

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 March 30, 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  
Mr. Leon Deutsch  
Dr. Molly Harris  
Ms. Mary Linder

*Absent:*

Mrs. Joanna Barnes  
Mrs. Djuna Forrester

**Informational Items:**

1. Grant for Library Solar Panels, Roland Commons and Leon Deutsch- Roland Commons presented a list of FAQ's regarding grant, which is \$150,000. Grant submission due April 29. Writing for free-standing solar panels, not attached. Initial approval granted, which allows the writer to begin the research process.
2. Grant for Digital X-Ray Machine, Dr. Regina Organ- Initial approval granted, which allows the writer to begin the research process.
3. Technology - Remote Sign In Options, Gary Paikowski- There are two types of access off campus: desktop and VPN. Commercial product: Log Me In is suggested (200 people for \$500/year). VPN is a bit more complex but can be done. Move forward with Log Me In.
4. Personally Identifiable Information, Dr. Jeremy McMillen- We need to be aware of this in our areas and begin addressing issues.
5. Policy Update 31 (Legal) Review, Jeremy McMillen- Review areas of concern and be prepared to discuss with the Board.
6. Policy Update 31 (Local) Review, Dr. Jeremy McMillen- Review areas of concern and be prepared to discuss with the Board.
7. Grant Updates
  - a. Rand Grant
  - b. North Texas Wine Grape Cultivar and Rootstock Evaluation
  - c. NSF/ATE
  - d. Skills Development Funds
  - e. Parallel Pathways

- f. Adult Basic Education/AEL
- g. T-STEM
- h. SSS- has 150 students (required to serve 100/year); this is a great start to this program.
- i. Smith Foundation Grant
- j. Veterans
  - i. College for Heroes
  - ii. Veterans Center for Excellence

**Old Business:** None

**New Business:**

1. Payroll, Giles Brown- Dana Taylor has resigned effective April 15. An interim person will be hired to serve. Until Dana leaves, her focus will be on Zoho, active investigations, etc.
  - a. Conversion Update- GreenShades, the HR system will go live in April.
  - b. Pay Period Update- Will change to bi-weekly payroll in September. Working on implementation to make sure it is equitable for all involved. Need to inform the campus community of upcoming changes.
  - c. Federal government will likely raise the threshold for individuals eligible for overtime. Those who typically have not been eligible for overtime will now be available; this will need to be addressed in the budget.
  - d. As we look forward in the HR office, do we need to look at technical/transactional or strategic with a more knowledgeable employee? The overwhelming majority of people prefer both—the HR professional and the technical person to manage the paperwork are both necessary.
2. SPOL Training Update, Dr. Debbie Smarr- A list of planning unit managers who attending training on Friday, March 25 was presented to the group. She also presented the revised calendar for the budget planning process.
3. Limitation of and criteria for the addition of ORP vendors, Giles Brown- We have 13 vendors we do business with without having a vetting process to select them. He will bring back criteria at a future meeting.
4. Discussion of Website Calendar, Dr. Jeremy McMillen- We need to be more mindful of communicating what departments are doing by using the calendar on the homepage.

**Other items:**

1. Members approved the design for the new buss acquired in January.
2. We will know on Friday when registration for summer and fall will be available. We think summer will be available on April 11 with fall hopefully available the same day.
3. We continue to work towards the spring term grades being pulled automatically from Canvas.