

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

Gary Paikowski  
Randy Truxal  
Dr. Debbie Smarr

Dr. Brad Weart  
Amy Evans  
Dr. Jeremy McMillen

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**EXECUTIVE COUNCIL MEETING**  
**Board Room 100D**  
**9am January 4, 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  
Dr. Brad Weart  
Dr. Molly Harris

**Old Business:**

None

**New Business:**

1. DISC Profile Discussion- Tabled
2. Academic Calendar- The 2017-2018 Academic Calendar was presented for approval. This has been presented previously, but Spring Break dates have been confirmed and the mention of a 4-day work week has been omitted. Pending further research with the ISDs to clarify start dates, Dr. Regina Organ moved to accept the 2017-2018. Upon a second by Gary Paikowski, the motion carried.
3. A 4-day work week has already been published. The typical published open hours for the campus will remain the same (7am-5pm Monday-Wednesday and 7am-4pm Thursday). All 40-hour employees will work 40 hours each week with 7am-6pm M-Thursday. Employees may be allowed to work different hours with written approval by the appropriate Vice President. For 2017, the 4-day week will begin June 5 and end July 28.
4. Staff Development Committee (SDC). Dr. McMillen visited with the Staff Advisory Group, and procedures have been updated. SDC will report to EC (with the idea that the HR director will sit on EC once that position is filled). The group will consist of 6 voting members representing all divisions of the campus. Dr. Organ moved to accept the procedures as presented. Upon a motion by Gary Paikowski, the motion carried.
5. Steve Davis provided the Perkin's Report outlining GC's progress on a number of measures. Overall, GC is doing well on all standards.
6. The Department of Teaching and Learning requested approval to apply for a Steelcase Grant, which requires no matching funds from GC. The grant does require a 2-year commitment. Steelcase would conduct a pre- and post-test based on both student and employee use. GC would also develop a research component. GC would be a location where those interested in the design could come view our space. Dr. Dava Washburn moved to grant the request, and Dr. Brad Weart provided the second. The motion carried.

7. A task force is needed to review the evaluation tools currently used for both staff and faculty. Vice Presidents, Janet Hoover and potentially Sherri Yeary (consultant) will make up the group who will review.

**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.