

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

Randy Truxal
Dr. Debbie Smarr

Dr. Brad Weart

Amy Evans
Dr. Jeremy McMillen

EXECUTIVE COUNCIL MEETING
Board Room 100D
9am October 26, 2016

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- *Absent*
Mrs. Amy Evans
Dr. Brad Weart
Dr. Molly Harris

Old Business:

None

New Business:

1. Giles Brown explained that to expedite the process, the requisition system will go through fewer steps. Now, it will be the originator, a single approver then to the Business Office for processing. The soonest this will happen is Christmas break, but even that timeline is aggressive. Additional training was requested for those who input requisitions into the system. Additional changes may occur in the Business Office concerning access and control of confidential information.
2. Dr. Regina Organ stated that traditionally, the goal during winter break is to provide three weekends available over Christmas Break. Policy states employees get 10 days off for winter break. The proposed calendar for 2017-2018 would require employees to work through December 19, 2017 and return January 3, 2018.
3. Dr. Machen presented cost analysis of academic instruction. Overall, programs are producing revenue for the college. Some of the pressure points occur in single department areas where long-term faculty are teaching with higher salaries. Further research is needed in regards to dual credit course instruction costs.
4. The Council was informed they should use Penny Ticknor as the contact for the Business Office. Giles Brown stated the LBB is requiring contracts to be reported- Construction over \$14k, Consultant over \$14k, every contract over \$50k, Major information systems over \$100k, Non-competitive/sole source and emergency contracts over \$1million, all contracts over \$10million. All contracts need to go through Business Office (Penny Ticknor and/or Darlene Brown).
5. Dr. Regina Organ stated the proposal for room and board fees is to increase the meal plan by 3%, which is the anticipated increase from Great Western Dining. Room rates will

- remain the same price for 2017-2018. Randy Truxal moved to accept the proposal. Upon a second by Dr. Regina Organ, the motion passed.
6. Dr. Jeremy McMillen presented the Student Trustee proposal. After some discussion on the student participating in closed sessions, it was decided that the Student Trustee would not participate in any closed session unless invited by the Board.
 7. The staff evaluation tool available in a hard copy is difficult to see. Someone will re-type the document and share via email with EC. Multiple forms will be removed from the website. Dr. Dava Washburn will email the correct faculty evaluation forms to Amy Evans to be placed on the website. For a future EC, a schedule is needed for evaluations with clear direction as to who will track those evaluations.

Informational Items:

1. Grant Updates
 - a. On-Going Updates
 - i. Skills Development
 - ii. Veterans Center for Excellence
 - iii. Adult Basic Education (AEL)- 100 students over target
 - iv. Student Support Services
 - v. T-STEM 2015-2016- Report due August 31, 2016.
 - vi. T-STEM 2016-2018 Funds have been awarded and disbursed
 - vii. Smith Foundation Scholarships- Funds have been awarded and disbursed
 - viii. EMS Local Projects Grant – Equipment has been received. Item will remain on the list until final report has been submitted.
 - ix. Perkins
 - b. Considering
 - i. NSF/ATE – Due October 1, 2016
 - c. Submitted Grants (waiting on a response)
 - i. Texas Health Foundation (Faculty Salaries)
 - ii. Hoblitzelle Foundation (Infant Mannequins)- End of August
 - iii. Dual Credit Career and Technical Education- Equipment Grant
 - iv. Jobs and Education for Texans (JET) Grant
2. Task Force Meetings
 - a. Giles Brown shared that the Campus Carry Task Force met last Friday to discuss proposals.
 - b. A Safety Program Task Force is developing a safety manual for workplace concerns. The first meeting of the group is next week where the table of contents of an example safety manual will be reviewed.
 - c. Dr. Molly Harris shared a representative from Inceptia will be present to speak to the Loan Default Task Force at their next meeting.

Interim Votes

1. Fill Position of Student Support Services Advisor. Approved October 17, 2016
2. Fill two positions of Program Assistant in Academic Studies. Approved October 24, 2016