

**PRESIDENT'S CABINET  
MINUTES  
Monday, October 10, 2005  
9:00 a.m.**

**Present:** Elton Stuckly, John Spradling, Carrie Gayeske, Dale Norwood, Rob Wolaver, Richard Wheat, Jake Beaver, Monica King, Eliska Flores, Alexis Neumann and Kathy Podsednik.

**Guests:** Sandy Pulliam, representing Charles Reed  
Aaron York, representing Pam Price  
Heath Grimes, representing Dr. Darline Morris  
Don Sharp, Computer Maintenance Technology and SkillsUSA  
Greta Bane Hecker, Professional Development Officer

**Absent:** Charles Reed  
Pam Price  
Dr. Darline Morris

**Elton Stuckly**

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

**Rob Wolaver**

Rob Wolaver suggested a motor pool of available state vehicles be established at a central location to facilitate the ease of scheduling. Discussion included the possibility of purchasing cars for daily use instead of the 15 passenger vans.

**Action:** Aaron York will discuss the state vehicle status with David Goodman, Physical Plant Director, for Pam Price to provide an updated list of possible vans that could be replaced by cars at an upcoming Executive Team meeting.

Rob Wolaver presented revisions to *College Operating Procedure (COP) 3.29 Approval Process for Contracts* to include Attachment E, the TSTC Waco Consulting Services Agreement.

**Action:** Revision to *College Operating Procedure (COP) 3.29 Approval Process for Contracts* was presented. John Spradling made a motion to approve *COP 3.29* and Richard Wheat made a second to the motion. *COP 3.29 Approval Process for Contracts* was unanimously approved.

## **Monica King**

Monica King reported on upcoming Student Government Association (SGA) leadership meetings at McLennan Community College scheduled October 14-15, 2005. The meetings are scheduled to prepare for the November 4-5, 2005 state conference with other students governments to be held in Clear Lake, Texas. Ms. King detailed plans for the SGA Student Halloween Party, which includes the children on campus and a costume contest. The event is scheduled on October 31, 2005 in the Student Recreational Center.

## **Dale Norwood**

Dale Norwood reported that the power and air conditioning outage this morning at System Operations has been resolved, with all systems up and running.

## **Richard Wheat**

Richard Wheat stated that the Faculty schedule document has been updated to reflect the 16-week basis term length to correspond with the *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*.

Mr. Wheat requested an update of the *System Operating Standard (SOS) 2.7 Grievance Plan* that System was to develop for Human Resources.

**Action:** Carrie Gayeske will check with Rich Morris, TSTC System Human and Organization Development Director, regarding the updating of the *System Operating Standard (SOS) 2.7 Grievance Plan*.

## **Carrie Gayeske (Guest: Greta Bane Hecker)**

Carrie Gayeske provided an update of plans for Professional Development Day scheduled October 14, 2005. The Executive Team will serve cake and punch at approximately 3:30 p.m. at the Student Recreation Center, after the afternoon sessions are completed.

Greta Bane Hecker, Professional Development Officer, distributed a Professional Development Plan for the TSTC Waco campus. The plan includes the tracking and documenting of all professional development activities and training, both on and off campus, with the award of Continuing Education Units (CEU) as applicable beginning with Fiscal Year 2006. Ms. Hecker discussed the development and use of the GroupWise Calendar for all on-campus training, the Professional Development website and the Continuing Education (CE) Course Input Request.

**Action:** Greta Bane Hecker, Professional Development Officer, has developed a Professional Development Plan for the TSTC Waco campus for the tracking and documenting of all professional development activities and training, both on and off campus, with the award of Continuing Education Units (CEU) as applicable beginning with Fiscal Year 2006.

**Pam Price (represented by Aaron York)**

Revision to *College Operating Procedure (COP) 3.28 State Issued Credit Cards* was presented for approval to change the current name of the state-issued credit card.

**Action:** **Revision to *College Operating Procedure (COP) 3.28 State Issued Credit Cards* was presented for approval. John Spradling made a motion to approve *COP 3.28* and Richard Wheet made a second to the motion. Revision to *COP 32.8 State Issued Credit Cards* was unanimously approved.**

**Charles Reed (represented by Sandy Pulliam; Guest: Don Sharp)**

Don Sharp, SkillsUSA Coordinator, presented a proposed plan to establish a standing committee to coordinate the planning and conducting of events for the SkillsUSA yearly competitions.

**Action:** **Don Sharp, Computer Maintenance Technology (CMT) Instructor, will serve as Project Coordinator of SkillsUSA and establish a standing committee to coordinate and conduct the events for the yearly competitions. Harry Senn, Associate Professor Diesel Equipment Technology (DET), will assist and coordinate post-secondary competition. Charles Reed will handle Security and Parking. Eliska Flores will coordinate Recruiting and Marketing.**

The coordination of requests for assistance or fundraisers through campus wide notifications that pertain to employees encountering personal and/or catastrophic events was discussed.

**Action:** **Employees personal and/or catastrophic requests for assistance or fundraisers are to be directed to Human Resources for the coordination of campus wide solicitations.**

**Elton Stuckly**

President Stuckly discussed the request from the Texas Higher Education Coordinating Board (THECB) regarding expenses incurred for Hurricane Katrina. The response will be handled by System.

TSTC Waco was informed of additional National Council for Marketing and Public Relations (NCMPR) District 4 Medallion Award Winners, which included Jan Osburn and Mark Burdine.

President Stuckly reported that it is imperative to submit Minute Orders for the Board of Regents meetings by the deadline date set by System for all the campuses.

President Stuckly distributed the Waco Tribune-Herald newspaper article of October 4, 2005, featuring comments by TSTC Waco Environmental Health and Safety Technology Instructor, Linda Morris concerning occupational asthma.

The Human and Organization Development (HOD) Interviews by Vicki Willis, Willis Consulting, were distributed for the confirmation of times scheduled by System.

The meeting adjourned at 10:15 a.m.