

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 April 20, 2016**

**Meeting Minutes**

*Present:*

Dr. Jeremy McMillen  
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  
Mrs. Djuna Forrester  
Ms. Mary Linder

*Absent:*

Mr. Giles Brown  
Mr. Gary Paikowski  
Mrs. Joanna Barnes

**Departmental Presentations:**

1. Mike Dill, Science Department Chair
2. Carla Fanning, Social Sciences Department Chair
3. Dr. Brandy Fair, Fine Arts Department Chair
4. Dr. Kim Williams, Dean of South Campus
5. Mike McBrayer, Athletic Director (unable to attend due to game conflict)

**Informational Items:**

1. HR Conversion Update, Dr. Jeremy McMillen- Marilyn Power and Janet Hoover presented the Green Employee system. To roll out to all employees, three mandatory informational sessions will be held.
2. Personally Identifiable Information- Dr. Jeremy McMillen- We need to make sure all PPI is hidden.
3. Policy Update 31 (Legal) Review- Dr. Jeremy McMillen- This will go to the Board in April; we need to make sure our local policies align with the new legal ones.
4. Policy Update 31 (Local) Review- Dr. Jeremy McMillen- Will go to the Board in June.
5. Grant Updates
  - a. Rand Grant- May not be able to finish this project since it requires us to have access to high school grades; CAMS can't do it.
  - b. EMS Local Projects Grant (EMS/LPG)- We've received verbal confirmation that we've received \$15,000 of the \$18,000 requested.
  - c. North Texas Wine Grape Cultivar and Rootstock Evaluation

- d. NSF/ATE
- e. Skills Development Funds
- f. Parallel Pathways- ends in May; exceeding numbers required.
- g. Adult Basic Education/AEL
- h. T-STEM
- i. SSS
- j. Smith Foundation Grant
- k. Veterans
  - i. College for Heroes
  - ii. Veterans Center for Excellence
- l. Djuna Forrester has submitted two grants- Strengthening Families and Texas Fast Start III.

**Old Business:** None

**New Business:**

1. Proposed Learning Management Fee, Leon Deutsch- The fee would pay for proposed budget enhancements such as Quality Matters and Dropout Detective. Perkins funds may be able to fund about half of the Dropout Detective. Further research will be done to determine if it is better to cover the requests from the technology fee rather than instituting a new fee for students.
2. Online Course Observation Procedures and SACS Compliance, Leon Deutsch
3. Revised Investment Policy, Dr. Jeremy McMillen for Giles Brown- Upon a motion by Randy Truxal and a second by Dr. Regina Organ, the motion passed.
4. Solar Grant, Dr. Regina Organ- Roland Cummins presented the completed grant proposal. Addressing previously expressed concerns regarding mounting the solar panels to the roof, there is no need to do this. Grant will be written for \$150,000, which is the full amount available.
5. Standardized Patients for ADN, Joanna Barnes- Upon a motion by Dr. Regina Organ to accept the standardized patients as a practice. Randy Truxal seconded the motion and it passed.
6. Faculty Position Changes in ADN, Joanna Barnes- Dr. Regina Organ moved to approve the neutral changes plus one additional course release for the Coordinator. Upon a second by Randy Truxal, the motion passed.
7. Caterpillar Grant, Randy Truxal- Request to conduct research to apply for a \$20,000 grant to market the Advanced Manufacturing Technology program. Upon a motion by Dr. Dava Washburn and a second by Randy Truxal, the motion passed.

**Personnel:**

1. Request to fill/replace AND Instructor- Upon a motion by Joanna Barnes and a second by Dr. Regina Organ, the motion passed.