

To: Giles Brown  
Regina Organ  
Dava Washburn

Gary Paikowski  
Randy Truxal  
Debbie Smarr

Mary Linder  
Jeremy McMillen

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**EXECUTIVE COUNCIL MEETING**  
**Board Room 100D**  
**2pm on January 15, 2016**

**Meeting Minutes**

*Present:*

Dr. Jeremy McMillen  
Mr. Giles Brown  
Mr. Gary Paikowski  
Dr. Regina Organ  
Dr. Dava Washburn  
Mr. Randy Truxal  
Dr. Chase Machen  
Dr. Debbie Smarr

Dr. Kim Williams  
Mr. Steve Davis  
Mrs. Joanna Barnes  
Mrs. Djuna Forrester  
Dr. Molly Harris- *Absent*  
Ms. Mary Linder  
Mr. Leon Deutsch

**1. SPRING MEETINGS AND MILESTONES CALENDAR**

Members discussed dates for various spring activities related to strategic planning, AtD coach visits, Fifth Year report milestones, survey administrations (CCSSE, Great Colleges to Work For, Climate Survey on Safety on Campus).

Dr. Debbie Smarr reminded chairs and task force members that course completion data reports are due next Friday, Jan. 22.

Giles Brown asked about the timeline for handgun committee to meet. Recommendations will need to be finalized in late fall 2016 for January 2017 board approval to allow content to be incorporated into appropriate publications (catalog, handbooks, etc.) in time for Aug. 1, 2017 implementation.

Dean Smarr would like to hold training sessions with program directors and chairs on how to write quality goals and objectives. Dean Leon Deutsch said that the training might be incorporated into the 2<sup>nd</sup> Friday of the month training sessions. (He noted that the first and third Fridays are set aside for deans, directors, and chairs to meet; second Fridays are for training sessions only – no set meetings; and the 4<sup>th</sup> Fridays are left open.

**2. SPOL**

Dr. Debbie Smarr shared brochures that provide an overview of the SPOL software and how the modules connect and overlap. The college has all five modules (planning, budget, assessment, accreditation, credentialing), but are only using parts. Dr. McMillen

recommended that we focus this year on writing better goals, objectives, and outcomes. After the SACSCOC Fifth Year report is finished, we can then focus on better processes.

### 3. ENROLLMENT PROJECTIONS

Dr. Debbie Smarr presented two sets of data for members to review in making enrollment projections related to budgeting. She shared the enrollment and contact hour trends and projections for the coming years. The goal is to use the data to help inform revenue projections for the coming budget preparation cycle. Dr. Regina Organ asked how to connect the enrollment data with the goal of completion. She mentioned that generating enrollment and contact hours may need to include new and creative non-curriculum programs, such as additional housing or athletic program. Dean Steve Davis noted that, in his work with program cost analysis, the largest impact was legislative funding; not tuition and fees income. Djuna Forrester said that Workforce Solutions will be updating the area's demand occupation list in the next few months and that DARS clients will only receive funding for students in those high demand occupation training programs.

### 4. VETERANS OUTREACH SPECIALIST POSITION

Dr. Organ requested approval to post this new grant-funded position for the Veterans office. Dr. Organ made the motion, seconded by Gary Paikowski, and members voted unanimously to approve the position as presented. She noted that interviews had been held and the grant director position would be filled soon.

### 5. TUITION AND FEES, continued

Dr. McMillen summarized the last EC discussion that suggested a \$4.00 per credit hour increase in the General Use Fee for Fall 2016. Members briefly discussed adding Viticulture/Enology to the differential tuition programs. Other programs should be considered as well. Dean Davis and Dean Machen will bring forward other programs for consideration at the next meeting. Dr. McMillen said the fall 2016 tuition and fees charges must be approved by the Board by the end of February in order to meet posting and financial aid calculation deadlines.

Dr. McMillen noted that the student billing software has limitations. To also reduce confusion, it might be wise to establish levels of tuition rather than individual program rates. As programs are added to the differential tuition list, they would be assigned a level. This would provide consistency in billing.

### 6. DUAL CREDIT WAIVERS

Grayson College currently waives approximately \$200,000 in tuition/fees for Dual Credit students. Some colleges are starting to refer to these waivers as scholarships. Giles Brown cautioned that scholarships are generally supported with non-institutional funds and part of the Student Services fee. He will check to see what auditing and reporting options there might be. Dr. McMillen said that the national proposal to allow Pell Grants to be used for Dual Credit courses may also change the way handle the waivers/scholarships.

#### 7. CWL DEPARTMENT ASSISTANT REPLACEMENT

Djuna Forrester requested approval to replace the CWL Department Assistant position that was recently filled and is now vacant. Upon a motion by Dr. Regina Organ, second by Randy Truxal, the motion to approve was unanimously passed.

#### 8. RETIREES WITH 30-PLUS YEARS

Dr. McMillen announced that he would like to start a new tradition of presenting a customized rocking chair (or comparable product) for employees who are retiring after 30 or more years of service to the College. Funding for the gift would be out of the retiring employees' departmental budget. Members agreed that this would be a nice idea.

#### 9. FIFTH YEAR REPORT ASSIGNMENTS

Dr. Dava Washburn and Dr. Debbie Smarr will be making assignments for writing various sections of the upcoming SACSCOC Fifth Year Report.

#### 10. ONLINE ATTENDANCE

Dean Chase Machen and Dean Leon Deutsch shared an outline on how to gauge student attendance in online classes. Accurately tracking attendance is important for financial aid recipients as well as student success efforts. Members reviewed and discussed the proposal and agreed that the list of activities was suitable and reasonable. Dr. Machen will share the list with Dean Davis and each will distribute the approved methods to their respective faculty.

#### 11. SOCIAL SCIENCES PROGRAM COST ANALYSIS

Dean Machen shared program cost analysis that he prepared on Social Science courses. The report covers a three-year period (2013-14, 2014-15, 2015-16 to date). He will share this and other program cost reports with the Board at an upcoming meeting. Dean Davis will send a summary of the programs he has recently finished to Dr. Molly Harris to include in the Board packet.

#### 12. ACCOUNTABILITY SYSTEM UPDATES DUE

Dr. Debbie Smarr said that accountability system updates were due today. Dr. Kim Williams shared information on the Vocational Nursing program that she would like to include in that update.