

To: Giles Brown
Dr. Regina Organ
Dr. Dava Washburn

Gary Paikowski
Randy Truxal
Dr. Debbie Smarr

Dr. Brad Weart
Dr. Jeremy McMillen

EXECUTIVE COUNCIL MEETING
Board Room 100D
9am January 19, 2017

Meeting Minutes

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

Dr. Debbie Smarr
Mrs. Joanna Barnes
Mr. Steve Davis
Mr. Leon Deutsch
Mrs. Djuna Forrester
Mrs. Amy Evans
Kellie Matherly for Dr. Brad Weart
Dr. Molly Harris

Guests: Penny Ticknor and Shirley Sims

Old Business:

None

New Business:

1. Penny Ticknor and Shirley Sims presented an overview of the revised travel procedures. There is a new travel form and receipts are no longer needed for meals. The per diem rate remains \$36/day. Once a PO number has been issued for travel, authorization has been granted for travel. Deans and Directors will only need to sign the form if the anticipated costs are less than the actual.
2. Giles Brown shared that TRS is now requiring us to report the number of hours worked per month for each employee. Time cards will need to be submitted for adjuncts; this will not affect pay.

Added Agenda Items:

1. The *corrected* Curriculum Committee Minutes from November 2016 are included as a part of the minutes. Dr. Regina Organ moved to accept the minutes with changes presented during the meeting. Upon a second by Randy Truxal, the motion carried.
2. Dr. Regina Organ provided an enrollment update sharing that 3,469 students had registered for the spring term. The enrollment goal for Spring 2016 is 4,550.
3. Djuna Forrester requested permission to fill the position of Literacy Faculty, a grant-funded position, after the job description is updated. Dr. Dava Washburn moved to accept the request. Upon a second by Randy Truxal, the motion carried.
4. Dr. Debbie Smarr requested permission to fill the position of Coordinator of Planning, Research and Accreditation (revised title: Research and Assessment Specialist). Randy Truxal moved to approve the request. Upon a second by Dr. Regina Organ, the motion carried.

Informational Items:

None

Interim Votes

1. Fill Position of Assistant Registrar. Approved January 2, 2017.