

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 August 24, 2016

Meeting Minutes

Present:

Dr. Jeremy McMillen	Dr. Debbie Smarr
Dr. Regina Organ	Mrs. Joanna Barnes
Dr. Dava Washburn	Mr. Steve Davis
Mr. Giles Brown	Mr. Leon Deutsch
Mr. Gary Paikowski	Mrs. Djuna Forrester
Mr. Randy Truxal	Mrs. Amy Evans
Dr. Chase Machen	Dr. Brad Weart
Dr. Kim Williams	Dr. Molly Harris

Guests: Sherri Yeary, Amanda Schroeder

Old Business:

None

New Business:

1. HR Consultant Sherri Yeary provided an HR Update.
 - a. Hiring Manager Guide- Documents were previously brought to EC but have been formatted and finalized.
 - b. On-Boarding Documents- The deduction authorization form will be sent to all current employees and will be included in the new hire packet for on-boarding.
 - i. Janet communicates with IT to provide access
 - ii. Add Faculty Pay Scale and signature line of new employee to the Faculty Calculations form.
 - iii. Need a form to identify which access is needed (Canvas, CAMS, keys, email, etc.)- add to HM checklist and look at the internal form in HR.
 - iv. Posting Boards with information on FMLA are in the break rooms.
 - v. In HM Guide, clarify "candidate." HR can send the "not selected" email if provided the name and email address of each candidate who needs notification.
 - c. Workers' Compensation
 - i. Suggestion by Randy- If injury is not life-threatening, employee should visit with the supervisor prior to seeking medical attention.
 - ii. Sherri will work to identify local doctors who are willing to see employees with Workers' Compensation claims

- iii. May need to emphasize importance of confidentiality with these events (HIPPA)
 - d. OSHA Reporting Guidelines
 - e. Vendor/Contract Standards and Guidelines
 - i. Standard contract language would be helpful. Debbie will provide an example she has.
 - ii. Need to develop a test for “contractor” or not (part-time employee). IRS has rules on this.
 - f. Counseling Report
 - i. Consistent feedback and documentation is important.
 - ii. The form is a tool for coaching
 - g. Training needs
 - i. Sherri will be contacting EC members to identify training needed for accreditation, licensure, etc. in each area.
 - h. Training Videos
 - i. Branded training videos will be developed and linked to YouTube:
 - 1. 35 and 40 hourly exempt and non-exempt employees
 - 2. exempt faculty/staff who only submit PTO
 - 3. supervisors- how to approve PTO, payroll
 - 4. part-time employees
 - ii. Leon suggested using CANVAS to house these documents
 - iii. Training opportunities- August 29 at 1:30 and 3:30pm or August 30 at 9:30 or 11:30 in the CWL computer lab
 - i. Direct Deposits/Deductions in new system
 - i. Giles provided a handout which provides clear direction on a number of areas.
 - ii. Oklahoma residents who have deductions for their state tax should contact HR to learn how to verify deductions in GreenShades. Sherri will communicate with Monika from RunBiz.
 - j. Absences more than 3 days- Giles Brown
 - i. FMLA will be offered to those who qualify to those who have been absent for more than 3 consecutive days.
 - ii. Those who have been absent more than 5 days will need a doctor’s note to return to work to show “fit to return.” Need to find a way to handle situations like flu, which don’t always warrant doctor’s attention.
 - iii. Supervisors will send information to HR when an employee is absent for 5 consecutive days who will handle the process from there.
 - iv. We will also work to revise policy DEC(LOCAL).
 - k. Sick Leave Pool- Giles Brown
 - i. HR Office will administer sick leave pool.
 - ii. Sherri is working to revise the requirements to be eligible for sick leave pool.
 - iii. Sherri is also developing the application for sick leave pool hours.
- 2. Giles Brown shared that FLSA requires us to pay hourly employees while they travel. Supervisors should manage travel expenses and consider FLSA when approving travel.

3. Leon Deutsch presented a revised Annual Professional Development Policy. Dr. Regina Organ moved to approve the proposal with discussed changes. Upon a second by Randy and much discussion, the motion carried.
4. Customer Service Training Outcomes- Tabled
5. Dr. McMillen provided a list of upcoming travel opportunities and student success initiatives. Council members were encouraged to be mindful of travel schedules to ensure work needed on campus is being completed.
6. Dr. Regina Organ provided a description of Student Fees. Lab Fees are for consumables. If the course is offered at a high school, those funds are provided to the high school. Parking fee is waived for dual credit students. The ID fee is the cost for producing the student ID.
7. Results from the Great Colleges to Work For was discussed at the August Board meeting where Council members were present.

Informational Items:

1. Grant Updates
 - a. On-Going Updates
 - i. Skills Development
 - ii. Veterans Center for Excellence
 - iii. Adult Basic Education (AEL)
 - 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.
 - b. Considering
 - i. NSF/ATE – Due October 1, 2016
 - c. Submitted Grants (waiting on a response)
 - i. Texoma Health Foundation (Dental Lab Mannequins)- Declined
 - ii. EBSCO Solar- Declined
 - iii. Texas Health Foundation (Faculty Salaries)
 - iv. Texas Fast Start III
 - v. Caterpillar Foundation (ATE Awareness)- End of August
 - vi. Hoblitzelle Foundation (Infant Mannequins)- End of August
 - vii. Noble Foundation (Nursing Mannequins) – Declined
 - viii. Dual Credit Career and Technical Education- Equipment Grant
 - ix. Jobs and Education for Texans (JET) Grant
 - x. Perkins
2. Task Force Updates

- a. Giles Brown reminded the Council that campus carry begins at Community Colleges in August 2017
- b. Dr. Molly Harris shared the group met a few weeks prior and are conducting research. They will meet again in a few weeks.

Interim Votes

1. Fill the position of Veterans Outreach Specialist. Approved August 5, 2016
2. Fill the position of Industrial Technology Concepts Faculty. Approved August 10, 2016
3. Fill the position of Director of Dental Assisting Program. Approved August 17, 2016
4. Fill the position of Institutional Research Analyst. Approved August 11, 2016