

**PRESIDENT'S CABINET  
MINUTES  
Monday, September 12, 2005  
9:00 a.m.**

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

**Guests:** Sandra Wynn, past Staff Senate President  
Allendria Robertson, Student Government Association Treasurer

**Elton Stuckly**

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

**Monica King (Student Government Representative)**

Monica King reported that the Student Government Association's (SGA) first official meeting for the Fall Semester is scheduled Wednesday, September 14, 2005.

The Student Government Association requested that a representative of the organization be included in DORI Sessions and Student Orientation.

The request was made to either paint or replace the "STOP" sign, which is badly faded, by the intersection of the Student Services Center (SSC) and to evaluate the others on campus.

**Action: The Physical Plant will be contacted to replace the "STOP" sign at the Student Services Center intersection and evaluate the others on campus.**

The SGA inquired about additional positions for student workers on the campus. The response included detail of the available fund resources at this time to cover the limited number of available student worker positions, which are currently at their maximum.

Monica King asked if there was further progress on a possible shuttle or means of transportation on the campus. She reported that a couple of pregnant students have received campus assistance to get to their classes across campus in a timely manner. President Stuckly reported that, although the on-campus transportation issue has been reviewed periodically, at this time the cost and feasibility of this undertaking cannot be facilitated with the current budget. Charles Reed will attend the SGA meeting to discuss the issue.

The SGA asked for an update of a park possibly being built on the campus. President Stuckly reported that building a park built on the campus is included in the long-term goal for campus housing. There are no immediate plans for a park at this time.

### **Jake Beaver**

Jake Beaver reported that the Staff Senate has its first meeting on September 6, 2005. The Staff Senate recommended increasing the number of bicycle stands at the various campus buildings and offered assistance for this project. President Stuckly noted that the issue was included in the Facilities Committee plans.

**Action: David Goodman, Physical Plant Director, will be contacted about the costs and installation of additional bicycle racks for the various campus buildings. The Staff Senate offered assistance on this project.**

### **Richard Wheat**

Mr. Wheat discussed the plans for Professional Development Day and noted that the Faculty is open to opportunities for their professional development.

Richard Wheat provided an update of plans for next year's Central Texas Science and Engineering Fair to possibly be held again on the TSTC Waco Campus. A presentation is planned for the students at the event via teleconference from a Nobel Prize winner from Harvard. Mr. Wheat requested information on multimedia possibilities in the JBC Auditorium for hosting this event.

**Action: Richard Wheat will provide future updates of plans for the Central Texas Science and Engineering Fair to be possibly held on the TSTC Waco Campus. Dale Norwood will research multimedia possibilities in the JBC Auditorium to host a teleconference for the event.**

### **Rob Wolaver**

Rob Wolaver distributed revisions to *College Operating Procedure (COP) 3.29 Approval Process for Contracts*, which has been approved by the Executive Team. The COP includes "Attachment E" to cover grant consulting services.

**Action: Changes to *College Operating Procedure (COP) 3.29 Approval Process for Contracts*, which has been approved by the Executive Team, to include "Attachment E" to cover grant-consulting services, are to be directed to Rob Wolaver. *COP 3.29* will be presented for approval at the next President's Cabinet meeting.**

### **Carrie Gayeske**

Carrie Gayeske presented *College Operating Procedures (COP's) 1.41 Prohibiting Sexual Harassment; COP 2.2 Employment Procedure; COP 2.39 Employee Recruitment; COP 2.40 Equal Employment Opportunity*; and the new COP for Employee Performance Evaluations for approval. The COP's were presented at the previous President's Cabinet meeting and Ms. Gayeske did not receive any feedback.

**Action:** **Carrie Gayeske presented *College Operating Procedures (COP's) 1.41 Prohibiting Sexual Harassment; COP 2.2 Employment Procedure; COP 2.39 Employee Recruitment; COP 2.40 Equal Employment Opportunity* and the new COP for Employee Performance Evaluations for approval. Charles Reed made a motion for approval of the COP's and Dr. Darline Morris made a second to the motion. COP 1.41, COP 2.2, COP 2.39, COP 2.40 and the new COP for Employee Performance Evaluations were all unanimously approved.**

Employees will receive a TSTC Waco polo shirt on Professional Development Day, October 14, 2005, to commemorate TSTC's 40<sup>th</sup> Anniversary. Sample shirts will be available in Human Resources to determine sizes so that the order can be completed by September 21, 2005.

