

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

2pm May 3, 2016

Meeting Minutes

Present:

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

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

Welcome Amy Evans, Director of Marketing and Public Information

Informational Items:

1. Payroll Conversion Update, Giles Brown- Email issues are being addressed, as the standard naming function for emails isn't true for all employees. Supervisors need to coordinate with each other on the approval of time sheets. Eventually, only one supervisor will be needed to approve a time sheet. Making progress in all areas, but it is a very time consuming process. Any additional issues need to be noted via email to Giles Brown.
2. Personally Identifiable Information- Dr. Jeremy McMillen
 - a. Online FERPA Training- All employees need to complete within the next week.
 - b. On-Site FERPA Training- will be made available in the future
3. Policy Update 31 (Local) Review, Dr. Jeremy McMillen & Giles Brown- All (LEGAL) revisions were accepted by the Board during their last meeting.
4. Grant Updates
 - a. Title III- Strengthening Institutions- Due in early June
 - b. EMS Local Projects Grant (EMS/LPG)- Making progress
 - c. North Texas Wine Grape Cultivar and Rootstock Evaluation
 - d. NSF/ATE- Due in October
 - e. Skills Development Funds
 - f. Parallel Pathways
 - g. Adult Basic Education/AEL

- h. T-STEM- will receive final report toward the end of the summer
- i. SSS
- j. Smith Foundation Grant- will know soon if \$30,000 is received.
- k. Veterans
 - i. College for Heroes- closing out May 2016
 - ii. Veterans Center for Excellence- Still one open position to be filled

New Business:

1. Proposed Grayson College Faculty Development Policy, Leon Deutsch- Added wording in item C and a form for the documentation of development. A copy of that form would be uploaded into Green Employee and, once completed, housed in the offices of the Dean of Teaching and Learning, the respective department chair and dean. Faculty Association is curious how hours will be counted for areas such as college course attendance, conference presentations, etc. Dr. Organ will develop a local policy statement to be presented to EC at a future meeting.
2. Appointment of Infection Control Officer pursuant to DBB (LEGAL), Giles Brown- Giles suggests that someone from the nursing department would serve well. Steve Davis and Joanna Barnes will investigate further with Giles Brown to identify the officers.
3. Facilities Master Plan Priorities Discussion, Dr. Jeremy McMillen- The Master Plan notes multiple needs for new buildings including a student services building, residence halls, new library on the south campus, new entrances, etc. When considering prioritization of the buildings, residence halls and middle skills should be highest priority. The current residence hall needs refurbishing, but that's being considered for 2016-2017. HVAC upgrades are needed around campus as well, which must be addressed. The South campus upgrades including library will be needed in the next 2-3 years.
4. Personnel- Randy Truxal moved to fill the following positions. Upon a second by Dr. Regina Organ, the motion passed.
 - a. Fill the position of Executive Assistant to the Associate VP for Academic and Student Affairs
 - b. Fill the position of Nursing Professor
 - c. Fill the position of Executive Assistant to the President's Office

Other Business:

1. Enhanced Budget Requests- Meeting is scheduled for Friday, May 6 at 2pm in Irma Blackburn.
2. Distance Learning Training- Mandatory 4-5 hours. Multiple sessions throughout the summer with a week allowed to complete. Leon Deutsch will send an email to the deans listing faculty who have not signed up for the training. Those who do not complete the training before August 15 will automatically be enrolled in the course.