

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 September 21, 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- *Absent*  
Mr. Leon Deutsch  
Mrs. Djuna Forrester  
Mrs. Amy Evans  
Dr. Brad Weart  
Dr. Molly Harris

Guests: Andrew MacPherson, Sherri Yeary, Alan McAdams

While waiting for guests to arrive, the Council discussed Item 5 in New Business, Tuition and Fees. Students will be able to apply for Financial Aid in October, so it's important to set 17-18 Tuition and Fees now. Steve Davis will discuss the Program Cost Analysis at the next EC. The proposal is to add \$2 to the total amount of tuition and fees with discussion to determine where that amount will go. Differential tuition discussion will be discussed in October. Giles Brown moved to increase the total by \$2 per credit hour. Randy Truxal provided the second. The motion passed. The plan is to increase tuition and fees by \$2 per year for the next 5 years.

**Old Business:**

1. HR Consultant Sherri Yeary presented the revised draft of DEC(LOCAL). "Misses work due to hospitalization" will be clarified in the policy. Randy moved to accept the revisions. Upon a second by Dr. Regina Organ, the motion carried.
2. Sherri Yeary provided some background of how the sick leave pool has been administered in the past. Dr. Regina Organ moved to approve the plan as presented. Upon a second by Gary Paikowski, the motion carried.

**New Business:**

1. Tabled until Alan McAdams can arrive.
2. Tabled
3. Chief MacPherson walked the group through the planned drill. The leadership team should move to the EOC (Campus PD). Giles and Dr. McMillen will continue with their scheduled meeting and ultimately be "casualties" in the drill. The HVAC systems will be

shut down temporarily. An emergency plan needs to be developed for the South Campus and West Extension.

4. Chief MacPherson presented the report, which will be sent to GC People.
1. Alan McAdams presented a number of service learning opportunities. Friends of Hagerman is beautifying an area around the main building. Austin College Baseball Coach wants someone to complete a bull pin expansion. College equipment will be used, but not GC materials. For future jobs, Alan considers only non-profit organizations. Leon will share the Service Learning forms developed by Teaching and Learning.

**Added items (not on agenda):**

1. Steve Davais, Joanna Barnes, Djuna Forrester, Dr. Dava Washburn, Giles Brown, Kim Weber and Stacie Pope will review and develop usage agreements and fees for facilities and specialized labs.
2. Janitorial staff noticed mold in some areas. An environmental specialist was brought in, and due to the amount of mold, a remediation has been started. The work will begin Saturday, September 24. On that first day, the specialist will review other areas where high levels of humidity are known. Depending on the identification of presence of mold and the amount of mold found, either additional remediation will be sought or the GC janitorial staff will clean per prescribed protocol. Additionally, an HVAC company is being brought in to address moisture levels in the spaces.
3. Dr. Jeremy McMillen asked EC members to include Dr. Molly Harris on communications in an effort to improve the lines of communication in the Office of the President. He added that Dr. Harris may reach out to them from time-to-time to seek information and that a timely response would be helpful.
4. Leon Deutsch presented the response of service learning training presented through an online source. A third of participants completed all 36 lessons. Another third completed some of them. The total cost for 36 people is \$1,800. One suggestion is to include this training as part of the on-boarding process through the HR office.
5. Dr. Regina Organ said that after disenrollment, the current enrollment of GC is 4,546.
6. Dr. Regina Organ moved to fill the position of Enrollment Specialist. Upon a second by Dr. Dava Washburn, the motion carried.

**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)- Declined
    - 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 will hold a series of open forums to gather proposals for the Task Force’s proposed implementation to be delivered to the president this fall.
  - b. Dr. Molly Harris shared that the Loan Default Rate is currently tracking at 19%. The group will meet again October 5.

**Interim Votes**

- 1. Fill Position of Financial Aid Receptionist. Approved September 15, 2016
- 2. Fill Position of VN Vaculty. Approved September 16, 2016