

**PRESIDENT'S CABINET
MINUTES
Monday, October 9, 2006
8:30 a.m.**

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

Guest: Willow Hibbard, Public Relations, Student Government Association

Absent: Elton Stuckly

Charles Reed (representing Elton Stuckly)

Charles Reed called the meeting to order at 8:30 a.m.

Monica King (Guest: Willow Hibbard)

Willow Hibbard provided information from the Student Government Association requesting that the college consider co-curricular transcripts for the documentation of the student's extracurricular activities or experience outside the classroom and leadership skills. The proposed co-curricular transcript would be separate although similar to the academic transcript and would require proper validations, checks and balances. Various activities could be included, such as the Student Government Association, club involvement, committees, councils, etc. to provide students with additional documentation when applying for internships, scholarships or jobs.

Action: Charles Reed and Student Government representatives will meet to research and develop an example of a co-curricular transcript for proposed approval by the college. The issue will be addressed in a future President's Cabinet meeting.

Monica King provided details of the various events both completed and upcoming for the Student Government Association (SGA). SGA student events include the Texas Beach Clean-up, Halloween activities, Relay for Life, club activities at the Waco Wranglers games on campus and raising scholarship funds in memory of deceased instructor Michael Denn.

Mr. Reed requested volunteers for the next Student Appreciation Day, although noted that all faculty and staff should wait until all students have been served to assure there is ample food for the time designated to serve the students. Faculty and staff are welcome to eat after all the students have been served.

Rob Wolaver

Rob Wolaver clarified that the Continuing Education (CE) \$1.00 per contact hour (\$20.00 maximum) funds will remain in the CE account to offset staff support costs, and will not be designated to the department or technology administering the course.

Carrie Gayeske

Carrie Gayeske distributed Faculty Ethnic and Gender Analysis; Staff Ethnic and Gender Analysis; and Employee Ethnic and Gender Analysis reports as of September 30, 2006. Ms. Gayeske also distributed comparison reports of the same analysis dated September 30, 2003. All areas require increased diversification. Discussion included the current advertising sites for vacant job listings and competitive salaries for comparative jobs on the market. Ms. Gayeske issued a reminder of the diversity required by state guidelines in determining the most qualified applicant when selecting individuals for vacant jobs on the campus and of the need for diversity in student population.

Alexis Neumann

Alexis Neumann reported that the college has experienced a definite increase in their long distance service costs. Ms. Neumann issued a cautious reminder to all campus areas concerning personal use of the state telephone service. She asked that all departments be alerted to possible abuse of state resources on a frequent basis.

The issue of a centralized placement office and services to be offered were discussed. Counseling and Testing employees and the various departments assist students as much as possible in the search for job placement. In addition, a proposed video could be produced to assist students with the job interview process. Additional information will be forthcoming as it is developed.

Charles Reed

Charles Reed reported that a RV (Recreational Vehicle) Clinic is being planned January 8-12, 2007 on the Waco campus. Mr. Reed requested that Fred Khozein and the RV program handle the details of the event.

Elton Stuckly (represented by Charles Reed)

Dr. Lynn Parks, Technical Cluster Director Academics, gained statewide recognition for TSTC Waco in an on-line article and Instructor, in the *Baptist Standard* dated September 29, 2006.

TSTC Publishing, known as the leading provider of technical instructional materials and related information to institutions of higher education and private industry, was featured in advertising for the 2006 Waco Cultural Arts Fest scheduled September 30th and October 1, 2006 at Heritage Square in Waco, Texas.

The September 2006 edition (Volume 8, Number 4) of *Fletcher Communications* recognized TSTC Waco for hosting the Disney Institute “The Disney Keys to Excellence” scheduled on February 1, 2007.

The meeting adjourned at 9:20 a.m.