**Action:** **Polo shirts will be given to all employees on Professional Development Day, October 14, 2005, to commemorate TSTC's 40<sup>th</sup> Anniversary. All departments must submit employee shirt orders by September 21, 2005 to Human Resources, where sample shirts are available to determining size.**

### **Dr. Darline Morris**

Dr. Darline Morris reported that it is time to complete the Institutional Effectiveness Unit Action Plans (UAP), which can be completed online. UAP's Actual Outcomes are to be completed with administrator's comments and goals for 2005-2007 entered. President Stuckly will address UAP's on Professional Development Day.

**Action:** **Unit Action Plans (UAP) Actual Outcomes and administrator's comments are to be completed for 2003-2005. UAP's can be entered online for 2005-2007.**

Dr. Morris provided an update of the Texas Higher Education Coordinating Board's Marketable Skills Awards and Placement. Dr. Morris reported that marketable skills achievers are not considered degree completing students or certificate students, which means they should not have a significant impact on our outcomes.

Dr. Darline Morris distributed information from the Association for Institutional Research (AIR) regarding the 2005 Data and Decisions Workshop for Community Colleges scheduled December 8-10, 2005 in Phoenix, Arizona. The team-based workshop focuses on using data for strategic decision-making, strategic planning, performance indicators, and benchmarking and comparative analysis tools. The

workshop is sponsored by the Association for Institutional research (AIR), in cooperation with the American Association of Community Colleges (AACC) and the National Community College Council for Research and Planning (NCCCRP), with support from the National Center for Education Statistics (NCES).

**Action:** Charles Reed, John Spradling and Dr. Darline Morris will attend the Association for Institutional Research (AIR) 2005 Data and Decisions Workshop for Community Colleges on December 8-10, 2005 in Phoenix, Arizona.

### **John Spradling**

John Spradling presented a revision to *College Operating Procedure (COP) 7.10 Repeat Courses: Reporting & Calculation of Grades*. The COP revision is to Procedure E to detail that after a course has been failed, is defined as “a grade of “D” or “F” in a major course, or a grade of “F” in a support course.”

**Action:** John Spradling presented a revision to *College Operating Procedure (COP) 7.10 Repeat Courses: Reporting & Calculation of Grades*. Dr. Darline Morris made a motion for approval and Richard Wheet made a second to the motion. Revision to COP 7.10 was approved.

Mr. Spradling presented a revision to *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity* for approval. The revision would change Procedure I by striking that the part-time faculty will receive pay for only one office hour per term, no matter how many sections they teach.

**Action:** Mr. Spradling presented a revision to *College Operating Procedure (COP) 7.30 Teaching Faculty Productivity*. Richard Wheet made a motion for approval and Jake Beaver made a second to the motion. Revision to COP 7.30 was approved.

### **Charles Reed**

Charles Reed distributed an update of the Public Safety Report for Fiscal Year 2004, which includes all offense types occurring on the campus, those involving non-campus buildings or property and public property. Overall results were as expected, with all but one the offenses involving children in outside legal action. Public Safety Report results will be posted to the college’s website as required.

Mr. Reed represented the college during the interview process of the Rapoport Academy with the Committee on Planning of the State Board of Education (SBOE) on September 8, 2005 for the Request for Application (RGA) for a Generation 11 open-enrollment charter school on the TSTC Waco Campus. The Committee on Planning will schedule full board voting in the next month. Rapoport anticipates its presence on the campus by Fall 2006. Information will be forthcoming as it develops.

## **Elton Stuckly**

Elton Stuckly distributed a handout regarding a travel survey from the Texas Department of Transportation (TxDOT) in cooperation with the Waco Metropolitan Planning Organization (MPO) as part of a comprehensive project for 2005 and 2006. The survey will be conducted on one single day in Fall 2005. The survey will target employees, students and visitors at numerous data collection locations on the campus to obtain information on the amount of traffic flow and the characteristic of the traffic going to and from TSTC on a daily basis.

