling made a motion to accept the revision of *College Operating Procedure (COP) 3.19 Official Travel of Employees and Advance Travel Payments*. Dr. Wayne Matthews made a second to the motion. The revision change of *College Operating Procedure (COP) ) 3.19 Official Travel of Employees and Advance Travel Payments* was unanimously accepted.**

Pam Price distributed the revision of *College Operating Procedure (COP) 3.28 State-Issued Credit Cards*. Ms. Price noted that the revision updates information concerning the current state-issued Bank One credit card. The state-issued credit cards are not for personal use, balances must be paid on time, and the cardholder must complete a signed card use agreement form.

**Action:** **John Spradling made a motion to accept the revision of *College Operating Procedure (COP) 3.28 State-Issued Credit Cards*. Dr. Wayne Matthews made a second to the motion. The revision change of *College Operating Procedure (COP) 3.28 State-Issued Credit Cards* was unanimously accepted.**

Pam Price distributed a handout of revised *College Operating Procedure (COP) 6.1 Residential Housing*. The revision changes the title and wording throughout the COP from “residential” to “family.” Discussion of the revision included transfer fees, applicant’s security deposit, available units on a “first come, first serve” basis for qualified applicants, and rights of rental refusals.

**Action:** **John Spradling made a motion to accept the revision of *College Operating Procedure (COP) 6.1 Family Housing*. Dr. Wayne Matthews made a second to the motion. The revision change of**

***College Operating Procedure (COP) 6.1 Residential Housing was unanimously accepted.***

Travel expenses will be deferred to the next executive Team meeting.

Pam Price noted that she is currently working on proper disposal of surplus property according to state procedure, including unresolved vendor Return Material Authorizations (RMA). Jake Beaver noted that the computers to be disposed of by state procedure are outdated and un-repairable.

**Charles Reed**

Charles Reed reported that Ron Parker, with Horizons, Inc., will be visiting the Waco campus in November regarding student loans.

The current parking decals will be revised for a smaller, more identifiable number and include the school logo.

**Action: John Spradling will address the parking decal revision with Commercial Art and Advertising to allow the students an opportunity to develop the design.**

**Elton Stuckly**

Elton Stuckly distributed publicity and recruitment flyers of the Ft. Bend Technical Center from Wharton County Junior College. Current marketing efforts are working to increase enrollment.

Information was distributed regarding the Ninth Annual Training Expo hosted by the Governor's Center for Management Development scheduled October 30 in Austin, Texas. No plans will be made to attend the expo.

The annual debt report for Fiscal Year 2003 is due to the Attorney General's office on or before November 30, 2003.

**Action: Pam Price reported that Systems will file the Attorney General's Annual Debt Report for Fiscal Year 2003.**

Camp TSTC 2004 is scheduled Sunday through Tuesday, August 8-10, 2004 in Waco, Texas. Eliska Beaty is working on housing arrangements for the camp attendees.

Mr. Stuckly reported that current visits from the President's landing at TSTC are welcomed, although, additional costs for requests continue to add to unresolved costs associated with the college for our facilities since February 2001, which include housing

requests and security. Due to local budget constraints of the college it was determined that we not at the liberty to incur continued financial additional requirements.

Elton Stuckly reported that both Laser Technologies and Biomedical Equipment have been successful in placing students using video teleconferencing for student employment interviews.

Information on STARLINK's teleconference titled "Putting It All Together: Creative Ideas for Using Technology in the Classroom" is scheduled October 16, 2003.

**Action: John Spradling will distribute STARLINK's teleconference information at the Department Chair meeting.**

Mr. Stuckly reported that several interested aviation related businesses have contacted the Greater Waco Chamber of Commerce regarding lease property at the TSTC Airport.

**Action: Pam Price will meet with the Greater Waco Chamber of Commerce members Sara Hunter, Mike Barnes, and Pat Nottoway to discuss aviation related businesses In addition, Jeanna Maughan will pull the current lease agreement with Baylor University for review.**

The request to post an outside cafeteria menu to be reviewed before entering the cafeteria was discussed.

**Action: Pam Price will present the request to HDS, the cafeteria management, for an outside posting of the cafeteria menu.**

Elton Stuckly reported an update of issues covered in the Executive Cabinet meeting held October 7, 2003. Mr. Stuckly reported that the \$10.00 per credit hour increase is placed on hold until the 2004 fall semester and there will be no increase in fees.

The meeting adjourned at 10:25 a.m.