

To Giles Brown
Jeanie Hardin
Regina Organ

Gary Paikowski
Randy Truxal
Debbie Smarr

Carla Fanning
Shelle Cassell
Jeremy McMillen

EXECUTIVE COUNCIL MEETING

Board Room 100D

8:30 a.m., Wednesday March 25, 2015

Meeting

Present:

Dr. Jeremy McMillen
Mrs. Carla Fanning
Dean Steve Davis
Mr. Giles Brown
Mrs. Shelle Cassell
Mr. Randy Truxal
Dr. Dava Washburn
Mr. Gary Paikowski
Dr. Kim Williams
Dr. Tony Stanzo
Dr. Regina Organ

Absent:

Dr. Debbie Smarr

1. Director of E-Learning
 - a. Discussion about the position (ex. Director of E-Learning, Instructional Designer) and organizational structure.
 - b. Possible Future Online Course Addition: A complete module/portion that includes all of the proper 'connections' and referrals (FAQs)/ways to engage students
 - c. Brown, Paikowski approves replacing the Director of E-Learning job
2. Selection of name for Coffee Bar: Giles reported that there were 30-40 name submissions for the Coffee Bar (campus wide). EC has the responsibility to choose the name of the top three picks from Follett. EC chose one of the names to provide to Follett. Grand Opening will be on Tuesday, April 7, 2015 (1:00 pm).
3. Approval of Updated Business Continuation Plan
 - a. Giles provided an updated Business Continuation Plan (revisions include adding contact information, Impact of Critical Functions). There is now a contract with the Disaster Relief company on file. A

signature sheet was sent around to the members. Steve and Randy (moved/seconded) and unanimous

4. Welding Position
 - a. Organ presented that Greg Beckley has resigned and is requesting to open the welding faculty position. Upon a motion by Mr. Paikowski and a second by Mr. Truxal, the motion passed unanimously.
5. Testing Coordinator Position – Donna McKinney has submitted her letter of retirement. Upon a motion and second by Mr. Truxl and Mr. Paikowski, the motion passed unanimously to fill the vacant position.
6. UNT Career Fair: Organ reported that several individuals will attend the UNT-Denton Job Fair. Areas in need: Dr. Kim Williams will provide a list of needs/HR needed paperwork.
7. July 4th Holiday – Organ: July 4th is on Saturday for this year. July 2nd and July 9th are the options for the July 4th holiday. The manager of that area is in control of who takes off one of those days for an extended four day. Upon a motion by Dr. Organ and a second by Mr. Randy Truxal, the motion passed unanimously.
8. Location of ATM on Campus : Dr. Organ reported that GC had looked at the second floor of Student Life Center and Library. These two locations are open the longest hours for students. The original ATM was in the lobby of the Life Center (downstairs). Library is open more hours during the day than the Student Center. Foyer of Cafeteria A motion was made and seconded by Mr. Giles Brown and Mr. Gary Paikowski to place the ATM in the foyer of the cafeteria. The motion passed unanimously.
9. Dates for summer/fall registration: Dr. Organ reported that GC needs to set dates for registration (PR/marketing for summer/fall classes). Shelle has received the summer schedule. Fall schedule needs to be to Registrar's Office by Wednesday (April 1st). Starts dates for registration are as follows: Wednesday, April 1st for Summer Registration and Monday, April 6th for Fall Registration. Dr. Organ and Mr. Paikowski made and seconded the motion to approve these dates.
10. Food Pantry : Mary Linder will be meeting with Dr. Organ and Mr. Brown about room requirements (inspection) to see if GC is has the appropriate accommodations. Mr. Truxal will research what the SafeSERV requirements are and will report back to Dr.Organ, Mr. Brown, and Mary Linder.