**Action: The President's Office will contact the Waco Metropolitan Planning Organization (MPO) to confirm our participation in the Texas Department of Transportation (TxDOT) one-day travel survey that will be conducted on the campus in Fall 2005. In the event that a meeting is to be scheduled with TxDOT, it will include Charles Reed, Pam Price, John Spradling, Dr. Darline Morris and Eliska Flores.**

Information was distributed from the State Auditor's Office for the Audit of Enrollment Reporting by Texas Public Community, State and Technical Colleges, which will be released to the public on September 13, 2005.

President Stuckly distributed a request from the Texas Higher Education Coordinating Board (THECB) Executive Director, Don Brown, regarding the College for All Texans Foundation: Closing the Gaps for assistance with at least three trailers to house mobile Go Centers. The mobile Go Centers are to encourage students to research and attend college. The mobile Go Centers are scheduled to be launched in mid-January and operate throughout the spring semester in the DFW Metroplex, Houston area, and San Antonio and Laredo areas.

**Action: The President's Office will schedule a meeting with Don Brown, Executive Director of the Texas Higher Education Coordinating Board, to discuss the colleges' assistance with the proposed mobile Go Centers, which assist students with the decision to attend college.**

President Stuckly distributed the Waco Independent School District's Aviation Technology - Aviation Maintenance Sequence and Pilot Sequence (Recommended High School Plan) for Freshman, Sophomore, Junior and Senior students. The program could benefit approximately 75 students in Aviation Technology.

President Stuckly noted that he would discuss late enrollments with Chancellor Segura, to request that all the campuses adhere to the directive for the final cut off date for late registrations for the Fall 2005 Semester.

Committee assignments established for 2005-2006 will be completed when input is received from the Faculty Senate, Staff Senate and Student Government Association.

Brenda Suggs, Director of Special Projects, will serve as the TSTC Waco Advisory Board member for the GEAR UP Grant from the U. S. Department of Education for Hill and Bosque Counties. The board will meet three times a year. The contact for the board is Sandra Nolan, Region 12 Department Director.

**Action: Brenda Suggs, Director of Special Projects, will serve as the TSTC Waco representative on the Advisory Board for the GEAR UP Grant from the U. S. Department of Education for Hill and Bosque Counties.**

President Stuckly reported interest for a possible partnership with North Harris Montgomery Community College District through CenterPoint Energy. Information will be forthcoming as it develops.

Information was distributed from the Texas Government Insider regarding the steep competition and proposals submitted to lure the George W. Bush Presidential Library to their areas, included was Waco's aggressive stance in the competition.

Information was distributed from Dave Thomas, Associate Professor of Social and Behavioral Sciences, and Professional Executive Coach, regarding the Continuing Education Course offering for "Executive Coaching, Leadership Skills and Assessment and Enhancement Seminar" being offered October 20- 21, 2005 on the campus.

President Stuckly distributed for review, the latest TSTC Waco Textbook Publishing *Best Practices* books. Cost effective measures for the publishing budget will be reviewed.

The Risk and Control Assessment Process Training by System is scheduled Monday, September 19, 2005 from 9:00 a.m. to 2:00 p.m. at the IDEAS Center. The session will cover only half of the training and an additional date will be scheduled to complete the training. The session will be preceded by a brief Executive Team meeting at 8:30 a.m. and will only include emergency agenda items.

President Stuckly provided an update from the Management Council meeting scheduled September 9, 2005. Points of interest included revisions to various System Operating Standards (SOS's), update of official state travel amounts for employees, changes to SOS's resulting from the Texas Commission on Human Rights (TCHR) Audit, and the Surplus Property Account and property disposal.

A local newspaper article was distributed which featured TSTC Waco Recreational Vehicle Maintenance Technology students assisting in preparing units purchased by the Federal Emergency Management Agency for Hurricane Katrina victims. The units are to be delivered to the Gulf Coast.

Information was distributed to request support for the TSTC Waco Hispanic Student Association Trojan Soccer Team, which will be playing Houston Baptist University on September 10, 2005. They will play intramural teams from Texas A & M University on Saturday, September 17, 2005 and North Harris College on Sunday, September 18, 2005.

The TSTC Waco Heart Throb Pageant, benefiting the American Heart Association and a student scholarship fund for a student directly affected by heart disease is scheduled for Tuesday, September 13, 2005 in the John B. Connally Auditorium.

The meeting adjourned at 10:45 a.m.