

To: Giles Brown
Regina Organ
Dava Washburn

Gary Paikowski
Randy Truxal
Debbie Smarr

Mary Linder
Amy Evans
Jeremy McMillen

EXECUTIVE COUNCIL MEETING

Board Room 100D

3pm May 17, 2016

Meeting Minutes

Present:

Dr. Jeremy McMillen
Mr. Giles Brown
Dr. Regina Organ
Mr. Gary Paikowski
Mr. Randy Truxal
Dr. Chase Machen
Dr. Debbie Smarr
Mr. Leon Deutsch
Mrs. Joanna Barnes

Mrs. Amy Evans
Dr. Molly Harris
Mr. Steve Davis
Dr. Kim Williams
Mrs. Djuna Forrester
Ms. Mary Linder

Absent:

Dr. Dava Washburn

Old Business:

None

New Business:

1. Consideration of Annex H of the Emergency Management Plan, Chief Andrew MacPherson- Suggestion: add websites to local services. SB1574 outlines the need for an Infection Control Officer. Joanna Barnes will be the Control Officer. Steve Davis will be the Assistant.
2. CWL Facility Usage, Djuna Forrester- Need a standard method for assessing fees. Will pull policy and see which agencies may be affected with a change.
3. Ride Share, Dr. Jeremy McMillen- Sign-up started strong but fewer students have signed-up over time. TAPS has requested we be a partner again. If the decision is made to be a partner, it would be under a different agreement. Membership is only about \$5000/year.
4. CLARA Nominations, Dr. Jeremy McMillen- Suggested nominees are: Logan Maxwell, Kellie Matherly, Kate Corder, Keri Harvey, Mary Linder, Daniel Nickeson
5. Nominations for Texas Higher Education Star Award, Dr. Jeremy McMillen- Nominations should be submitted to Dr. McMillen for consideration.
6. Constant Contact Usage, Amy Evans- Currently, Registrar, Financial Aid and Admission Offices use this program.

7. Consideration of approval of part-time position: Executive Assistant for Veterans Services- Upon a motion by Randy Truxal and a second by Mary Linder, the motion passed.
8. Consideration to hire a grant-funded Career Navigator position for AEL- Upon a motion by Randy Truxal and a second by Dr. Regina Organ, the motion passed.

Informational Items:

1. Policy Update 31 (Local) Review, Dr. Jeremy McMillen & Giles Brown- Updates need to be sent to Amy Evans. Local Update 31 (LOCAL) will go to Board in June. All publications need to be reviewed and updated annually. Giles then presented changes to local policy that impact his area:
 - a. BOT required to pass resolutions to explain purpose for paying employees during an emergency closure. (Reject)
 - b. Move expenses procedures to procedure from policy. (Reject)
 - c. Prohibit employees from using tobacco or e-cigarettes on campus, in campus vehicles or at college sanctioned events on OR off-campus. (Reject)
 - d. Sexual harassment and violence policy must be published in student handbooks, employee handbooks and posted on a separate website and updated every two years. Also, unpaid interns are now covered from protection. (Accepting but work needs to be done to be in compliance)
2. Grant Updates
 - a. On-Going Updates
 - i. Skills Development Funds
 - ii. Veterans Center for Excellence
 - iii. Adult Basic Education (AEL)
 - iv. Student Support Services (SSS)
 - v. T-STEM 2015-2016- wrapping up this summer
 - vi. T-STEM 2016-2018- funds have been awarded. Will begin disbursement in August.
 - vii. Smith Foundation (Scholarships)
 - viii. EMS Local Projects Grant- closing August 2, 2016
 - ix. College Credit for Heroes- closing out May 2016
 - b. Considering
 - i. Jobs and Education for Texans (JET) Grant- Steve Davis and Djuna Forrester will write the grant to cover equipment for the advanced manufacturing technology program. Randy Truxal moved to begin research to write the grant application. After a second by Mary Linder, the motion passed.
 - ii. Parallel Pathways- Will be completed by May 31, 2016
 - iii. NSF/ATE- Due October 1, 2016

- iv. Title III- Strengthening Institutions- Dr. Dava Washburn is working on this submission.
- c. Submitted Grants (waiting on a response)
 - i. Texoma Health Foundation (Dental Lab Mannequins)
 - ii. Caterpillar Foundation (ATE Awareness)
 - iii. EBSCO Solar
 - iv. Hoblitzelle Foundation (Infant Mannequins)
 - v. Noble Foundation (Nursing Mannequins)